MESSAGE FROM THE PRESIDENT

If you are looking through this catalog, you must be searching for something.

Perhaps you want to acquire skills that can lead to a high wage, high demand career or that can enhance your current job. Perhaps you need competitively priced classes for transfer to a four-year college or university. Maybe you want education that provides short term, real world benefits, offered conveniently online or close to your home or place of work.

You may need assistance in starting your own business or training your employees. You may want to stay current with the technological changes that impact every facet of life in today’s fast paced, rapidly changing society. You may be unsure of what we offer, but you have recognized that continuing your education will enrich your life.

Whatever prompted you to look through this catalog, be assured that we can help. At Mid Michigan Community College, you will find a caring, personalized environment where people listen to you with respect and assist you in getting from where you are to where you want to be. Great careers – and changed lives – start at Mid Michigan Community College. Why not start today?

Christine M. Hammond, Ph.D.
MMCC President

LOCATIONS

The 560-acre Harrison Campus of Mid Michigan Community College is located in the rural environment of northern Michigan, situated between the cities of Harrison and Clare on Old U.S. Highway 27. A 20-acre area is used for the current College facilities and the remainder of the property is in its natural state with several nature trails.

MMCC’s Mt. Pleasant Campus is 27 miles south of the Harrison Campus. Located on 44 acres at the corner of Broadway and Summerton, the Mt. Pleasant campus features modern facilities and services that mirror those offered in Harrison.

The Mid Michigan area is noted for four-season outdoor sports. The area has thousands of acres of public lands, many lakes and rivers, numerous golf courses, ski hills, and hundreds of miles of snowmobile trails.

The contents of this catalog are subject to change; therefore, it cannot be considered a contract or agreement between an individual and Mid Michigan Community College or its administrators. Published May 2015.

For the most current information go to our website at www.midmich.edu.
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### CAMPUS DIRECTORY

**Harrison Campus Switchboard**  
(989) 386-6622

**Mt. Pleasant Campus Switchboard**  
(989) 773-6622

### COLLEGE FAX NUMBERS:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fax Number</th>
<th>Location/Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration - Harrison</td>
<td>(989) 386-9088</td>
<td></td>
</tr>
<tr>
<td>Bookstore - Mt. Pleasant</td>
<td>(989) 317-4628</td>
<td></td>
</tr>
<tr>
<td>Bookstore - Harrison</td>
<td>(989) 386-8443</td>
<td></td>
</tr>
<tr>
<td>Center for Student Services - Mt. Pleasant</td>
<td>(989) 772-2386</td>
<td></td>
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<tr>
<td>College Advancement - Harrison</td>
<td>(989) 802-0994</td>
<td></td>
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<tr>
<td>Human Resources</td>
<td>(989) 317-4631</td>
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<tr>
<td>Tech Center - Harrison</td>
<td>(989) 802-0971</td>
<td></td>
</tr>
<tr>
<td>Nursing - Harrison</td>
<td>(989) 386-6666</td>
<td></td>
</tr>
<tr>
<td>Shipping &amp; Receiving - Harrison</td>
<td>(989) 386-7736</td>
<td></td>
</tr>
<tr>
<td>SOAR Center - Harrison</td>
<td>(989) 386-6613</td>
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### BUSINESS OFFICE

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Accounts Payable</td>
<td>386-6610</td>
<td>HC Administration</td>
</tr>
<tr>
<td>Accounts Receivable/Cashier</td>
<td>386-6611</td>
<td>HC 1st Floor - SOAR</td>
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<tr>
<td>Bookstore - Harrison</td>
<td>386-6640</td>
<td>HC Room 215</td>
</tr>
<tr>
<td>Bookstore - Mt. Pleasant</td>
<td>317-4620</td>
<td>MP - Room 152</td>
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<tr>
<td>Campus Services/Maintenance</td>
<td>386-6697</td>
<td>HC Shipping &amp; Receiving</td>
</tr>
<tr>
<td>Computer Services - Harrison</td>
<td>386-6652</td>
<td>HC Room 270</td>
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<tr>
<td>Computer Services - Mt. Pleasant</td>
<td>317-4611</td>
<td>MP Room 132</td>
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<tr>
<td>Human Resources/Personnel</td>
<td>386-6621</td>
<td>HC Room 120</td>
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<tr>
<td>Office of the President</td>
<td>386-6601</td>
<td>HC Administration</td>
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<td>Payroll</td>
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### ACADEMIC SERVICES

<table>
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<tr>
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<tbody>
<tr>
<td>Associate Dean of Health Sciences</td>
<td>386-6645</td>
<td>HC Room 268</td>
</tr>
<tr>
<td>Associate Dean of Liberal Arts</td>
<td>386-6658</td>
<td>HC Room 268</td>
</tr>
<tr>
<td>Associate Dean of Math &amp; Science</td>
<td>773-6622, ext. 129</td>
<td>MP Room 115</td>
</tr>
<tr>
<td>Computer Labs Office - Harrison</td>
<td>386-6653</td>
<td>HC Room 290</td>
</tr>
<tr>
<td>Computer Labs Office - Mt. Pleasant</td>
<td>317-4630</td>
<td>MP Room 103</td>
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<tr>
<td>Customized Training</td>
<td>386-6629</td>
<td>Tech Center - Harrison</td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>386-6667</td>
<td>HC Room 252</td>
</tr>
<tr>
<td>Health Sciences Programs</td>
<td>386-6643</td>
<td>HC Room E-243</td>
</tr>
<tr>
<td>Off Campus Programs</td>
<td>386-6631</td>
<td>HC Room 252A</td>
</tr>
<tr>
<td>Vice President of Academic Services</td>
<td>386-6607</td>
<td>HC Room 206</td>
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### STUDENT SERVICES

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<tr>
<td>Admissions</td>
<td>386-6661</td>
<td>HC Room 104</td>
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<tr>
<td>Assessment</td>
<td>386-6638</td>
<td>HC Room 219</td>
</tr>
<tr>
<td>Associate Dean/Registrar</td>
<td>773-6622, ext. 230</td>
<td>MP Room 173</td>
</tr>
<tr>
<td>Diploma/Transcript Evaluations</td>
<td>386-6622, ext. 395</td>
<td>HC Room 104</td>
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<tr>
<td>Executive Dean of Student and Academic Support Services</td>
<td>773-6622, ext. 236</td>
<td>HC Room 111</td>
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<td>Enrollment/Records - Harrison</td>
<td>386-6659</td>
<td>HC Room 104</td>
</tr>
<tr>
<td>Enrollment/Records - Mt. Pleasant</td>
<td>773-6622, ext. 241/221</td>
<td>MP Room 156</td>
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<tr>
<td>Financial Aid/Veterans' Services</td>
<td>386-6664</td>
<td>HC Room 114</td>
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<td>Library Learning Services (LLS) - Harrison</td>
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<td>HC Room 219</td>
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<tr>
<td>Library Learning Services (LLS) - Mt. Pleasant</td>
<td>773-6622, ext. 287</td>
<td>MP Room 168</td>
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<td>Library/Media Center</td>
<td>386-6617</td>
<td>HC Library</td>
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<td>Internship and Student Placement</td>
<td>386-6629</td>
<td>Tech Center - Harrison</td>
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<tr>
<td>Advising</td>
<td>773-6622, ext. 100</td>
<td>MP Room 156</td>
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<tr>
<td>Student Life</td>
<td>386-6634</td>
<td>HC Room 219/MP Room 238</td>
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ACADEMIC CALENDAR

(Schedule Subject to Change)

**Fall Semester 2015**
Classes Begin................................................. August 29
Labor Day/No Classes ................................. September 7
College In-Service/No Classes ......................... November 25
Thanksgiving Break/No Classes ..................... November 26-29
Classes End .................................................. December 18

**Winter Semester 2016**
Classes Begin................................................. January 9
Spring Break ................................................. March 5-11
Good Friday/No Classes ............................... March 25
College In-Service/No Classes ......................... March 30
Classes End .................................................. May 6
Commencement ............................................. May 7

**Spring Semester 2016**
Classes Begin................................................. May 16
Memorial Day/No Classes ............................. May 30
Independence Day /No Classes ........................ July 4
8-Week Classes End ....................................... July 8
12-Week Classes End ..................................... August 5

ADMISSIONS

“OPEN DOOR” ADMISSIONS POLICY
Mid Michigan Community College has an “open door” admissions policy which encourages admissions of all persons who have a sincere desire to study and apply themselves to gain full advantage of the benefits that the College has to offer. Persons planning to transfer to four-year colleges or universities should be aware that a high school diploma or GED may be required by the transfer institution. Persons applying for financial aid must have a high school diploma or GED.

HOW TO APPLY
Applicants who have never attended another college or university:

1. Complete and submit an Application for Admission. This may be obtained from the Admissions Office on the Harrison Campus or Mt. Pleasant Campus or online at midmich.edu. This form should be completed and submitted well in advance of the semester for which the student is applying in order to allow time for assessment, academic advising, and class registration.

2. Have forwarded to the Admissions Office a copy of your high school transcript or GED completion for scholarship and grant consideration. A high school diploma is not required for general admission.

GUEST APPLICANTS
Complete and return a Guest Application. This may be obtained from the Admissions Office on either campus or online at midmich.edu. This form should be completed and submitted well in advance of the semester for which the student is applying to allow time for assessment, academic advising, and class registration. Guest students are not eligible for Title IV Federal Student Aid.

TRANSFER APPLICANTS

1. Complete and submit an Application for Admission. This may be obtained from the Admissions Office on either campus or online at www.midmich.edu. This form should be completed and returned to the Admissions Office well in advance of the semester for which the student is applying in order to allow time for assessment if needed, academic advising, and class registration.

2. If you wish to have transfer credits posted on your MMCC transcript, have official copies of transcripts from all other college and universities forwarded to Enrollment Services.

READMISSION
Former Mid Michigan Community College students who have withdrawn from classes or who have not returned for one or more semesters may be readmitted. A break in attendance of one years or more requires a new application to be completed.
Official copies of transcripts from other colleges or universities attended during the interim should be forwarded to Enrollment Services.

DUAL ENROLLMENT PROGRAM
This program is designed for high school students whose personal and intellectual maturity suggests that they are ready for college-level work. The students may enroll in Mid Michigan Community College courses while still attending high school or they may attend College during the spring session.

Students wishing to enroll in this program should complete and return a Dual Enrollment Application that may be obtained from a high school counselor, the Admissions Office, or online at midmich.edu/dual.

Students who would like to qualify for the State of Michigan dual enrollment tuition reimbursement should first check with their high school to determine eligibility and then contact the MMCC Admissions Office. Dual enrolled students are not eligible for Title IV Federal Student Aid.

APPLICATIONS FOR HEALTH SCIENCES PROGRAMS
Students interested in Pharmacy Technician Program and the Surgical Technician Transfer Program to Lansing Community College must complete a program-specific application in addition to completing a regular MMCC admission application. All other MMCC Health Program Students are considered for admissions to the program after their prerequisites are completed. In addition, all health care applicants are required to have a criminal background check including fingerprinting. By State law, students who have committed certain felonies and/or misdemeanors are NOT eligible for health care programs.

Students who are admitted to the program need to be aware that random drug screening may be done at any time during the program at the student's expense.

The following programs have a limited enrollment: Medical Assistant, Magnetic Resonance Imaging, Nursing, Pharmacy Technician, Physical Therapist Assistant, and Radiography.

Information regarding the application process can be found on our web site www.midmich.edu under Programs.

For further information about any health program, contact the Health Sciences Department at 989-386-6643.

INTERNATIONAL STUDENT ADMISSIONS
If you are an International Student who wishes to attend MMCC, we must receive the following documents before we can issue an I-20 Certificate of Eligibility:

1. An International Admissions Application. Please take care to supply your name exactly as it is printed on your passport.
2. If you plan to transfer credits from other colleges you must provide English translations of all college diplomas/ transcripts. English translations can be obtained through World Education Services (WES) at your expense.
3. An appropriate TOEFL score (a minimum of 500 on paper-based tests, 173 on computer-based tests, or 61 for internet-based tests) or an ELS score of 109 or IELTS of 5.0.
4. A financial statement verifying financial resources sufficient to cover $25,109 USD for tuition and living expenses. Bank statements, affidavits of sponsorship, etcetera should be supplied to support the financial statement. If an applicant has made arrangements to reside with a friend or relative while attending the college, and can provide a signed Affidavit of Sponsorship from this sponsor, financial verification limits may be reduced to $15,912. It is very important for students and sponsors to fully evaluate financial resources before pursuing admission. MMCC has no grants, loans, or student employment available for international students. Based on F-1 visa requirements, international students are not eligible to work off-campus.
5. International Students must provide proof of health insurance coverage. For more information, contact Jim Kridler at international@midmich.edu, call 989-773-6622, ext. 258 or visit our website at www.midmich.edu, click on Future Students, then International Students.

FINANCIAL AID

Harrison Campus:
Phone 989-386-6664 Fax: 989-386-6613
Mt. Pleasant Campus:
Phone 989-773-6622, ext. 224 Fax: 989-772-2386
Email: finaid@midmich.edu

The MMCC financial aid office encourages all students to apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). You may apply online at www.fafsa.gov. Approximately 71% of all MMCC students carrying 6 credits or more receive some form of financial assistance. Financial aid programs offer all students the opportunity to pursue their educational goals. MMCC, along with federal and state programs and private and civic organizations, offers a variety of scholarships, grants, loans, and employment opportunities to assist students in financing their education.

HOW TO APPLY FOR FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. This application can be submitted on the web at www.fafsa.gov or by mailing a paper FAFSA directly to the federal processor. The paper FAFSA may be obtained online at www.federalstudentaid.ed.gov.

Once a student’s financial aid has been completely processed they may charge their tuition, fees and books against eligible financial aid awards.
Students selected for verification may be required to submit documents to the MMCC Financial Aid Office. For those students, MMCC must compare the information from the FAFSA to the applicable tax forms and other required documents. Financial aid will not be awarded until all required documents are provided. If it is determined that additional documents are required, financial aid previously awarded may be cancelled. Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all previously awarded financial aid. If federal and/or state funds are involved, the appropriate government agencies will be notified including the U.S. Department of Education, Michigan Higher Education Assistance Authority, and/or the Office of Inspector General.

Students that are transferring to MMCC must add MMCC’s school code, 006768, to their FAFSA at www.fafsa.gov. Students must renew their FAFSA each year. Contact the financial aid office for spring and summer semester eligibility.

**ELIGIBILITY FOR FEDERAL & STATE FINANCIAL AID PROGRAMS**

To be eligible for federal and state financial aid, employment and student loan programs, students must meet all of the following requirements:

- Be admitted to or enrolled as a regular student in a qualified academic program leading to a degree or certificate.
- Be a U.S. citizen or an eligible noncitizen.
- Most males must be registered with Selective Service. Go to www.sss.gov to determine if you are or were required to register between age 18 and 25.
- Students cannot be in default on a federal student loan or owe money back on a federal student grant.
- Students who are enrolling in higher education for the first time on or after July 1, 2012, must have either a high school diploma or recognized equivalent (such as a General Educational Development certificate (GED) or have been home schooled).

**Meet the MMCC Financial Aid requirements**

- Make satisfactory academic progress.
- Meet any additional requirements for specific federal and state financial aid programs.
- Have financial need, except for some loan programs.
- Have a valid social security number.
- Complete and sign a Free Application for Federal Student Aid (FAFSA) stating that student financial aid will be used only to pay the cost of attending an institution of higher education.
- Cannot have a conviction for drug possession or sale while receiving financial aid.

**HOW FINANCIAL NEED IS DETERMINED**

Financial need is determined by subtracting a student’s Expected Family Contribution (EFC) from their MMCC cost of attendance budget. Additional information regarding MMCC’s cost of attendance and need based aid can be found on the Financial Aid page of college’s website at www.midmich.edu/finaid. MMCC must consider all sources of financial assistance and subtract the estimated amount of all assistance from the student’s estimated total financial need.

To determine a student’s eligibility for need-based assistance, MMCC must consider the student’s EFC. The EFC is calculated by the U.S. Department of Education from the information submitted in the student’s FAFSA. The EFC measures a family’s financial strength and determines the student’s eligibility for federal student aid. The MMCC financial aid office must use the EFC calculated by the U.S. Department of Education. However, when appropriate the MMCC financial aid office may make adjustments. Contact the MMCC financial aid office for more information.

**FINANCIAL AID AWARDS AND PACKAGE**

A student’s financial aid package may include all awards; scholarships, grants, work-study, and student loans. The awards are determined annually. The MMCC Financial Aid Office notifies students of the estimated financial aid that they are eligible for by mail or email. Financial aid awards are subject to change due to changes in the student’s enrollment, finances, or satisfactory academic progress. Changes in enrollment status, including a reduction of credit hours or withdrawing from all classes before the end of the semester may result in a reduction or cancellation of all financial aid. Students should check with the MMCC Financial Aid office before dropping classes. If a student or student’s family experience a change in financial circumstances, the student may contact the MMCC financial aid office to determine if an adjustment may be made to the student’s FAFSA.

**DISBURSEMENT OF FINANCIAL AID AWARDS**

All financial aid funds, scholarships, grants, and student loans are credited to the student’s account. If the student has any remaining funds, a refund will be issued to the student for the balance. Students can elect to sign up on MARS (Mid’s Automated Refund System) which is a free and convenient online service that allows students to select how they will receive their refund, including having it deposited directly into your bank account or getting it on a pre-loaded debit card. The direct link is located at www.paymentportal.pnc.com/mmcc. Students who do not take action will receive their refund as a check, delivered through standard mail (5-10 business days after the refund is issued). It is the student’s responsibility to verify the accuracy of the billing charges and credits and remaining financial aid balance. Refunds for remaining financial aid are available approximately six to eight weeks after the semester starts. Students should plan their personal finances with this time frame in mind. Checks are mailed and cannot be picked up on campus.
MMCC FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

All students receiving financial aid from federal and state sources must be making satisfactory academic progress at Mid Michigan Community College. Students shall be monitored for satisfactory academic progress at the end of each semester (Fall, Winter, and Spring). There are three components that all students must be able to meet when evaluated: GPA, completion rate, and maximum time frame measures. The standards are established to ensure that students are progressing towards an educational objective and complete a degree within a reasonable time frame. If the standards are not met, students are not eligible for federal and state financial aid. Students are notified of their SAP status through their Mid Michigan Community College email account (Students who are meeting the SAP requirements will not receive notification.)

The standards of Satisfactory Academic Progress include the following components:

- Maintain a minimum cumulative grade point average. (GPA Measure)
- Complete minimum cumulative credit hours attempted – including all transfer credits. (Completion Rate)
- Attempt less than 150% total cumulative credits required for program degree of record—including all transfer credits. (Maximum Time Frame)

GRADES

All “F”, “W”, and “I” grades will be considered as credits attempted, but not completed. Transfer and remedial courses will be counted in attempted and completed credits. Repeated classes may count as only attempted hours. Credit hours taken for an audit grade of “AU” are not included in determining enrollment status for financial aid disbursement or satisfactory academic progress.

GPA MEASURE

Students must achieve a required minimum GPA. This required minimum GPA will be graduated based on the number of credits that the student has attempted and is listed below. All credits including developmental, and all transfer and college level courses will be counted to determine the credit hours.

<table>
<thead>
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<th>Credit Hours Attempted</th>
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<tr>
<td>1-12</td>
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<td>13-23</td>
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<td>24-47</td>
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<tr>
<td>48 or more</td>
<td>2.0</td>
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</table>

COMPLETION RATE MEASURE

Students must complete a percentage of their attempted credits. This percentage will be cumulative and based on attempted credit hours (see below.)

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Percentage Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>25%</td>
</tr>
<tr>
<td>13-23</td>
<td>50%</td>
</tr>
<tr>
<td>24-47</td>
<td>60%</td>
</tr>
<tr>
<td>48 or more</td>
<td>67%</td>
</tr>
</tbody>
</table>

To figure completion rate divide completed credits by attempted credits.

Attempted credits include all college level credits, developmental, and all credit hours transferred from other institutions.

MAXIMUM TIME FRAME

Students may not receive federal and state financial aid for attempted credits in excess of 150% of the credits required for graduation (refer to College Catalog for specific programs.) Students who have attempted more than 150% of the maximum credits required for graduation of program degree of record are not making Satisfactory Academic Progress.

All college level credits, developmental, transfer credits, and repeat courses will be included in the maximum timeframe calculation.

For example, if a student’s degree required 64 credits, they must complete their program within 96 credits.

EXAMPLES

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Total Credit Hours Required</th>
<th>Maximum Attempted Hours Allowed for Aid Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Applied Science (AAS)</td>
<td>62</td>
<td>93</td>
</tr>
<tr>
<td>Associate in Arts (AA)</td>
<td>62</td>
<td>93</td>
</tr>
<tr>
<td>Certificate</td>
<td>24</td>
<td>36</td>
</tr>
</tbody>
</table>

RESULTS OF SAP

FINANCIAL AID WARNING

A student who is not making Satisfactory Academic Progress after one semester will be placed for the following semester on a status of “Warning.” During this time, a student may continue to receive federal and state financial aid.

A student who is not making Satisfactory Academic Progress after a semester on “Warning” status will become “Ineligible” to receive federal or state financial aid.

A student with a “Warning” status must seek additional services from an Academic Advisor to resolve any issues related to their academics. Students who are unable to meet SAP are encouraged to contact the Financial Aid Office.

APPEALS FOR INELIGIBLE STATUS

Students have the right to appeal for continued eligibility if they have not met the GPA or completion measures. Appeals must provide (1) an explanation of the circumstances beyond
a student’s control that contributed to the student’s failure to meet the minimum academic progress standards and (2) what corrective action has been taken to prohibit this from happening in the future. Students are notified of the appeal decision through their Mid Michigan Community College email account.

Examples of situations considered beyond a person’s control may include, but not limited to:

- Serious illness or injury to a student that required extended recovery time or significant improvement
- Death or serious illness of a family member
- Significant trauma in student’s life that impaired the student’s emotional and/or physical health
- Other documented situations (The appeal will be denied if documentation is not received within 30 days of the appeal date).

Students who have exceeded the maximum timeframe may appeal if they are within a reasonable timeframe of graduation or are pursuing a second degree by providing an explanation for the need of an additional degree.

Students who have borrowed funds from the Federal Direct Student Loan program, must complete “Exit Counseling” at www.studentloans.gov before their appeal will be considered.

As part of the appeal requirements, the student may be required to submit academic transcripts from all colleges attended or the appeal may not be considered. Student copies will be accepted in certain circumstances. If the student is unable to submit all transcripts then they must provide a written statement of explanation. Results of the transcripts or failure to provide transcripts, will factor into the decision of the FA Appeal Committee.

ACADEMIC PLANNING

1. The student will be required to meet with an academic advisor to develop an Academic Plan and submit it to the Financial Aid Office. As long as the student is meeting the terms of the plan, the student will continue on this status until he or she is able to meet SAP. Failure to meet the terms of the plan will result in an Ineligible status and cancellation of federal and state financial aid.

2. Students who have an Approved Appeal but fail to reenroll for one full academic year will return to an “Ineligible” status. Students will be notified by email of their change in status. Students must meet with a Financial Aid Officer and Academic Advisor before their appeal can be considered for reinstatement. The Financial Aid Committee has the right to deny an Approved Appeal on a case by case basis. Grounds for denial may include credit hours taken at another institution, change in program of study, or any unresolved issues that may prevent the student from achieving academic success.

APPEAL COMMITTEE

All appeals are reviewed by the Financial Aid Committee. The student will be notified in writing of the committee’s decision.

If the first appeal is denied and the student feels there are circumstances that were not considered in the first appeal, a second appeal may be made. Second appeals must be made in writing to the Director of Financial Aid, who will convene the Financial Aid Advisory Committee to review the appeal. The Director will inform the student of the Advisory Committee’s decision within ten business days. The Committee’s Decision will be considered to be final. The Financial Aid Advisory Committee is made up of the following membership: Dean of Student Services, Financial Aid Director, one Financial Aid Officer, one Admissions Office Representative, and one Faculty Member. A minimum of three members is required to review a student appeal.

STATEMENT OF STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

Rights of Financial Aid Applicants

1. You have the right to know what financial aid programs are available.

2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.

3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.

4. You have the right to know how your financial need was determined and what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.

5. You have the right to know how much of your financial need as determined by the institution has been met.

6. You have the right to request an explanation of the various programs in your student aid package.

7. You have the right to know the MMCC refund policy.

8. You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, the length of time you have to repay, and when repayment is to begin.

9. You have the right to know how MMCC determines whether you are making satisfactory academic progress and what happens if you are not.

For an explanation of any of the above rights, please review the information in this catalog or come in to the Financial Aid Office and meet with a Financial Aid Representative.

Responsibilities of Financial Aid Applicants

1. You must complete all application forms accurately and submit them on time to the right place.

2. You must provide correct information. If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.

5. You must accept responsibility for all agreements that you sign.

6. You must perform the work that is agreed upon in accepting a Work Study job.


8. You are responsible for reporting the type and amount of any assistance you have received from any source outside of your MMCC aid.

9. You must be attending your classes in order to be eligible for Federal Aid funding.

MID MICHIGAN COMMUNITY COLLEGE   FINANCIAL AID PROGRAMS

Laker Distinction Presidential Scholarship: This scholarship covers tuition and fees at MMCC for up to 62* credit hours, which is the average for an associates degree, and it is renewable for a second year. Distinguished Presidential Scholars will also receive a $500 stipend each semester to cover their required course books and supplies. Open to graduating Michigan seniors with cumulative GPA’s of 3.5 or higher. These competitive scholarships will select recipients based on character, leadership, service, and academic success. Learn more at midmich.edu/distinction

Laker Distinction Scholarship: This scholarship covers tuition and fees at MMCC for up to 31* credit hours, which is roughly one-half of an associates degree or one year of college at full-time status. It is non-renewable. Open to graduating Michigan seniors with cumulative GPA’s of 3.5 or higher. These competitive scholarships will select recipients based on character, leadership, service, and academic success. Learn more at midmich.edu/distinction

*Both in and out-district students will have all tuition and fees covered fully.

Admissions Award: These scholarships for $1,000 ($500 fall/winter semesters) will be granted to students from local high schools who hold the highest GPA’s and attend MMCC. Admissions Awards are non-need-based and must be used for the semester for which they are awarded. Students should submit their transcripts with six completed semesters by April 1 in order to be considered.

Ambassador Awards: Recipients will receive roughly $1,000 each year ($500 fall/winter semesters). These two-year awards are distributed to students who will proudly represent MMCC through active service as college representatives. Recipients will complete service hours that vary depending on their skills but may include giving tours, presenting to potential students, assisting with office tasks, assisting in college events, etc.

Technical Education Awards: $500 scholarships ($250 fall/winter semesters) that will be granted to students who enroll in one of the following programs: Automotive Technology; Heating, Refrigeration & Air Conditioning; Industrial Technology/Drafting & Design; Industrial Technology/Machine Tool; Business Information Systems; Graphic Design; Welding Technology; or construction trades. Technical Education Awards are non-need-based, and distributed on a first come, first serve basis. High school seniors or alternative education students should submit their transcript with six completed semesters in order to qualify. Students who qualify for more than one institutional scholarship will be awarded the scholarship with the highest monetary amount.

MMCC Scholarship and Grant Fund (Scholastic Incentive Scholarship): This $300 merit-based scholarship is available to full-time students based on their cumulative GPA after completing a semester at full-time status. Students are only eligible for the scholarship once per academic year. This fund is made possible through financial gifts from friends of the College and the Scholarship & Grant Commission.

Ellis VanDeventer Adult Incentive Award: This award is to assist adult students who are not served effectively by the Federal Pell Grant Program but still have a relatively low income and high financial need in the Federal Formula. Most of these students are not coming directly out of high school and therefore have limited opportunities to qualify for traditional scholarships. Awards are made for one academic year and are renewable for one additional year if a student has not completed 60 credit hours. An award of $400 per semester with a maximum of $800 per year will be made to qualifying full-time students. An award of $200 per semester with a maximum of $400 per year will be made to qualifying students attending at least half-time but less than full-time. Made possible through financial gifts from friends of the College and the Scholarship and Grant Commission.

Junior High Scholarship: The scholarship is in the amount of $250 and is presented to outstanding Junior High (8th grade) students that will be graduating into high school. This scholarship is in acknowledgment of academic excellence. To achieve this recognition, the honored recipients must have earned a cumulative GPA of 3.5 or better.

Senior Citizen’s Discount Awards: Senior citizens may enroll in any credit or non-credit course offered by the College, except those courses in a program requiring an admissions decision, and receive a 20% tuition discount. To qualify for such a discount, senior citizens must be 62 years of age or older and retired, must have their primary residence in the State of Michigan, and must be participating in U.S. Social Security retirement benefits. Senior citizens must request such a discount at the time of registration. This discount does not apply to fees, books, materials or supplies, trips, or other special events.
STATE OF MICHIGAN FINANCIAL AID PROGRAMS

Michigan Rehabilitation Services: Michigan Rehabilitation Services is a division of the Michigan Department of Human Services and provides rehabilitative services to vocationally handicapped or impaired individuals. Any person with impairment can make an application for service by contacting the Office of the State of Michigan Rehabilitation Services serving the student’s local area. 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.

Michigan Competitive Scholarships: These scholarships are credited to tuition and fees of Michigan residents of 12 months who are high school graduates, who qualify through a competitive examination, and who show financial need. Awards may be renewed annually for a maximum of ten semesters as long as need and at least a 2.0 GPA are maintained. More information is available from high school counselors and by contacting Student Scholarships & Grants, at 1-888-447-2687 or email osg@michigan.gov.

Tuition Incentive Program (TIP): This high school completion program offers to pay for the first two years of college and beyond for state identified students who graduate from high school or complete their GED before age 20. TIP covers up to 24 credit hours of tuition and most fees per year at Michigan Community Colleges and select Michigan Universities.

FEDERAL FINANCIAL AID PROGRAMS

Federal Pell Grants: Students may apply for Pell Grants by filing a FAFSA. Eligibility for Pell Grants is based on financial need as determined by the federal formula and is applied to all applicants. Awards for 2015-2016 range from $626-5,775 and are subject to change. The amount of the award will be adjusted based on the student’s actual enrollment status.

Federal College Work-Study Program (FCWS): These work opportunities are awarded to students who meet requirements included in the Financial Aid Eligibility section. Job placement extends to most areas of College activity. Every effort is made to refer students to positions compatible with their interest and qualifications, although this is not always possible. Pay rates are commensurate with federal wage guidelines. Students are paid once every two weeks for hours worked. Placement of students in FCWS employment is handled through the Admissions Office. Applications can be obtained online at www.michigan.edu/collegeworkstudy.

Federal Supplementary Educational Opportunity Grants (FSEOG) is a federal grant awarded to students with the greatest financial need according to the federal formula. The grants vary from $100 to $1,000 per year for MMCC students. Students must be making satisfactory progress; and meet all other conditions outlined in the Financial Aid Eligibility section to continue receiving the grant. The FSEOG is awarded by the Financial Aid Office in accordance with federal guidelines.

William D. Ford Federal Direct Loan Program provides low-interest Stafford Student Loans directly from the Department of Education. Student loans are insured by the federal government. These loans are only to be used to finance the cost of education and must be repaid.

Subsidized Stafford Loans are based on financial need and the interest is paid by the government while the student is in school. Unsubsidized Stafford Loans are for students who do not qualify for Subsidized Stafford Loans or are borrowing more than the subsidized limits. Students are responsible for the interest from the time the loan is dispersed until the loan is paid in full. The interest rate is determined by federal regulation and may be paid monthly, quarterly, or capitalized. Capitalizing interest will increase the amount of loan the student will have to repay.

Loans are made in equal multiple disbursements throughout the academic loan period. The lender may charge up to 1.5% in fees on each loan disbursement. Students can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the annual loan limits are not exceeded.

The annual loan limits for dependent students are:
- $5,500 for students with less than 24 completed credit hours.
- No more than $3,500 can be in Subsidized Stafford Loans.
- $6,500 for students with 24 or more completed credit hours.
- No more than $4,500 can be in Subsidized Stafford Loans.

Dependent students whose parents cannot borrow under the Federal PLUS loan program can borrow up to an additional $4,000 in additional unsubsidized loans.

The annual loan limits for independent students are:
- $9,500 for students with less than 24 completed credit hours.
- No more than $3,500 can be in Subsidized Stafford Loans.
- $10,500 for students with 24 or more completed credit hours.
- No more than $4,500 can be in Subsidized Stafford Loans.

For either type of Stafford loan, students must first fill out a FAFSA and provide the college all necessary forms to complete the financial aid file requirements. Students may be eligible for a Federal Direct Loan if they meet the requirements included in the Financial Aid Eligibility section and are enrolled at least half-time (6 credits). Students must complete all federal and school requirements such as completing Entrance Loan Counseling, a Master Promissory Note (MPN) and a Direct Loan Request Form. If the loan is approved, the borrower will receive a Disclosure Statement from the Department of Education listing the approved amount of the loan and the approximate date(s) the loan funds will be sent to the school.

The Department will be making a financial commitment to the borrower by helping to finance the student’s education. Borrowers will be responsible for contacting their loan servicer immediately if they:
1. Withdraw, graduate or are enrolled less than halftime;
2. Change their name or address; and/or
3. Transfer schools.

In their last semester of attendance, students must complete Exit Counseling. Six months after a student is no longer enrolled...
at least half-time, payment arrangements must be made with the loan servicer. Payment arrangements are subject to all of the following regulations:

1. The minimum monthly payment must be $50. Under unusual circumstances the loan servicer may permit reduced payments.

2. The standard repayment period is 10 years; however, there are other repayment options available for up to 25 years.

3. Repayment in whole or in part may be made at any time without penalty.

Students may be entitled to a temporary postponement of payments called a “deferment.” Loan Servicers have a complete listing of all authorized deferments and time limitations. This information may also be found on the student’s master promissory note.

Default will occur if the borrower:

1. Fails to make scheduled loan payments; or

2. Fails to meet other terms of the promissory note.

If the student defaults on the loan, the student’s loan servicer may, add collection costs, report the default to national credit bureaus, and may pursue collection in the following manner:

1. Assign the student’s loan to a collection agency;

2. File suit against the student to recover the amount owed, plus court costs and fees;

3. Garnish the student’s wages or federal funds; and/or

4. Withhold federal and state income tax refunds.

A defaulted loan is immediately due and payable in full. Student’s credit rating will be adversely affected and may seriously jeopardize chances for qualifying for any future loans (auto, mortgage, etc.) Students who have defaulted on loans will not be eligible to receive any additional Federal or State Financial Aid.

PLUS Loans are for parents or legal guardians, who want to borrow to help pay for their dependent children’s education. The child’s dependency status will be determined by completing a FAFSA. Parent Plus loan eligibility is contingent upon credit history. Parents may borrow up to the remaining need of the dependent student cost of attendance minus other financial aid. PLUS loans are issued at a fixed interest rate and cannot exceed 7.21%. Parent Plus loan funds are disbursed to the school at equal intervals within the loan period. Repayment on the PLUS loan normally begins within 60 days of disbursement, however payment deferment is available. Repayment terms are scheduled by the loan servicer and usually range from 5 to 10 years. In general, the minimum monthly payment is $50.

Veterans Administration benefits are available to veterans of the armed services and/or dependents/spouses of veterans. The following information references the veteran; however it is for all qualifying individuals. To qualify for VA benefits, veterans must apply online at www.gibill.va.gov. All students must complete the MMCC Admissions Application and then contact a MMCC VA Certifying Official. To ensure prompt receipt of VA payments, veterans must be registered for classes at least 30 days prior to start of each semester. To be eligible for maximum benefits, veterans must enroll full time each semester. Students enrolled less than full time are eligible for prorated payments. Veterans who have attended other schools beyond high school must have an official transcript from their previous school(s) sent to the MMCC Office of Enrollment Services for evaluation of possible transfer credit(s). MMCC will notify the US Department of Veterans Affairs and the veteran, of the credit(s) granted. In accordance with VA guidelines, veterans must make satisfactory academic progress towards their degree to continue receiving VA benefits. Veterans not meeting the minimum standards of the MMCC Financial Aid Satisfactory Academic Progress Policy will no longer be eligible to receive VA benefits. Veterans who have previously received VA benefits at other institutions must complete the “Change of Study/Program” form.

Michigan Children of Veterans Tuition Grant: Dependent children of deceased or disabled veterans whose injuries were a result of military service may be eligible for VA Benefits. Children must be between the ages of 18 and 23. They must be enrolled at least half-time and the amount will depend on enrollment status. Applications may be obtained online at https://www.michigan.gov/mistudentaid. Please contact the Financial Aid Office if you have difficulty locating the application. Students that are covered under any of the veteran’s programs must contact the Financial Aid Office each semester.

OTHER FINANCIAL AID PROGRAMS

Mid Michigan Community College uses an online resource to make it easier for our students to apply for various scholarships that are available. No more paper applications! Based on the information students provide in the online application, a tailored list of scholarships is produced. From this list, students may apply for scholarships of their choice. The online application is available each January 1 through April 1 for the upcoming academic year. Check the Financial Aid home page for more information at www.midmich.edu/finaid.

Availability of all scholarships listed is subject to change based upon minimum fund balances sufficient to make awards on deposit with MMCC.

Information about scholarships administered by MMCC can be found at www.midmich.edu/scholarships.

THE COST OF ATTENDING COLLEGE

TUITION RATES*

In-District Resident, Out-District Resident, and International rates are available on our website, and are charged per contact hour. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Mid Michigan Community College (regardless
of his/her formal state of residence) will be granted in-state tuition rates.

Once the student qualifies for in-state tuition, that status will continue while the student stays enrolled in the same degree program at MMCC. The in-state tuition rate would remain in effect even if the student's military spouse or parents are transferred out of Michigan.

Students are considered in-district residents if they meet one of the following criteria:

1. They are a dependent student (according to the Department of Internal Revenue regulations) residing with a parent or guardian and the parent or guardian maintains their primary residence within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison.

2. They have resided within the college district at the time of registration and are a United States citizen or permanent resident.

3. The student, the student's spouse, or the parents of a dependent student hold real property within the College district against which real property taxes have been assessed in support of the College for the tax period immediately preceding registration; the tax receipt must show proof of payment of taxes in support of the College.

4. The student is an employee of a business or industrial firm or governmental agency or is a member of a professional organization within the College district and the employer or organization, by written agreement, agrees to pay directly to the College all tuition and/or fees of a student for employer-approved courses.

5. Military personnel whose Home of Record or Legal Residence is within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison.


*Tuition rates are subject to change without notice by action of the Board of Trustees.

Students must verify residency at the time of each official registration by providing an appropriate document such as a driver's license, voter registration card, Secretary of State Identification Card, or property tax receipt for the tax period immediately preceding registration, or by procedures authorized by the President.

In addition, informational postcards will be mailed to the student's address on our system using the "POSTMASTER DO NOT FORWARD" label. If a postcard is return to MMCC because the mail is undeliverable, future registrations will be billed at the out-of-district rate until the student proves residency.

**Contact Hour(s):** As of the summer 2002 session, students will be charged tuition on contact hours instead of academic credit hours.

Contact hours are computed by totaling the lecture + lab hours. For example:

BIO.101 4 credits (3 lectures + 2 labs) 3 + 2 = 5 contact hours

There is a cap of 15 contact hours per class. Please refer to your schedule for billing credits on current course offerings.

**Credit Hour Definition:** For each credit hour awarded, MMCC will require 800 minutes of instruction, or its equivalent, be delivered. In addition to this instructional time, there will be two (2) hours of out-of-class student work each week for fifteen weeks, or its equivalent. For courses delivered in an online format, they will be awarded the same credit hours as their face-to-face version provided that the same learning outcomes are expected in both formats.

Credit hours for labs, clinicals, internships, co-ops and other similar instructional activities will be awarded on a ratio of contact hours to credit hours ranging from 2:1 to 5:1, depending on how independently the student is working. The more independently the student works, the more time required. For example, in a typical science lab where there is a lab instructor present and overseeing the students as they conduct independent experiments, a 2:1 ratio is appropriate. In an automotive co-op setting where the students are working even more independently on repairing cars, and only having the instructor inspect their completed work or the student checking in with the instructor when they encounter a difficulty, the ratio of 5:1 would be appropriate.

**FEES**

**Assessment Fees:** Anyone who is not a registered MMCC student will be charged an Assessment Fee when making use of the services of the Library & Learning Services (LLS). (A complete listing of fees is available in the LLS).

**Course Fees:** Such fees are charged for selected courses to defray the cost of special equipment, facilities, materials and/or malpractice insurance.

**Enrollment Fee:** A non-refundable Enrollment Fee is required for each semester a student enrolls, with the amount based upon total hours taken. This fee reserves classes but does not apply to tuition. The fee schedule is as follows:

- Enrollment Fee: $50 (6 contact hours or more)
- Enrollment Fee: $25 (5.9 contact hours or less)

**Non-Resident Student Facility Fee:** A $10 per contact hour facility fee is charged to out-district students.

**Student Activity Fee:** A $20 fee is charged each semester to all students enrolling in 3 or more credit hours. The fee is non-refundable unless a total withdrawal is made within the refund period.

**Technology Fee:** A $10 per contact hour fee is assessed on all courses, except those that are offered exclusively online and for which an online tuition rate is charged.
**Fees are subject to change without notice by action of the Board of Trustees.**

**TUITION REFUND POLICY**

Mid Michigan Community College has an established schedule for the refunding of tuition and course fees (excluding the Enrollment Fee) based upon the date when a student withdraws from a course. During a 15-week semester, a full refund is allowed through the first 7 calendar days of the semester. There is no differentiation between partial and total withdrawals in terms of percentage of refund of tuition and fees. Sessions containing less than 15 weeks are prorated, as are classes that vary in length. Library Learning Services courses and Independent Study courses shall be considered to be 15 weeks in length.

**PERCENT OF TUITION AND FEE REFUND SCHEDULE**

<table>
<thead>
<tr>
<th>Calendar days beginning with and including first day of classes.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<tr>
<td>Full Semester</td>
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</tr>
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<td>12 Week Classes</td>
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<td>3 Week Classes</td>
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</tbody>
</table>

The date the drop is initiated will be counted as the date of refund.

**RETURN OF TITLE IV FUNDS POLICY**

Students that withdraw from all classes prior to completing more than 60% of a semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws and completes 30% of the semester will have “earned” only 30% of any Title IV aid they are entitled to. The school and/or the student must return the remaining 70%. Students considering withdrawal from all classes PRIOR to completing 60% of the semester are strongly encouraged to contact the Financial Aid Office to determine how withdrawal will affect current and future financial aid.

1. This policy applies to all students who withdraw, drop out, unofficially withdraw, receive all F’s and/or W’s, or are expelled from MMCC and receive financial aid from Title IV funds:

A. Title IV Funds include Federal financial aid programs authorized under the Higher Education Act of 1965, as amended, and includes the following programs: Federal Direct Loans including Stafford Unsubsidized, Stafford Subsidized, and PLUS Loans, Federal Pell Grants, and Federal SEOG.

B. A student’s official withdrawal date is the date the student began the institution’s withdrawal process as defined in the MMCC Catalog, officially notified the institution of intent to withdraw, or the midpoint of the period for a student who leaves without notifying the institution, or the student’s last date of attendance at a documented academically related activity.

2. Title IV aid is earned in a prorated manner on a per day basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after 60% of the semester is complete.

A. When the total amount of unearned aid is greater than the amount returned by MMCC from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Unsubsidized Stafford Loan*
2. Subsidized Stafford Loan*
3. PLUS - Parent Loans to Undergraduate*
4. Federal Pell Grant
5. Federal SEOG

*Loan amounts are returned within the terms of the promissory note.

3. A notice of the refund calculation will be sent to the students’ MMCC email following the withdrawal or after grades are submitted at the end of the semester. A copy of the calculation is available upon request.

A. Students are responsible for any portion of their institutional charges that the college has to return to the federal aid program. Repayment arrangements may be made with the MMCC Business Office within fourteen days to avoid further action.

B. Students who owe unearned grant aid directly to the federal program may repay the college within fourteen days to avoid losing Title IV eligibility and being turned over to the U.S. Department of Education (FSA) Collection Division.

4. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you must notify MMCC that you wish to receive the loan funds. MMCC may automatically use all or a portion of your post-withdrawal disbursement including loan funds, if you accept them for current year tuition and fees. For all other school charges, the school needs your permis-
sion to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow MMCC to keep the funds to reduce your debt.

5. Refunds and adjusted bills will be sent to the student’s home address following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

6. The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

7. Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Enrollment Services Office.

TUITION PAYMENT PLAN

All students are expected to pay 100% of all assessed charges at the time of registration. Students may opt to use a convenient tuition budget plan offered by Nelnet Business Solutions for a $25.00 per semester NON-REFUNDABLE fee.

Brochures explaining the program are available at the Office of Enrollment Services on either campus, on the MMCC website www.midmich.edu, or you may call Mid Michigan Community College Cashier’s Office at (989)386-6611 or NBS at (800) 609-8056.

OUTSTANDING BILLS

Any student with an outstanding bill with the College will not be allowed to use any charge system, will not be allowed to re-enroll, and will not be able to obtain grades, transcripts, or diplomas until such time as their bill is paid in full.

COLLEGE BOOKSTORE PURCHASES

You have the option of using your financial aid to pay for charges and fees incurred beyond your tuition costs such as: Bookstore charges, Library fines, or Club Membership fees. Your financial aid may include Federal Student Aid, which includes the Pell Grant, the Supplemental Educational Opportunity Grant, and Federal Direct Stafford Loans. You have the right to cancel or modify this approval at any time by submitting a signed, dated, written request to the MMCC Financial Aid Office. A request for cancellation or modification is effective as of the date is received by MMCC. Because this request is not retroactive, MMCC may use FSA funds to pay any authorized charges incurred before the notice was received by the College.

Bookstore charges typically start one week before the start of each semester. Please check the MMCC Bookstore website at www.midmich.edu for specific dates. Your MMCC student ID is required to charge at the bookstore.

COLLEGE PROGRAMS

Mid Michigan Community College offers training credentials, certificates and associate degrees. Also available are transfer programs and career programs. Transfer programs are planned for students intending to transfer credits earned at Mid Michigan Community College to another institution. Transfer guides for many institutions are available on the college’s transfer website at www.midmich.edu/transfer. Students planning to transfer are strongly encouraged to consult early with the transfer receiving institution for specific course selection.

The College is a signatory to the Michigan Association of Collegiate Registrars and Admissions Officers agreement (MACRAO) and to the Michigan Transfer Agreement (MTA). Students may meet MACRAO or MTA agreement requirements without obtaining an Associate degree. (Only students who began collegiate level coursework prior to Fall Semester 2014 will be able to complete the MACRAO requirements; such students may choose to complete the MTA requirements. Students who begin collegiate level coursework beginning Fall Semester 2014 will not be eligible for a MACRAO endorsement.)

Career programs are designed to provide students with the necessary skills and related knowledge to qualify for skilled, technical, and semi-professional positions in business, industry, and the allied health fields.

In addition to the above programs, Mid Michigan Community College offers a variety of continuing education and community service courses, workshops, and seminars.

GENERAL EDUCATION REQUIREMENTS

Any student who enrolls in an associate degree program at MMCC is required to fulfill the competencies of the General Education program for that degree. General Education requirements may be met by completing the required course work, meeting equivalent competency (as stated below) or through Credit by Examination.

GENERAL EDUCATION FOR ASSOCIATE IN APPLIED SCIENCES AND ASSOCIATE IN NURSING DEGREES

LEVEL I: CIS 100, ENG 111, MAT (as specified on the degree) & either SPE 101 or 257

LEVEL II: HUM 200, SCI 200, and SSC 200 or their respective equivalents

SCI 200 -or- 7 hrs in Science with coursework from two different course designators (one class w/lab required)

SSC 200 -or- 9 hrs in 2 Social Science disciplines.

HUM 200 -or- 9 hrs of Humanities with at least 3 credits at 200 level -or- 6 hrs of Humanities & 3 hrs Fine Arts one of which is at the 200 level

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions:

1. From a Two-Year Institution: Students transferring to MMCC with a two-year degree from an accredited insti-
tution will be exempt from 100 Level General Education requirements with the exception of math. 200 Level requirements will be determined in the transcript evaluation process.

2. From a Four-Year Institution: Students transferring to MMCC with a four-year degree from an accredited institution will be exempt from both the 100 and 200 Level General Education requirements with the exception of math.

Assessment of student academic achievement is an institutional requirement and may be required in General Education courses.

GENERAL EDUCATION FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The Associate in Arts and Associate in Science Degrees are intended for students planning to transfer to a four-year college or university. Beginning in the 2014-2015 academic year, these degrees were redesigned to coordinate the General Education goals of each with the requirements of the Michigan Transfer Agreement. The coursework for General Education in the transfer degrees is as follows:

Communication Skills: Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257
Quantitative Reasoning: One of the following -- MAT 107, MAT 114, or MAT 212. Any of the following can substitute for MAT 107 in this requirement: MAT 124, 126, 225, 226, or 230.
Natural Science: Two courses, each from a different subject area from the Natural Science Designated MTA list.
Social Science: Two courses, each from a different subject area, from the Social Science Designated MTA list.
Humanities: Two courses, each from a different subject area, from the Humanities Designated MTA list.

The MTA Designated course lists were compiled based on transferability and suitability as part of a collegiate curricular core; they will be reviewed and updated on a regular basis. The courses are:

English Composition -- ENG 111
Communication -- ENG 222, SPE 101, SPE 257
Mathematics -- Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230
Social Science -- ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200
Humanities -- ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275

Credits transferred from other MTA granting institutions that have no direct equivalent to the above, but are granted departmental elective credit in one of the above areas, will also be eligible for application towards an MTA Endorsement from MMCC.

DISTRIBUTION GROUPS

All regular college courses offered by Mid Michigan Community College which apply toward associate degrees and certificate programs are arranged into Distribution Groups. Many of the programs specify a certain number of prescribed and elective courses in the various groups.

The groups are as follows:

I Communication Skills
   English 104, 110, 111, 222, 225, Journalism, Speech

II Science and Mathematics
   Mathematics: Mathematics
   Natural Science: Biology
   Physical Science: Chemistry, Computer Science (CIS 110, 111, 151, 152, 175, 176), Geology, Physical Science, Physics, Science

III Social Science
   Anthropology, Economics, History 211, 212, 223, 251, 252, MID 103, Political Science, Psychology, Social Science, Sociology

IV Humanities and Fine Arts
   Fine Arts: Art, Music, Theatre (except MUS 275, TAI 275)
   Humanities: English 112, 201, 202, 205, 206, 211, 212, 213, 281, 289, French, German, History 101, 102, Humanities, Japanese, MUS 275, Philosophy, Religion, Spanish, TAI 275

V Applied Arts & Sciences

VI Health/Physical Education
   Health Education, Physical Education

VII Education
   Elementary Education, Secondary Education

VIII Personal Development
   MID Courses
MACRAO AGREEMENT

The College is a signatory of the Michigan Association of Collegiate Registrars and Admissions Officers Agreement (MACRAO), which allows students completing the MACRAO requirements to transfer into 4-year institutions that are also signatories* with 30 hours of general education requirements met.

To satisfy MACRAO requirements at Mid Michigan Community College, students must complete:

1. ENG 111 and ENG 222;
2. Eight hours of science and mathematics (Group II) electives in more than one discipline, with one course being a laboratory science;
3. Eight hours of social sciences (Group III) electives in more than one discipline; and
4. Eight hours of humanities and fine arts (Group IV) electives in more than one discipline.

AND

At Least 12 credit hours must be taken at MMCC.

MMCC will automatically verify MACRAO requirements and post a MACRAO training credential to the transcript if applicable, whenever a student completes a Graduation Application or Transcript Request Form.

*Some signatories have qualifications to the MACRAO agreement. Transfer students are advised to check with their transfer receiving institution for specific course selection.

Beginning with Fall Semester 2014, the MACRAO agreement is being replaced by the Michigan Transfer Agreement. Students who have begun collegiate level coursework prior to Fall Semester 2014 will have until the beginning of Fall Semester 2019 to complete the requirements for the MACRAO endorsement. Students who begin coursework with the Fall Semester 2014 will be expected to pursue completion of the Michigan Transfer Agreement (MTA).

MICHIGAN TRANSFER AGREEMENT

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of coursework in general education areas. If a student has successfully completed the appropriate coursework, that student’s transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as completion of 30 credits towards their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC’s Designated MTA courses (by MTA area):

Designated MTA courses -- each course must be completed with a minimum grade of C

English Composition: ENG 111
Communication: Either ENG 222, SPE 101, or SPE 257
Mathematics: Either MAT 114, MAT 212, or one of the following:
MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230
Natural Science: Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.
Social Science: Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200
Humanities: Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275

CANCELLATION OF COURSES AND PROGRAMS

The courses and programs listed in this publication generally represent those presently available through Mid Michigan Community College; however, new courses are being developed continuously and circumstances sometimes necessitate the removal of courses and programs from the College’s current offerings. In addition, not all courses and programs are available during any given semester. Please go to MidWeb on the College website for course offering information.
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Medical Office Specialist (TC) .......................................................................................................... 98
Pharmacy Technician Specialist (TC) ............................................................................................ 100
Records Information Management Specialist (TC) ....................................................................... 102
## ASSOCIATE IN ARTS:
### BUSINESS STUDIES TRANSFER

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) – 9 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ENG 111 3 3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>☐ ENG 222 3 3</td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of “C” in ENG 111</td>
</tr>
<tr>
<td>☐ SPE 101 3 3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257 3 3</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

| **Science and Mathematics (Group II) – 10 credit hours** | | |
| ☐ MAT 107* 3 3 | College Algebra | Minimum grade of “C” in MAT 105 or equivalent |
| OR MAT 114 3 3 | Mathematical Literacy | Minimum grade of “C” in MAT 104 or equivalent |
| OR MAT 212 3 3 | Introduction to Probability and Statistics | Minimum grade of “C” in MAT 104 or equivalent |

*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.

| **Social Sciences (Group III) - 9 credit hours** | | |
| ☐ ECO 201 3 3 | Principles of Economics (Macro) | |
| ☐ ECO 202 3 3 | Principles of Economics (Micro) | |

| **Humanities (Group IV) - 6 credit hours** | | |
| ☐ 3 | Select from Designated MTA Social Science list | NOTE: Course cannot be ECO |

| **Program Electives - 13 credits from ACC, BUS, CIS or BIS only** | | |
| ☐ Elective (ACC, BUS, CIS or BIS only) | | |
| ☐ Elective (ACC, BUS, CIS or BIS only) | | |
| ☐ Elective (ACC, BUS, CIS or BIS only) | | |
| ☐ Elective (ACC, BUS, CIS or BIS only) | | |

| **Electives – credits to reach minimum of 62** | Maximum of 2 credit hours from HED or PED. EDU, MID, and courses below 100 level are not applicable. |
| ☐ Elective | |
| ☐ Elective | |
| ☐ Elective | |
| ☐ Elective | |

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals.

Distribution Group and Designated MTA course lists on reverse (print version) or page two (digital version)
ASSOCIATE IN ARTS:
BUSINESS STUDIES TRANSFER

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Students completing transfer degrees are required to complete the following:

**Communication Skills:** Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257

**Quantitative Reasoning:** One of the following -- MAT 107, MAT 114, or MAT 212

**Natural Science:** Two courses from the MTA list below, each from a different subject area.

**Social Science:** Two courses from the MTA list below, each from a different subject area.

**Humanities:** Two courses from the MTA list below, each from a different subject area.

MICHIGAN TRANSFER AGREEMENT

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of course work in general education areas. If a student has successfully completed the appropriate coursework, that student's transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as completion of 30 credits toward their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC's Designated MTA courses (by MTA area):

**Designated MTA courses -- each course must be completed with a minimum grade of C**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td>ENG 111</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Either ENG 222, SPE 101, or SPE 257</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td>Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275</td>
</tr>
</tbody>
</table>

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

DISTRIBUTION GROUPS

| Group I - Communication Skills: ENG (104, 110, 111, 222, 225), JOR, SPE |
| Group II - Science and Mathematics: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT |
| Group III - Social Science: ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC |
| Group IV - Humanities and Fine Arts: Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 213, 281), FRN, GER, HIS (101, 102), HUM, JPN, MUS (275), PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275) |
| Group V - Applied Arts & Sciences: ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CJS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD |
| Group VI - Health/Physical Education: HED, PED |
| Group VII - Education: EDU |
| Group VIII - Personal Development: MID (except 103) |
ASSOCIATE IN ARTS:
CRIMINAL JUSTICE – LAW ENFORCEMENT TRANSFER

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>ENG 222</td>
<td>3</td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of “C” in ENG 111</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

Communication Skills (Group I) - 9 credit hours

Science and Mathematics (Group II) – 10 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107*</td>
<td>3</td>
<td>College Algebra</td>
<td>Minimum grade of “C” in MAT 105 or equivalent</td>
</tr>
<tr>
<td>OR MAT 114</td>
<td>3</td>
<td>Mathematical Reasoning</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td>OR MAT 212</td>
<td>3</td>
<td>Introduction to Probability and Statistics</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
</tbody>
</table>

*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.

Social Sciences (Group III) - 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Two courses selected from the Designated MTA</td>
<td>NOTE: Courses cannot be from same discipline.</td>
</tr>
</tbody>
</table>

Humanities (Group IV) - 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
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<tbody>
<tr>
<td></td>
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<td>Two courses selected from the Designated MTA</td>
<td>NOTE: Courses cannot be from same discipline.</td>
</tr>
</tbody>
</table>

Criminal Justice and Applied Science Courses - 15 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
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<td>CJS Elective</td>
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<td></td>
<td>Applied Science Elective (Group V)</td>
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<td></td>
<td>Applied Science Elective (Group V)</td>
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</tbody>
</table>

Electives – credits to reach minimum of 62

Choose from Group III, IV, V and VI (PED 255 recommended)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
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<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Prior to entering Law Enforcement programs, students must meet with an advisor to assure that the student meets the minimum standards set by Michigan Commission on Law Enforcement Standards (MCOLES). After completion of the CJS associate program, students take and pass the MCOLES pre-employment reading/writing test and a physical skills test before entering a college MCOLES approved Police Academy.

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals. Distribution Group and Designated MTA course lists on reverse (print) or page two (digital).
ASSOCIATE IN ARTS:
CRIMINAL JUSTICE LAW ENFORCEMENT TRANSFER

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Students completing transfer degrees are required to complete the following:

- Communication Skills: Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257
- Quantitative Reasoning: One of the following -- MAT 107, MAT 114, or MAT 212
- Natural Science: Two courses from the MTA list below, each from a different subject area.
- Social Science: Two courses from the MTA list below, each from a different subject area.
- Humanities: Two courses from the MTA list below, each from a different subject area.

MICHIGAN TRANSFER AGREEMENT

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of course work in general education areas. If a student has successfully completed the appropriate coursework, that student's transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as completion of 30 credits toward their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC’s Designated MTA courses (by MTA area):

Designated MTA courses -- each course must be completed with a minimum grade of C

<table>
<thead>
<tr>
<th>English Composition</th>
<th>ENG 111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Either ENG 222, SPE 101, or SPE 257</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Either MAT 114, MAT 212, or one of the following : MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200</td>
</tr>
<tr>
<td>Humanities</td>
<td>Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275</td>
</tr>
</tbody>
</table>

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

DISTRIBUTION GROUPS

- **Group I - Communication Skills**: ENG (104, 110, 111, 222, 225), JOR, SPE
- **Group II - Science and Mathematics**: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT
- **Group III - Social Science**: ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC
- **Group IV - Humanities and Fine Arts**: Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 213, 281), FRN, GER, HIS (101, 102), HUM, JPN, MUS (275), PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275)
- **Group V - Applied Arts & Sciences**: ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CJS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD
- **Group VI - Health/Physical Education**: HED, PED
- **Group VII - Education**: EDU
- **Group VIII - Personal Development**: MID (except 103)

25
You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
</tr>
<tr>
<td>Communication Skills (Group I) - 9 credit hours</td>
</tr>
<tr>
<td>ENG 111</td>
</tr>
<tr>
<td>OR ENG 222</td>
</tr>
<tr>
<td>OR SPE 101</td>
</tr>
<tr>
<td>OR OR SPE 257</td>
</tr>
<tr>
<td>Science and Mathematics (Group II) – 10 credit hours</td>
</tr>
<tr>
<td>MAT 107</td>
</tr>
<tr>
<td>OR OR MAT 114</td>
</tr>
<tr>
<td>OR OR MAT 212</td>
</tr>
<tr>
<td>*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.</td>
</tr>
<tr>
<td>Social Sciences (Group III) - 9 credit hours</td>
</tr>
<tr>
<td>Two courses selected from the Designated MTA Natural Science list</td>
</tr>
<tr>
<td>Humanities (Group IV) - 9 credit hours (at least 3 credits at the 200 level)</td>
</tr>
<tr>
<td>Two courses selected from the Designated MTA Humanities list</td>
</tr>
<tr>
<td>Electives - credits to reach minimum of 62</td>
</tr>
<tr>
<td>Courses must come from Groups I, II, III, IV, V (maximum 9 credits), VI (maximum 2 credits) and VII. MID courses and courses below 100 level are not applicable.</td>
</tr>
</tbody>
</table>

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals. Distribution Group and Designated MTA course lists on reverse (print version) or page two (digital version)
### GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Students completing transfer degrees are required to complete the following:

- **Communication Skills**: Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257
- **Quantitative Reasoning**: One of the following -- MAT 107, MAT 114, or MAT 212
- **Natural Science**: Two courses from the MTA list below, each from a different subject area.
- **Social Science**: Two courses from the MTA list below, each from a different subject area.
- **Humanities**: Two courses from the MTA list below, each from a different subject area.

### MICHIGAN TRANSFER AGREEMENT

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of course work in general education areas. If a student has successfully completed the appropriate coursework, that student's transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as completion of 30 credits towards their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC's Designated MTA courses (by MTA area):

#### Designated MTA courses -- each course must be completed with a minimum grade of C

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Composition</strong></td>
<td>ENG 111</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Either ENG 222, SPE 101, or SPE 257</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230</td>
</tr>
<tr>
<td><strong>Natural Science</strong></td>
<td>Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td>Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275</td>
</tr>
</tbody>
</table>

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

### DISTRIBUTION GROUPS

- **Group I - Communication Skills**: ENG (104, 110,111, 222, 225), JOR, SPE
- **Group II - Science and Mathematics**: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT
- **Group III - Social Science**: ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC
- **Group IV - Humanities and Fine Arts**: Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 213, 281), FRN, GER, HIS (101, 102), HUM, JPN, MUS (275), PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275)
- **Group V - Applied Arts & Sciences**: ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CJS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD
- **Group VI - Health/Physical Education**: HED, PED
- **Group VII - Education**: EDU
- **Group VIII - Personal Development**: MID (except 103)
ASSOCIATE IN ARTS
VISUAL ARTS

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>ENG 222</td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of “C” in ENG 111</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107*</td>
<td>College Algebra</td>
<td>Minimum grade of “C” in MAT 105 or equivalent</td>
</tr>
<tr>
<td>OR MAT 114</td>
<td>Mathematical Reasoning</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td>OR MAT 212</td>
<td>Introduction to Probability and Statistics</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
</tbody>
</table>

*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.

- Two courses selected from the Designated MTA Natural Science list

- Two courses selected from the Designated MTA Social Science list

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Drawing I - Introductory</td>
<td></td>
</tr>
<tr>
<td>ART 115</td>
<td>Design I</td>
<td></td>
</tr>
<tr>
<td>HUM 101</td>
<td>World of Creativity I</td>
<td></td>
</tr>
<tr>
<td>HUM 102</td>
<td>World of Creativity II</td>
<td></td>
</tr>
<tr>
<td>ART 241</td>
<td>Portfolio</td>
<td>Permission of instructor</td>
</tr>
</tbody>
</table>

- One course selected from the Designated MTA Humanities list

ART electives - 18 credit hours
Select from: ART 110, 130, 135, 137, 152, 205, 206, 210, 211, 215, 230, 235, 236, 237, 239, 240, 247, 252, 253, 254, 256, or 280. (See MMCC catalog for pre-requisite information.)

- Elective

Students should consult with an Academic Advisor to select courses appropriate for academic and career goals. General Education Intensive and Designated MTA course lists on reverse (print version) or page two (digital version).
ASSOCIATE IN ARTS:  
VISUAL ARTS

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Students completing transfer degrees are required to complete the following:

**Communication Skills:** Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257

**Quantitative Reasoning:** One of the following -- MAT 107, MAT 114, or MAT 212

**Natural Science:** Two courses from the MTA list below, each from a different subject area.

**Social Science:** Two courses from the MTA list below, each from a different subject area.

**Humanities:** Two courses from the MTA list below, each from a different subject area.

MICHIGAN TRANSFER AGREEMENT

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**Designated MTA courses -- each course must be completed with a minimum grade of C**

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<th>English Composition</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Either ENG 222, SPE 101, or SPE 257</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230</td>
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<tr>
<td>Natural Science</td>
<td>Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200</td>
</tr>
<tr>
<td>Humanities</td>
<td>Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275</td>
</tr>
</tbody>
</table>

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

DISTRIBUTION GROUPS

**Group I - Communication Skills:** ENG (104, 110, 111, 222, 225), JOR, SPE

**Group II - Science and Mathematics:** BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT

**Group III - Social Science:** ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC

**Group IV - Humanities and Fine Arts:** Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 231, 281); FRN, GER, HIS (101, 102); HUM, JPN, MUS (275); PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275)

**Group V - Applied Arts & Sciences:** ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CIS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD

**Group VI - Health/Physical Education:** HED, PED

**Group VII - Education:** EDU

**Group VIII - Personal Development:** MID (except 103)
ASSOCIATE IN APPLIED SCIENCE
ACCOUNTING

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>3 Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>3 Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>3 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
<td>3 Intermediate Algebra OR</td>
<td>Minimum grade of &quot;C&quot; in MAT 104 or equivalent</td>
</tr>
<tr>
<td>OR MAT 116</td>
<td>3</td>
<td>3 Business Math I</td>
<td>Minimum grade of &quot;C&quot; in MAT 105 or equivalent</td>
</tr>
<tr>
<td>SCI 200</td>
<td>3</td>
<td>4 Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>3</td>
<td>3 The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
<td>3 Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>3 Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>ACC 201</td>
<td>4</td>
<td>4 Financial Accounting</td>
<td>ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 205</td>
<td>3</td>
<td>4 Payroll Accounting</td>
<td>ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 211</td>
<td>4</td>
<td>4 Managerial Accounting</td>
<td>Minimum grade of &quot;C&quot; in ACC 201</td>
</tr>
<tr>
<td>ACC 231</td>
<td>3</td>
<td>3 Principles of Cost Accounting</td>
<td>ACC 211</td>
</tr>
<tr>
<td>ACC 251</td>
<td>3</td>
<td>3 Tax Accounting I</td>
<td>ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 252</td>
<td>3</td>
<td>3 Tax Accounting II</td>
<td>ACC 251</td>
</tr>
<tr>
<td>ACC 261</td>
<td>3</td>
<td>3 Computerized Accounting</td>
<td>CIS 130, ACC 211</td>
</tr>
<tr>
<td>ACC 280</td>
<td>3</td>
<td>3 Co-op Accounting</td>
<td>Completed at least 45 credit hours in the Accounting Program</td>
</tr>
<tr>
<td>BIS 264</td>
<td>3</td>
<td>3 Business Communications II</td>
<td>BIS 164 or ENG 111</td>
</tr>
<tr>
<td>BUS 151</td>
<td>3</td>
<td>3 Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>BUS 153</td>
<td>3</td>
<td>3 Business Law</td>
<td></td>
</tr>
<tr>
<td>BUS 255</td>
<td>3</td>
<td>3 Entrepreneurial Finance</td>
<td></td>
</tr>
<tr>
<td>CIS 130</td>
<td>3</td>
<td>3 Applications with Microcomputers</td>
<td>Minimum grade of &quot;C&quot; in CIS 100</td>
</tr>
</tbody>
</table>

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of Courses

FIRST SEMESTER
ACC 201
BUS 153

SECOND SEMESTER
ACC 211
BUS 255
CIS 130
BUS 151

THIRD SEMESTER
ACC 205
ACC 251
ACC 261

FOURTH SEMESTER
ACC 231
ACC 252
ACC 280
You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 69 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication OR</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Basic Mathematics</td>
<td></td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>AMS 104</td>
<td>Basic Automotive Electricity</td>
<td></td>
</tr>
<tr>
<td>AMS 110</td>
<td>Engine Fundamentals and Overhaul</td>
<td></td>
</tr>
<tr>
<td>AMS 125</td>
<td>Engine Performance I</td>
<td></td>
</tr>
<tr>
<td>AMS 116</td>
<td>Electrical Systems I: Electrical Accessories</td>
<td>AMS 104 (may be taken concurrently) or Instructor approval</td>
</tr>
<tr>
<td>AMS 124</td>
<td>Automotive Heating &amp; Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>AMS 126</td>
<td>Engine Performance II</td>
<td>AMS 104 and AMS 125, OR State certified in engine tune-up area</td>
</tr>
<tr>
<td>AMS 205</td>
<td>Steering &amp; Suspension Systems</td>
<td></td>
</tr>
<tr>
<td>AMS 206</td>
<td>Brakes</td>
<td></td>
</tr>
<tr>
<td>AMS 223</td>
<td>Electrical Systems II: Engine Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AMS 214</td>
<td>Automatic Transmissions</td>
<td></td>
</tr>
<tr>
<td>AMS 222</td>
<td>Manual Transmissions</td>
<td></td>
</tr>
<tr>
<td>AMS 232</td>
<td>Automotive Co-op</td>
<td>Completion of 45 credits of program with remaining courses concurrent to Co-op. Permission of the Co-op Coordinator required. Professional tools required.</td>
</tr>
</tbody>
</table>

Note: AMS coursework must be completed with a minimum grade of “C” to be eligible for AMS 232 Automotive Co-op.

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER
AMS 104
AMS 110
AMS 125

SECOND SEMESTER
AMS 116
AMS 124
AMS 126

THIRD SEMESTER
AMS 205
AMS 206
AMS 223

FOURTH SEMESTER
AMS 214
AMS 222
AMS 232

AMS 104 → AMS 116
AMS 104 AMS 125 → AMS 126
AMS 110 AMS 124 AMS 205 AMS 206 AMS 214 AMS 222 AMS 223

AMS 232 (AMS 214 & 222 can be concurrent)
ASSOCIATE IN APPLIED SCIENCE
BIS – MEDICAL TRANSCRIPTION

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 64 credits is required to complete this program.

Prerequisite to the Program: BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent OR concurrent.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) – 6 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>3 3 Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of C.</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3 3 Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3 3 Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) – 10 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI 200</td>
<td>3 4 Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>BIO 101</td>
<td>4 5 College Biology</td>
<td></td>
</tr>
<tr>
<td>BIO 131</td>
<td>3 3 Basic Anatomy and Physiology</td>
<td>BIO 101 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td><strong>Social Sciences (Group III) – 3 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC 200</td>
<td>3 3 The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts (Group IV) - 3 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 200</td>
<td>3 3 Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td><strong>Applied Arts and Sciences (Group V) - 42 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>ALH 100</td>
<td>2 2 Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>ALH 220</td>
<td>3 3 Medical Law and Ethics</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>3 3 Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>BIS 120</td>
<td>3 3 Office Mathematics</td>
<td></td>
</tr>
<tr>
<td>BIS 126</td>
<td>3 3 Introduction to Medical Transcription</td>
<td>BIS 140 or competency. Corequisite ALH100 recommended.</td>
</tr>
<tr>
<td>BIS 136</td>
<td>3 3 Terminology and Proofreading</td>
<td>BIS 164 or ENG 111</td>
</tr>
<tr>
<td>BIS 142</td>
<td>3 3 Intermediate Word Processing/Keyboarding</td>
<td>BIS 140 or equivalent</td>
</tr>
<tr>
<td>BIS 164</td>
<td>3 3 Business Communications I</td>
<td>Recommended concurrent enrollment in BIS 140 or CIS 100 or knowledge of correct keyboarding techniques</td>
</tr>
<tr>
<td>BIS 236</td>
<td>3 3 Medical Transcription I</td>
<td>ALH 100, BIS 142, BIS 230</td>
</tr>
<tr>
<td>BIS 240</td>
<td>3 3 Advanced Word Processing/Keyboarding</td>
<td>ENG111, BIS 136, BIS 142, BIS 200</td>
</tr>
<tr>
<td>BIS 246</td>
<td>3 3 Medical Transcription II</td>
<td>BIS 236</td>
</tr>
<tr>
<td>BIS 254</td>
<td>3 3 Office Procedures</td>
<td></td>
</tr>
<tr>
<td>BIS 256</td>
<td>3 3 Medical Transcription III</td>
<td>BIS 246</td>
</tr>
<tr>
<td>BIS 260</td>
<td>4 4 Co-op</td>
<td>The student should have competed the first three semesters of the program and the approval of the MMCC Co-op Coordinator and BIS instructor in order to be placed in a training site.</td>
</tr>
</tbody>
</table>

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of Courses

FIRST SEMESTER
ALH 100
BIO 101
CIS 100
BIS 120
BIS 126
BIS 164

SECOND SEMESTER
BIO 131
BIS 136
BIS 142
BIS 236

THIRD SEMESTER
BIS 240
BIS 246

FOURTH SEMESTER
ALH 220
BIS 254
BIS 256
BIS 260
A minimum of 66 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111*</td>
<td>3</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>OR MAT 116</td>
<td>3</td>
<td>Business Math I</td>
</tr>
<tr>
<td>SCI 200</td>
<td>3</td>
<td>Science, Technology &amp; Society</td>
</tr>
<tr>
<td>ECO 201</td>
<td>3</td>
<td>Principles of Economics (Macro)</td>
</tr>
<tr>
<td>OR ECO 202</td>
<td>3</td>
<td>Principles of Economics (Micro)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary America</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture Society</td>
</tr>
<tr>
<td>ACC 201</td>
<td>4</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC 211</td>
<td>4</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BIS 264</td>
<td>3</td>
<td>Business Communications II</td>
</tr>
<tr>
<td>BUS 122</td>
<td>3</td>
<td>Management Theory &amp; Practice</td>
</tr>
<tr>
<td>BUS 151</td>
<td>3</td>
<td>Introduction to Business Issues</td>
</tr>
<tr>
<td>BUS 153</td>
<td>3</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUS 162</td>
<td>3</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BUS 231</td>
<td>3</td>
<td>Principles of Advertising</td>
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<tr>
<td>BUS 255</td>
<td>3</td>
<td>Entrepreneurial Finance</td>
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<tr>
<td>BUS 289</td>
<td>1</td>
<td>Business Practicum</td>
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<tr>
<td>BUS 291</td>
<td>3</td>
<td>Business Internship</td>
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<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
</tr>
<tr>
<td>CIS 130</td>
<td>3</td>
<td>Applications with Microcomputers</td>
</tr>
</tbody>
</table>

6 hours must come from any combination of the following courses:

- ACC 251 3 3 Tax Accounting I
- ACC 252 3 3 Tax Accounting II
- BUS 225 3 3 International Business
- BUS 250 3 3 Entrepreneurial Management
- PSY 101 3 3 Introduction to General Psychology
- BIS 140 3 3 Beginning Word Processing/Keyboarding

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of Courses

FIRST SEMESTER (Fall) 18 Credit Hours
BUS 122 (3)
BUS 151 (3)
CIS 100 (3)
MAT 105 or 116 (3)
BIS 140 (3)
BUS 153 (3)

SECOND SEMESTER (Winter) 16 Credit Hours
ACC 201 (4)
BUS 162 (3)
CIS 130 (3)
ENG 111 (3)
SPE 101 (3) OR SPE 257 (3)

THIRD SEMESTER (Fall) 16 Credit Hours
ACC 211 (4)
BUS 231 (3)
ECO 201 (3) OR ECO 202 (3)
HUM 200 (3)
BUS 225 (3)

FOURTH SEMESTER (Winter) 16 Credit Hours
BUS 255 (3)
BUS 289 (1)
BUS 291 (3)
BIS 264 (3)
SCI 200 (3)
SSC 200 (3)
A minimum of 65 credits is required to complete this program.

**Prerequisite to the Program:** BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent OR concurrent.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>BIS 120</td>
<td>Office Mathematics</td>
<td></td>
</tr>
<tr>
<td>BIS 127</td>
<td>Applied Office Accounting</td>
<td>BIS 120</td>
</tr>
<tr>
<td>BIS 136</td>
<td>Terminology and Proofreading</td>
<td>BIS 164, ENG 111 may be taken concurrently</td>
</tr>
<tr>
<td>BIS 142</td>
<td>Intermediate Word Processing/Keyboarding</td>
<td>BIS 140 or equivalent</td>
</tr>
<tr>
<td>BIS 164</td>
<td>Business Communications I</td>
<td>Recommended concurrent enrollment in BIS 140 or CIS 100 or knowledge of correct keyboarding techniques</td>
</tr>
<tr>
<td>BIS 200</td>
<td>Advanced Word Processing Applications</td>
<td>BIS 140 or equivalent, CIS 100 recommended</td>
</tr>
<tr>
<td>BIS 230</td>
<td>Transcription I</td>
<td>ENG 111, BIS 136, BIS 142, BIS 164, CIS 100</td>
</tr>
<tr>
<td>BIS 240</td>
<td>Advanced Word Processing/Keyboarding</td>
<td>ENG 111, BIS 136, BIS 142, BIS 200</td>
</tr>
<tr>
<td>BIS 250</td>
<td>Records Management</td>
<td>BIS 140 or equivalent, CIS 100 recommended</td>
</tr>
<tr>
<td>BIS 260</td>
<td>Co-op</td>
<td>In order to be placed in a training site and enrolled in BIS 260, the student should have completed the first three semesters of the program and must have approval of the BIS Co-op instructor and the MMCC Co-op Coordinator</td>
</tr>
</tbody>
</table>

**A minimum of 12 hours must come from a selected track**

**General BIS Track**
- BIS 151 3 3 Introduction to Business Issues
- CIS 130 3 3 App. with Microcomputers
- BIS 234 3 3 Transcription II
- BIS 254 3 3 Office Procedures

**Medical Office Track**
- ALH 100 2 2 Medical Terminology
- ALH 112 3 3 Insurance Billing
- BIS 126 3 3 Introduction to Medical Transcription | BIS 140 or competency. Corequisite: ALH 100 recommended
- BIS 236 3 3 Medical Transcription I | ALH 100, BIS 142, BIS 230
- BIS 255 3 3 Medical Office Procedures | BIS 140, CIS 100

**Legal Office Track**
- BIS 138 3 3 Basic Legal Terminology | BIS 140 or equivalent or concurrent enrollment, BIS 164 recommended or concurrent enrollment
- BIS 238 3 3 Legal Transcription | BIS 138, BIS 200, BIS 230, BIS 240
- BIS 253 3 3 Business Law
- BIS 254 3 3 Office Procedures

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of Courses

FIRST SEMESTER  
BIS 120  
CIS 100  
BIS 164

SECOND SEMESTER  
BIS 136  
BIS 142  
BIS 200

THIRD SEMESTER  
BIS 230  
BIS 240  
BIS 250  
BIS 264

FOURTH SEMESTER  
BIS 127  
BIS 234  
BIS 254  
BIS 260
# ASSOCIATE IN APPLIED SCIENCE DEGREE:
## COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. Suggested sequence on reverse (print) or page 2 (digital).

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<thead>
<tr>
<th>Credit hours</th>
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<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills (Group I) - 6 credit hours</td>
<td>ENG 111 3 3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
<td></td>
</tr>
<tr>
<td>Science and Mathematics (Group II) – 10-13 credit hours</td>
<td>MAT 170 3 3</td>
<td>Technical Math II</td>
<td>Minimum grade of “C” in MAT 101 OR minimum grade of “C” in MAT 102 OR equivalent</td>
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</tr>
<tr>
<td>OR MAT 124 5 5</td>
<td>Pre-Calculus</td>
<td>Minimum grade of “C” in MAT 105 OR equivalent</td>
<td></td>
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</tr>
<tr>
<td>OR SCI 200 3 4</td>
<td>Science, Technology, &amp; Society</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of “C” in each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR PHY 103 4 5</td>
<td>Applied Physics</td>
<td>Corequisite: MAT 104 OR MAT 170</td>
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<tr>
<td>OR PHY 105 5 6</td>
<td>General Physics I</td>
<td>MAT 124 OR equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Group III) - 3 credit hours</td>
<td>SSC 200 3 3</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of “C” in each)</td>
<td></td>
</tr>
<tr>
<td>Humanities and Fine Arts (Group IV) - 3 credit hours</td>
<td>HUM 200 3 3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of “C” in each)</td>
<td></td>
</tr>
<tr>
<td>Applied Arts and Sciences (Group V) - 38 credit hours</td>
<td>CIS 100 3 3</td>
<td>Introduction to Information Processing Systems</td>
<td>Touch keyboarding skills recommended</td>
<td></td>
</tr>
<tr>
<td>DRF 101 3 3</td>
<td>Technical Drawing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRF 105 2 2</td>
<td>Intro to Geometric Dimensioning &amp; Tolerancing</td>
<td>DRF 101 Technical Drawing; IND 101 recommended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRF 120 3 3</td>
<td>Introduction to AutoCAD</td>
<td></td>
<td></td>
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<tr>
<td>DRF 201 3 3</td>
<td>Mechanical Detail Drafting w/CAD</td>
<td>DRF 101 &amp; DRF 120</td>
<td></td>
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<tr>
<td>DRF 210 3 3</td>
<td>Introduction to SolidWorks</td>
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<tr>
<td>DRF 211 3 3</td>
<td>Advanced SolidWorks Applications</td>
<td>DRF 210</td>
<td></td>
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</tr>
<tr>
<td>DRF 250 3 3</td>
<td>Drafting/CAD Co-Op</td>
<td>Minimum grade of “B” in DRF 101, 105, 120, 201, 210, 211 and IND 101, 113 OR successful completion of competency exam with minimum score of 83%</td>
<td></td>
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<tr>
<td>DRF 280 3 3</td>
<td>CAD Program and Software Certification</td>
<td>Minimum grade of “B” in DRF 101, 105, 120, 201, 210, and 211 OR successful completion of competency exam with minimum score of 83%</td>
<td></td>
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</tr>
<tr>
<td>IND 101 4 4</td>
<td>Basic Machine Shop Practices</td>
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<tr>
<td>IND 113 4 4</td>
<td>CNC Machining</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IND 116 4 4</td>
<td>CNC Programming</td>
<td>IND 101, IND 113, minimum grade of “C” in MAT 105 OR MAT 170 OR equivalent</td>
<td></td>
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<tr>
<td>Electives – 2-5 credit hours from the following courses:</td>
<td>DRF 220 3 3</td>
<td>Introduction to SoftPlan</td>
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<tr>
<td></td>
<td>IND 140 3 3</td>
<td>Metallurgy and Industrial Metals</td>
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</tr>
<tr>
<td></td>
<td>WLD or PLT Elective</td>
<td>Any WLD or PLT Elective</td>
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</tr>
</tbody>
</table>

This degree is not designed to provide transfer into a four-year Bachelor’s Degree program. Students should meet with an MMCC Academic Advisor if interested in transferring to a four-year college or university.
Suggested Sequence of Courses

**FIRST SEMESTER (Fall) 15 Credit Hours**
- DRF 101 (3)
- DRF 120 (3)
- IND 101 (4)
- CIS 100 (3)
- MAT 170 (3)

**SECOND SEMESTER (Winter) 15 Credit Hours**
- DRF 201 (3)
- DRF 210 (3)
- ELECTIVE (3)
- ENG 111 (3)
- SPE 101 (3)

**THIRD SEMESTER (Fall) 15 Credit Hours**
- DRF 105 (2)
- DRF 211 (3)
- IND 113 (4)
- HUM 200 (3)
- SCI 200 (3)

**FOURTH SEMESTER (Winter) 17 Credit Hours**
- DRF 280 (3)
- DRF 250 (3)
- IND 116 (4)
- SSC 200 (3)
- PHY 103 (4)
ASSOCIATE IN APPLIED SCIENCE
COMPUTER INFORMATION SYSTEMS

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 64 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
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<th>Pre-requisites</th>
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</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Communication Skills (Group I) - 6 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>OR SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>Science and Mathematics (Group II) – 6 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 105</td>
<td>Intermediate Algebra</td>
<td>Minimum grade of &quot;C&quot; in MAT 104 or equivalent</td>
</tr>
<tr>
<td>OR MAT 116</td>
<td>Business Math I</td>
<td>Minimum grade of &quot;C&quot; in MAT 105 or equivalent</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>Social Sciences (Group III) - 3 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>Humanities and Fine Arts (Group IV) - 3 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 200</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>Applied Arts and Sciences (Group V) - 46 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 201</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BIS 264</td>
<td>Business Communications II</td>
<td>BIS 164 or ENG 111</td>
</tr>
<tr>
<td>BUS 151</td>
<td>Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Microsoft Excel</td>
<td>CIS 100</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Introduction to Website Design</td>
<td>CIS 100</td>
</tr>
<tr>
<td>CIS 270</td>
<td>Networking Essentials</td>
<td>CIS 110 or CIS 130</td>
</tr>
<tr>
<td>Students must complete ONE of the following three CIS concentrations: Networking</td>
<td></td>
<td></td>
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<tr>
<td>CIS 255</td>
<td>Operating Systems</td>
<td>CIS 100</td>
</tr>
<tr>
<td>CIS 190</td>
<td>Cisco I</td>
<td>CIS 100, MAT 104</td>
</tr>
<tr>
<td>CIS 195</td>
<td>Cisco II</td>
<td>CIS 190</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Cisco III</td>
<td>CIS 195</td>
</tr>
<tr>
<td>CIS 295</td>
<td>Cisco IV</td>
<td>CIS 290</td>
</tr>
<tr>
<td>VB Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 221</td>
<td>Computers In Business</td>
<td>Prerequisite or corequisite: ACC 201</td>
</tr>
<tr>
<td>CIS 225</td>
<td>Database Systems</td>
<td>CIS 110 or CIS 130</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Systems Analysis</td>
<td>CIS 100</td>
</tr>
<tr>
<td>CIS 110</td>
<td>VB Programming I</td>
<td>MAT 104 or equivalent</td>
</tr>
<tr>
<td>CIS 111</td>
<td>VB Programming II</td>
<td>CIS 110</td>
</tr>
<tr>
<td>C++ Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 221</td>
<td>Computers In Business</td>
<td>Prerequisite or corequisite: ACC 201</td>
</tr>
<tr>
<td>CIS 225</td>
<td>Database Systems</td>
<td>CIS 110 or CIS 130</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Systems Analysis</td>
<td>CIS 100</td>
</tr>
<tr>
<td>CIS 175</td>
<td>C++ Programming I</td>
<td>MAT 104 or equivalent</td>
</tr>
<tr>
<td>CIS 176</td>
<td>C++ Programming II</td>
<td>CIS 175</td>
</tr>
<tr>
<td>Students must complete 9 elective hours of additional CIS coursework.</td>
<td></td>
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</tr>
<tr>
<td>CIS Elective</td>
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<tr>
<td>CIS Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AAS.CIS
2015-16 Version 04/03/15
# ASSOCIATE IN APPLIED SCIENCE
## CRIMINAL JUSTICE - CORRECTIONS

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) - 9 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ENG 111 3 3 Freshman English Composition</td>
<td></td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>☐ ENG 222 3 3 Expository Writing &amp; Research</td>
<td></td>
<td>Minimum grade of “C” in ENG 111</td>
</tr>
<tr>
<td>☐ SPE 101 3 3 Fundamentals of Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ OR SPE 257 3 3 Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) – 9 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ MAT 105 3 3 Intermediate Algebra</td>
<td></td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td>☐ SCI 200 3 4 Science, Technology &amp; Society</td>
<td></td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td>☐ 3 Group II Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences (Group III) - 9 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses must be taken in more than one discipline with at least 3 credits at the 200 level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts (Group IV) - 9 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses must be taken in more than one discipline with at least one at the 200-level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only three credits allowed from Fine Arts classes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group IV Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group IV Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group IV Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applied Arts and Sciences (Group V) - 12-18 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CIS 100 3 3 Introduction to Information Systems</td>
<td></td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>Select one of the following concentration tracks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State Corrections</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 220 3 3 Intro to Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 221 3 3 Legal Issues in Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 222 3 3 Corr. Facilities and Institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 223 3 3 Client Growth &amp; Dev. in Corr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 224 3 3 Client Relations in Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Local Detention</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 231 3 3 Local Detention Academy I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 232 3 3 Local Detention Academy II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CJS 233 4 4 Local Detention Academy III</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Elective (8-14) Choose from Group III, IV, and VI (PED 255 recommended)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III, IV, or VI Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III, IV, or VI Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III, IV, or VI Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Group III, IV, or VI Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Prior to entering the Criminal Justice Corrections Programs, Students must meet with an advisor to assure that the student meets the minimum standards set by the Michigan Department of Corrections (MDOC) and or the Michigan Sheriffs Coordinating and Training Council (MSCTC)

Distribution Group course lists and General Education requirements on reverse (print version) or page two (digital version)
ASSOCIATE IN APPLIED SCIENCE
CRIMINAL JUSTICE - CORRECTIONS

DISTRIBUTION GROUPS

All regular college courses offered by Mid Michigan Community College which apply toward associate degrees and certificate programs are arranged into Distribution Groups. Many of the programs specify a certain number of prescribed and elective courses in the various groups. The groups are as follows:

Group I - Communication Skills
English 104, 110, 111, 222, 225, Journalism, Speech

Group II - Science and Mathematics
Mathematics: Mathematics
Natural Science: Biology, Environmental Science
Physical Science: Chemistry, Computer Science (CIS 110, 111, 121, 131, 151, 152, 175, 176), Geology, Physical Science, Physics, Science

Group III - Social Science
Anthropology, Economics, Geography, History 211, 212, 223, 251, 252, MID 103, Political Science, Psychology, Social Science, Sociology

Group IV - Humanities and Fine Arts
Fine Arts: Art, Music, Theatre (except MUS 275, TAI 275)
Humanities: English 112, 201, 202, 205, 206, 211, 212, 213, 281, French, German, History 101, 102, Humanities, Japanese, MUS 275, Native American Language, Philosophy, Religion, Spanish, TAI 275

Group V - Applied Arts & Sciences

Group VI - Health/Physical Education
Health Education, Physical Education

Group VII - Education
Elementary Education, Secondary Education

Group VIII - Personal Development
MID Courses

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

LEVEL I: CIS 100, ENG 111, MAT (as specified on the degree) & either SPE 101 or 257
LEVEL II: HUM 200, SCI 200, and SSC 200 or their respective equivalents.
* SCI 200 -or- 8 hrs in Science; 1 of which is a natural science & 1 in physical science (one class w/lab required)
* SSC 200 -or- 9 hrs in 2 Social Science disciplines.
* HUM 200 -or- 9 credit hours in Humanities and Fine Arts disciplines. Courses must be taken in more than one discipline with at least one course at the 200-level. Only 3 credits allowed from Fine Arts Classes.

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions: 1. From a Two-Year Institution: Students transferring to MMCC with a two-year degree from an accredited institution will be exempt from 100 Level General Education requirements with the exception of math. 200 Level requirements will be determined in the transcript evaluation process. 2. From a Four-Year Institution: Students transferring to MMCC with a four-year degree from an accredited institution will be exempt from both the 100 and 200 Level General Education requirements with the exception of math.
# ASSOCIATE IN APPLIED SCIENCE

## CRIMINAL JUSTICE - PRE-SERVICE

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 63 credits is required to complete this program.

### Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
<td>Intermediate Algebra</td>
<td>Minimum grade of &quot;C&quot; in MAT 104 or equivalent</td>
</tr>
<tr>
<td>SCI 200</td>
<td>3</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>CJS 200</td>
<td>3</td>
<td>Intro to Law Enforcement and Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>CJS 201</td>
<td>3</td>
<td>Criminal Law for Police Officers</td>
<td>CJS 200</td>
</tr>
<tr>
<td>CJS 215</td>
<td>21</td>
<td>Police Academy – Kirtland Community College or Delta College</td>
<td></td>
</tr>
<tr>
<td>Complete 4 of the following 5 courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CJS 202</td>
<td>3</td>
<td>Juvenile Law &amp; Procedures</td>
<td>CJS 200</td>
</tr>
<tr>
<td>CJS 203</td>
<td>3</td>
<td>Fundamentals of Supervision &amp; Management in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>CJS 204</td>
<td>3</td>
<td>Criminal Investigation</td>
<td>CJS 201</td>
</tr>
<tr>
<td>CJS 205</td>
<td>3</td>
<td>Evidence and the Police Officer</td>
<td>CJS 201</td>
</tr>
<tr>
<td>CJS 206</td>
<td>3</td>
<td>Police Patrol Operations</td>
<td>CJS 200</td>
</tr>
<tr>
<td>PED 255</td>
<td>3</td>
<td>Physical Training</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Prior to entering Law Enforcement programs, students must meet with an advisor to assure that the student meets the minimum standards set by Michigan Commission on Law Enforcement Standards (MCOLES). After completion of the CJS associate program, students take and pass the MCOLES pre-employment reading/writing test and a physical skills test before entering a college MCOLES approved Police Academy.
# ASSOCIATE IN APPLIED SCIENCE
## EARLY CHILDHOOD EDUCATION

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program.

### Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SCI 200</td>
<td>3</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
<td>Basic Mathematics</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>Intro to Psychology</td>
<td>PSY 101</td>
</tr>
<tr>
<td>PSY 212</td>
<td>3</td>
<td>Developmental Psychology</td>
<td></td>
</tr>
<tr>
<td>SSC 200</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>OR Select ONE of: ANT 170, POL 201, SOC 101, SOC 250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>ECE 101</td>
<td>4</td>
<td>Intro to Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>ECE 112</td>
<td>4</td>
<td>Infancy</td>
<td>Co-requisite: ECE 101 or permission of the ECE Coordinator</td>
</tr>
<tr>
<td>ECE 113</td>
<td>4</td>
<td>Early Childhood</td>
<td>Pre-requisite: ECE 112 or permission of the ECE Coordinator</td>
</tr>
<tr>
<td>ECE 114</td>
<td>4</td>
<td>Interacting with Children, Parent/Adult Child Relations</td>
<td>Pre-requisite: ECE 112</td>
</tr>
<tr>
<td>ECE 201</td>
<td>3</td>
<td>Guidance &amp; Implementation of Programs for Young Children</td>
<td>Pre-requisite: ECE 113 and ECE 114</td>
</tr>
<tr>
<td>ECE 202</td>
<td>3</td>
<td>Creative Development of the Child</td>
<td>Pre-requisite: ECE 113 and ECE 114</td>
</tr>
<tr>
<td>ECE 206</td>
<td>3</td>
<td>Parent, School &amp; Community Involvement</td>
<td>Pre-requisite: ECE 113 and ECE 114</td>
</tr>
<tr>
<td>ECE 207</td>
<td>4</td>
<td>Early Childhood Education Practicum</td>
<td>Pre-requisites: ECE 201, ECE 202, ECE 206 and ENG 111</td>
</tr>
<tr>
<td>ECE 208</td>
<td>4</td>
<td>Early Childhood Education Administration</td>
<td>Pre-requisites: ECE 201, ECE 202, ECE 206 and ENG 111, or permission of the ECE Coordinator</td>
</tr>
<tr>
<td>ECE 209</td>
<td>3</td>
<td>Early Childhood Education Administration</td>
<td></td>
</tr>
</tbody>
</table>

**Elective – 2-3 credit hours**

- Recommended: ART 110, ART 245, ECE 150, EDU 107, ENG 222, PSY 281. Neither ENG 104 nor ENG 110 can be used as electives.

Note: All courses listed on this program guide must be completed with a minimum grade of “C”. ECE courses require students to show validation of NO evidence of Child Abuse or Neglect per Public Act 68 of 1993 by third week of class. Students must successfully pass ICHAT and National Sex Offender Registry background searches.

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of ECE Courses

FIRST SEMESTER
ECE 101
ECE 112

SECOND SEMESTER
ECE 113
ECE 114

THIRD SEMESTER
ECE 201
ECE 202
ECE 206

FOURTH SEMESTER
ECE 207
ECE 208
ASSOCIATE IN APPLIED SCIENCE
GENERAL TECHNOLOGY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101 OR SPE 257</td>
<td>Fundamentals of Communication or Public Speaking</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Group I Elective</td>
<td></td>
</tr>
<tr>
<td>MAT 104 OR HIGHER</td>
<td>Basic Algebra</td>
<td>Minimum grade of “C” in MAT 101 OR Minimum grade of “C” in MAT 102 OR equivalent</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology, and Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
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<td>Modernity &amp; Culture</td>
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</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>Electives</td>
<td>Group V (See Distribution Group listings for eligible courses)</td>
<td></td>
</tr>
<tr>
<td>Electives - 5 credit hours - Groups I-VII</td>
<td>Groups I-VII</td>
<td></td>
</tr>
<tr>
<td>Electives - Groups I-VII</td>
<td>Groups I-VII</td>
<td></td>
</tr>
</tbody>
</table>

Distribution Group course lists and General Education requirements on reverse (print version) or page two (digital version)
ASSOCIATE IN APPLIED SCIENCE
GENERAL TECHNOLOGY

DISTRIBUTION GROUPS

All regular college courses offered by Mid Michigan Community College which apply toward associate degrees and certificate programs are arranged into Distribution Groups. Many of the programs specify a certain number of prescribed and elective courses in the various groups. The groups are as follows:

Group I - Communication Skills
English 104, 110,111, 222, 225, Journalism, Speech

Group II - Science and Mathematics
Mathematics: Mathematics
Natural Science: Biology, Environmental Science
Physical Science: Chemistry, Computer Science (CIS 110, 111, 121, 131,151, 152, 175, 176), Geology, Physical Science, Physics, Science

Group III - Social Science
Anthropology, Economics, Geography, History 211, 212, 223, 251, 252, MID 103, Political Science, Psychology, Social Science, Sociology

Group IV - Humanities and Fine Arts
Fine Arts: Art, Music, Theatre (except MUS 275, TAI 275)
Humanities: English 112, 201, 202, 205, 206, 211, 212, 213, 281, French, German, History 101, 102, Humanities, Japanese, MUS 275, Native American Language, Philosophy, Religion, Spanish, TAI 275

Group V - Applied Arts & Sciences

Group VI - Health/Physical Education
Health Education, Physical Education

Group VII - Education
Elementary Education, Secondary Education

Group VIII - Personal Development
MID Courses

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

LEVEL I: CIS 100, ENG 111, MAT (as specified on the degree) & either SPE 101 or 257
LEVEL II: HUM 200, SCI 200, and SSC 200 or their respective equivalents.
* SCI 200 -or- 7 hrs in Science (BIO, ENV, CHM, PHY, PSC, GEL); must come from at least two disciplines; one class w/lab required
* SSC 200 -or- 9 hrs in 2 Social Science disciplines.
* HUM 200 -or- 9 credit hours in Humanities and Fine Arts disciplines. Courses must be taken in more than one discipline with at least one course at the 200-level. Only 3 credits allowed from Fine Arts Classes.

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions: 1. From a Two-Year Institution: Students transferring to MMCC with a two-year degree from an accredited institution will be exempt from 100 Level General Education requirements with the exception of math. 200 Level requirements will be determined in the transcript evaluation process. 2. From a Four-Year Institution: Students transferring to MMCC with a four-year degree from an accredited institution will be exempt from both the 100 and 200 Level General Education requirements with the exception of math.
ASSOCIATE IN APPLIED SCIENCE:  
GRAPHIC DESIGN

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Communication Skills (Group I) - 6 credit hours
- ENG 111 3 3 Freshman English Composition
  Placement into ENG 111 or ENG 110 with a minimum grade of “C”
- SPE 101 3 3 Fundamentals of Communication  
  OR SPE 257 3 3 Public Speaking

### Science and Mathematics (Group II) – 6 credit hours
- MAT 101 3 3 Basic Mathematics
- SCI 200 3 4 Science, Technology & Society
  ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)

### Social Sciences (Group III) - 3 credit hours
- SSC 200 3 3 The Social Sciences & Contemporary America
  ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)

### Humanities and Fine Arts (Group IV) - 42 credit hours
- HUM 101 3 3 World of Creativity I
- HUM 102 3 3 World of Creativity II
- ART 105 3 3 Drawing I - Introductory
- ART 110 3 3 Basic Photography
- ART 115 3 3 Design I
- ART 205 3 3 Drawing II
  ART 105
- ART 215 3 3 Design II
  ART 115
- ART 130 3 3 Painting I
- ART 135 3 3 Graphic Design I
- ART 235 3 3 Graphic Design II
  ART 135
- ART 236 3 3 Graphic Design III
  ART 235
- ART 211 3 3 Page Layout I
- ART 239 3 3 Page Layout II
  ART 211
- ART 240 3 3 Studio Problems in Graphic Design
  ART 110, 130, 205, 215, 236, 239

### Applied Arts and Sciences (Group V) - 3 credit hours
- CIS 100 3 3 Introduction to Information Systems
  Touch keyboarding skills recommended

### Elective – 6 credit hours: Choose TWO from the following:
- ART 210 3 3 Illustration
  ART 235, ART 205
- ART 237 3 3 Photography II
  ART 110
- ART 230 3 3 Painting II
  ART 130
- ART 152 3 3 Introduction to Website Design
  CIS 100
  OR CIS 135 3 3 Introduction to Website Design
  CIS 100
- ART 137 3 3 Digital Photography
  ART 110 or permission of instructor
- ART 206 3 3 Comic Book & Graphic Novel Illustration
  ART 105
- ART 247 3 3 Contemporary Photography
  ART 110, 137
- ART 252 3 3 Website Design II
  ART 152 or CIS 135
- ART 253 3 3 Flash Fundamentals
  CIS 100
- ART 254 3 3 Motion Graphics
- ART 281 3 3 Internship I
  Permission of the Internship Coordinator
- BUS 231 3 3 Principles of Advertising
- DRF 120 3 3 Introduction to AutoCAD

Suggested sequence on reverse (print) /page two (electronic)
ASSOCIATE IN APPLIED SCIENCE:

GRAPHIC DESIGN

Graphic Design ART Course Sequencing Schedule

**FIRST SEMESTER (Fall)**
- ART 105 3 Drawing I - Introductory
- ART 115 3 Design I
- ART 135 3 Graphic Design I

**SECOND SEMESTER (Winter)**
- ART 205 3 Drawing II
- ART 215 3 Design II
- ART 235 3 Graphic Design II
- ART 211 3 Page Layout I

**THIRD SEMESTER (Fall)**
- ART 110 3 Basic Photography
- ART 130 3 Painting I
- ART 236 3 Graphic Design III
- ART 239 3 Page Layout II
- Elective 3 Choose one elective from the list below  
  (Courses can be taken in any available semester.)

**FOURTH SEMESTER (Winter)**
- ART 240 3 Studio Problems in Graphic Design
- Elective 3 Choose one elective from the list below  
  (Courses can be taken in any available semester.)

**Elective choices**
- ART 210 3 Illustration
- ART 237 3 Photography II
- ART 230 3 Painting II
- ART 152 3 Introduction to Website Design
- OR CIS 135 3 Introduction to Website Design
- ART 137 3 Digital Photography
- ART 206 3 Comic Book & Graphic Novel Illustration
- ART 247 3 Contemporary Photography
- ART 252 3 Website Design II
- ART 253 3 Flash Fundamentals
- ART 254 3 Motion Graphics
- ART 281 3 Internship I
- BUS 231 3 Principles of Advertising
- DRF 120 3 Introduction to AutoCAD
ASSOCIATE IN APPLIED SCIENCE
HEATING/REFRIGERATION/AIR CONDITIONING

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 69 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course #</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) - 9 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ENG 111*</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>☐ SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

| **Science and Mathematics (Group II) – 10-13 credit hours** | | | |
| ☐ SCI 200 | 3 | Science, Technology & Society | ENG 111 and either SPE 101 or 257 (minimum grade of "C" in each) |
| ☐ MAT 170 | 4 | Technical Mathematics II | Minimum grade of "C" in MAT 101 OR equivalent |
| OR MAT 124 | 5 | Precalculus * | Minimum grade of "C" in MAT 105 OR equivalent |
| ☐ PHY 103 | 4 | Applied Physics | Co-requisite: MAT 104 or MAT 170 |
| OR PHY 105 | 5 | Introductory College Physics I * | Co-requisite: MAT 124 OR equivalent |

| **Social Sciences (Group III) - 3 credit hours** | | | |
| ☐ SSC 200 | 3 | Social Sciences & Contemporary America | ENG 111 and either SPE 101 or 257 (minimum grade of "C" in each) |

| **Humanities and Fine Arts (Group IV) - 3 credit hours** | | | |
| ☐ HUM 200 | 3 | Modernity & Culture | ENG 111 and either SPE 101 or 257 (minimum grade of "C" in each) |

| **Applied Arts and Sciences (Group V) - 47 credit hours** | | | |
| ☐ CIS 100 | 3 | Introduction to Information Systems | Touch keyboarding skills recommended |
| ☐ DRF 120 | 4.5 | Introduction to AutoCAD | |
| ☐ HRA 102 | 3 | Refrigeration Fundamentals | |
| ☐ HRA 104 | 3 | Residential Refrigeration | HRA 102 |
| ☐ HRA 105 | 3 | Hydronics | HRA 106 |
| ☐ HRA 106 | 3 | Heating Fundamentals | |
| ☐ HRA 108 | 3 | Heating Systems | HRA 106, HRA 116 |
| ☐ HRA 116 | 3 | Fundamentals of Electricity | |
| ☐ HRA 198 | 1 | EPA Refrigerant Handler Certification | |
| ☐ HRA 204 | 3 | Light Commercial Refrigeration | HRA 102 |
| ☐ HRA 205 | 2 | Motors & Controls | HRA 116 |
| ☐ HRA 215 | 3 | HRA Controls | HRA 116 |
| ☐ HRA 220 | 2 | Commercial Refrigeration Design | Co-requisite: HRA 204 |
| ☐ HRA 223 | 3 | Residential HVAC Load Determination | HRA 108 |
| ☐ HRA 225 | 3 | Residential HVAC Distribution/Design | Co-requisite: HRA 223 |
| ☐ HRA 240 | 3 | Advanced Commercial Refrigeration | HRA 104, HRA 116, HRA 204 |
| ☐ HRA 285 | 3 | Co-op (Heating, Refrigeration & Air Cond.) | Minimum of 12 credits in HRA |

* Recommended for students transferring to Ferris State University

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
ASSOCIATE IN APPLIED SCIENCE
HEATING/REFRIGERATION/AIR CONDITIONING

HRA Course Sequencing Schedule

**Fast Track – Fall Start**
(Day Classes)
Fall Semester
HRA 116 (3) credits
HRA 205 (2) credits
HRA 106 (3) credits
HRA 108 (3) credits
HRA 223 (3) credits
Total (14) credits

Winter Semester
HRA 225 (3) credits
HRA 105 (3) credits
HRA 102 (3) credits
HRA 104 (3) credits
HRA 285 (3) credits
HRA 204 (3) credits
Total (18) credits

Spring Semester
HRA 198 (1) credits
HRA 220 (2) credits
HRA 215 (3) credits
HRA 240 (3) credits
Total (9) credits
ASSOCIATE IN APPLIED SCIENCE
MAGNETIC RESONANCE IMAGING

In Collaboration with Michigan College Online

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 73 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisites to the Program – 22 credit hours</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>ALH 100</td>
<td>2</td>
<td>2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
<td>3</td>
<td>Intermediate Algebra</td>
<td>Minimum grade of &quot;C&quot; in MAT 104 or equivalent</td>
</tr>
<tr>
<td>PHY 101</td>
<td>3</td>
<td>3</td>
<td>Introductory Physics</td>
<td>NOTE: Students who have completed RAD 110 as part of the Radiography program may substitute RAD 110 for PHY 101.</td>
</tr>
<tr>
<td>BIO 141</td>
<td>4</td>
<td>5</td>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 101 or equivalent</td>
</tr>
<tr>
<td>BIO 142</td>
<td>4</td>
<td>5</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
</tbody>
</table>

Additional Program Requirements - 12 credit hours

| | | | |
| 201 | 3 | 3 | Fundamentals of Communication | |
| OR SPE 257 | 3 | 3 | Public Speaking | |
| PSY 101 | 3 | 3 | Introduction to General Psychology | |
| SSC 200 | 3 | 3 | The Social Sciences & Contemporary America | ENG 111 and either SPE 101 or SPE 257 minimum grade of "C" in each |
| HUM 200 | 3 | 3 | Modernity & Culture | ENG 111 and either SPE 101 or SPE 257 minimum grade of "C" in each |

Magnetic Resonance Imaging Coursework – 39 credit hours

First Semester (Spring) [Semester names vary between institutions]

| | | | |
| MRI 200 | 1 | * | Professional Prospectus | Admission to the MRI program |
| MRI 260 | 3 | * | MRI Pre-Clinical Preparation | MRI 200 |
| MRI 241 | 3 | * | Applied Sectional Anatomy | MRI 200 |

Second Semester (Fall)

| | | | |
| MRI 220 | 3 | * | Physics I | MRI 200 |
| MRI 230 | 3 | * | MRI Procedures and Pathophysiology I | MRI 260, MRI 220, MRI 221 |
| MRI 201 | 3 | * | Computer Applications in Medical Imaging | MRI 222, MRI 230, MRI 261 |
| MRI 261 | 3 | * | Clinical Practice I | MRI 260, MRI 220, MRI 221 |

Third Semester (Winter)

| | | | |
| MRI 222 | 3 | * | MRI Physics II | MRI 260, MRI 220, MRI 221 |
| MRI 232 | 3 | * | MRI Procedures and Pathophysiology II | MRI 222, MRI 230, MRI 261 |
| MRI 240 | 3 | * | Image Analysis | MRI 232, MRI 201, MRI 262 |
| MRI 262 | 3 | * | Clinical Practice II | MRI 222, MRI 230, MRI 261 |

Fourth Semester (Spring)

| | | | |
| MRI 263 | 3 | * | Clinical Practice III | MRI 232, MRI 201, MRI 262 |
| MRI 295 | 3 | * | MRI Certification Exam Preparation | MRI 232, MRI 201, MRI 262 |

* All MRI courses billed at Michigan College Online rates

Important program notes and a suggested sequence of courses is presented on reverse (print version) or page two (digital version).
## ASSOCIATE IN APPLIED SCIENCE
### MAGNETIC RESONANCE IMAGING

**NOTES:**
* All MRI courses are offered through Michigan College Online.
* Acceptance into the MRI program is required prior to taking MRI courses
* MRI courses from previous semesters serve as prerequisite courses.
* All courses in a semester must be passed with a minimum grade of “C” to progress to the next semester.
* BIO 135 (or BIO 141 & BIO 142) must be passed with a minimum grade of “B-“.
* If students have taken science courses prior to admission into a specific program, the courses must have been
* Prerequisites for this program may be repeated only once.

**SUGGESTED SEQUENCE (After admission to the program)**

**FIRST SEMESTER**
- **SPE 101  3** Fundamentals of Communication  
  OR  
- **SPE 257  3** Public Speaking  (Recommended this semester)
- **PSY 101  3** Introduction to General Psychology  (Recommended this semester)
- **MRI 200  1** Professional Prospectus
- **MRI 260  3** MRI Pre-Clinical Preparation
- **MRI 241  3** Applied Sectional Anatomy

**SECOND SEMESTER**
- **SSC 200  3** The Social Sciences & Contemporary America (Recommended this semester)
- **MRI 220  3** Physics I
- **MRI 230  3** MRI Procedures and Pathophysiology I
- **MRI 201  3** Computer Applications in Medical Imaging
- **MRI 261  3** Clinical Practice I

**THIRD SEMESTER**
- **HUM 200  3** Modernity & Culture (Recommended this semester)
- **MRI 222  3** MRI Physics II
- **MRI 232  3** MRI Procedures and Pathophysiology II
- **MRI 240  3** Image Analysis
- **MRI 262  3** Clinical Practice II

**FOURTH SEMESTER**
- **MRI 263  3** Clinical Practice III
- **MRI 295  3** MRI Certification Exam Preparation
ASSOCIATE IN APPLIED SCIENCE
MEDICAL ASSISTANT

THE MEDICAL ASSISTANT PROGRAM WILL BECOME A SELECTIVE ADMISSIONS PROGRAM EFFECTIVE FALL 2017.

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 65 credits is required to complete this program.

<table>
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<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 131</td>
<td>3</td>
<td>Basic Anatomy &amp; Physiology</td>
<td>BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td>MAT 104</td>
<td>3</td>
<td>Basic Algebra</td>
<td>Minimum grade of “C” in MAT 101 or in MAT 102 equivalent</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>Intro to General Psychology</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>ALH 100</td>
<td>2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>BIS 127</td>
<td>4</td>
<td>Applied Office Accounting</td>
<td>MAT 104 for this degree</td>
</tr>
<tr>
<td>BIS 164</td>
<td>3</td>
<td>Business Communications</td>
<td>Recommended concurrent enrollment in BIS 140 OR knowledge of correct keyboarding techniques</td>
</tr>
</tbody>
</table>

Communication Skills (Group I)
Met with Prerequisites

Science and Mathematics (Group II) - 3 credits hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 200</td>
<td>3</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of “C” in each)</td>
</tr>
</tbody>
</table>

Social Sciences (Group III) – 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 212</td>
<td>3</td>
<td>Developmental Psychology</td>
<td>PSY 101</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of “C” in each)</td>
</tr>
</tbody>
</table>

Humanities and Fine Arts (Group IV) – 3 credit hours

Applied Arts and Sciences (Group V) - 26 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 112</td>
<td>3</td>
<td>Insurance Billing</td>
<td>ALH 100</td>
</tr>
<tr>
<td>ALH 220</td>
<td>3</td>
<td>Medical Law and Ethics</td>
<td></td>
</tr>
<tr>
<td>BIS 255</td>
<td>3</td>
<td>Procedures for the Medical Office</td>
<td>CIS 100 OR BIS 140</td>
</tr>
<tr>
<td>*ALH 212</td>
<td>3</td>
<td>Clinical Procedures I</td>
<td>Admission to MA Program. Corequisite: ALH 213</td>
</tr>
<tr>
<td>*ALH 213</td>
<td>3</td>
<td>Pharmacology for the Medical</td>
<td>Admission to MA Program. Corequisite: ALH 212</td>
</tr>
<tr>
<td>*ALH 230</td>
<td>4</td>
<td>Laboratory Procedures for the Medical Office</td>
<td>Admission to the Medical Assistant program and successful completion of ALH 212 and ALH 213 with a minimum grade of &quot;C&quot;. Co-requisite ALH 214.</td>
</tr>
<tr>
<td>*ALH 214</td>
<td>3</td>
<td>Clinical Procedures II</td>
<td>Admission to the Medical Assistant program and successful completion of ALH 212 and ALH 213 with a minimum grade of &quot;C&quot;. Co-requisite ALH 230.</td>
</tr>
<tr>
<td>*ALH 250</td>
<td>4</td>
<td>Medical Assistant Office Externship</td>
<td>ALH 212, ALH 213, ALH 214 &amp; ALH 230</td>
</tr>
</tbody>
</table>

Important program notes and the sequence of courses is presented on reverse (print version) or page two (digital version)
NOTES:

* All courses marked with an asterisk (*) are Restricted Enrollment Classes. The student must get a signature from the Program Director or the Associate Dean of Health Sciences to be granted permission to take these courses.
* Completion of BIO 131 must be taken within five years of being accepted into ALH 212.
* All courses leading to the completion of the Medical Assistant degree must be taken with a minimum grade of "C" and may be repeated only once, including withdrawals.
* A cumulative GPA of 2.5 (C+) is required to be eligible to be selected into the MA program classes (ALH 212, ALH 213, ALH 214, ALH 230, ALH 250).

REQUIRED SEQUENCE

FALL SEMESTER
ALH 212  Clinical Procedures I
ALH 213  Pharmacology for the Medical Assistant

WINTER SEMESTER
ALH 214  Clinical Procedures II
ALH 230  Laboratory Procedures for the Medical Office

SPRING SEMESTER
ALH 250  Medical Assistant Office Externship

Group III - Social Science
Anthropology, Economics, Geography, History 211, 212, 223, 251, 252, MID 103, Political Science, Psychology, Social Science, Sociology
ASSOCIATE IN APPLIED SCIENCE
PHYSICAL THERAPIST ASSISTANT

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 74.5 credits is required to complete this program. See reverse (print) or page two (digital) for important program notes.

### Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Prerequisites to the Program – 14.5-17 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ PTA 101</td>
<td>1</td>
<td>Orientation to Physical Therapy</td>
<td>BIO 101 with a minimum grade of &quot;C&quot; or successful completion of BIO 135 entrance exam.</td>
</tr>
<tr>
<td>□ ALH 100</td>
<td>2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>□ BIO 135</td>
<td>5.5</td>
<td>Applied Anatomy &amp; Physiology</td>
<td></td>
</tr>
<tr>
<td>□ OR BIO 141</td>
<td>4</td>
<td>Anatomy &amp; Physiology I AND</td>
<td>BIO 101 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>&amp; BIO 142</td>
<td>4</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
<tr>
<td>□ ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>□ SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>□ CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>□ MAT 104</td>
<td>3</td>
<td>Basic Algebra</td>
<td>Minimum grade of &quot;C&quot; in MAT 101 or equivalent</td>
</tr>
<tr>
<td>□ PHY 101</td>
<td>3</td>
<td>Introductory Physics</td>
<td></td>
</tr>
<tr>
<td>□ PSY 101</td>
<td>3</td>
<td>Intro to General Psychology</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>□ HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>□ SSC 200</td>
<td>3</td>
<td>The Social Sciences &amp; Contemp. America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td><strong>Other Program Requirements – 18 credit hours (The other program requirements must be passed with a cumulative GPA of “B-” (2.7) or higher with a minimum grade of “C” in each course and may be taken before or while PTA courses are in progress.)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>□ MAT 104</td>
<td>3</td>
<td>Basic Algebra</td>
<td>Minimum grade of “C” in MAT 101 or equivalent</td>
</tr>
<tr>
<td>□ PHY 101</td>
<td>3</td>
<td>Introductory Physics</td>
<td></td>
</tr>
<tr>
<td>□ PSY 101</td>
<td>3</td>
<td>Intro to General Psychology</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>□ HUM 200</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
</tbody>
</table>

**First Semester – 8.5 credits (Admission to the program required before taking PTA courses)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PTA 115</td>
<td>1.5</td>
<td>Clinical Kinesiology</td>
<td>Admission to Program; Corequisites: PTA 105, 106, 110, 111, 116</td>
</tr>
<tr>
<td>□ PTA 116</td>
<td>1.5</td>
<td>Clinical Kinesiology Lab</td>
<td>Admission to Program; Corequisites: PTA 105, 106, 110, 111, 115</td>
</tr>
<tr>
<td>□ PTA 105</td>
<td>2</td>
<td>Modalities I</td>
<td>Admission to Program; Corequisites: PTA 106, 110, 111, 115, 116</td>
</tr>
<tr>
<td>□ PTA 106</td>
<td>2.5</td>
<td>Modalities I Lab</td>
<td>Admission to Program; Corequisites: PTA 105, 110, 111, 115, 116</td>
</tr>
<tr>
<td>□ PTA 110</td>
<td>1</td>
<td>Therapeutic Exercise</td>
<td>Admission to Program; Corequisites: PTA 105, 106, 110, 111, 115, 116</td>
</tr>
<tr>
<td>□ PTA 111</td>
<td>2.5</td>
<td>Therapeutic Exercise Lab</td>
<td>Admission to Program; Corequisites: PTA 105, 106, 110, 111, 115, 116</td>
</tr>
</tbody>
</table>

**Second Semester – 11 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PTA 125</td>
<td>1</td>
<td>Measurement Techniques</td>
<td>PTA 105, 106, 110, 111, 115, 116; Corequisites: PTA 126, 130, 131, 140</td>
</tr>
<tr>
<td>□ PTA 126</td>
<td>2</td>
<td>Measurement Techniques Lab</td>
<td>PTA 105, 106, 110, 111, 115, 116; Corequisites: PTA 125, 130, 131, 140</td>
</tr>
<tr>
<td>□ PTA 130</td>
<td>2</td>
<td>Advanced Therapeutic Exercise</td>
<td>PTA 105, 106, 110, 111, 115, 116; Corequisites: PTA 125, 126, 131, 140</td>
</tr>
<tr>
<td>□ PTA 131</td>
<td>2</td>
<td>Advanced Therapeutic Exercise Lab</td>
<td>PTA 105, 106, 110, 111, 115, 116; Corequisites: PTA 125, 126, 130, 140</td>
</tr>
<tr>
<td>□ PTA 140</td>
<td>10.5</td>
<td>Clinic I</td>
<td>PTA 105, 106, 110, 111, 115, 116; Corequisites: PTA 125, 126, 130, 131</td>
</tr>
</tbody>
</table>

**Third Semester – 7.5 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PTA 205</td>
<td>2</td>
<td>Modalities II</td>
<td>PTA 125, 126, 130, 131, 140; Corequisites: PTA 206, 207, 208</td>
</tr>
<tr>
<td>□ PTA 206</td>
<td>1.5</td>
<td>Modalities II Lab</td>
<td>PTA 125, 126, 130, 131, 140; Corequisites: PTA 205, 206, 207</td>
</tr>
<tr>
<td>□ PTA 207</td>
<td>2</td>
<td>Rehabilitation of Path &amp; Neuro Conditions</td>
<td>PTA 125, 126, 130, 131, 140; Corequisites: PTA 205, 206, 207</td>
</tr>
<tr>
<td>□ PTA 208</td>
<td>2</td>
<td>Rehabilitation Techniques Lab</td>
<td>PTA 125, 126, 130, 131, 140; Corequisites: PTA 205, 206, 207</td>
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</tbody>
</table>

**Fourth Semester – 14 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PTA 210</td>
<td>3</td>
<td>Clinical Forum</td>
<td>PTA 205, 206, 207, 208; Corequisite: PTA 240</td>
</tr>
<tr>
<td>□ PTA 240</td>
<td>12</td>
<td>Clinic II</td>
<td>PTA 205, 206, 207, 208; Corequisite: PTA 210</td>
</tr>
</tbody>
</table>
ASSOCIATE IN APPLIED SCIENCE

PHYSICAL THERAPIST ASSISTANT

Notes:
Prerequisite:
* The following courses must each be passed with a minimum grade of “B-” (2.7) and may be repeated only once:
  BIO 135 or (BIO 141 and BIO 142), ALH 100, ENG 111, SPE 101 or SPE 257 and PTA 101.
* BIO 135 or (BIO 141 and BIO 142) must be taken within 5 years of beginning the Physical Therapist Assistant (PTA) Program and may be repeated only once.

Other Program Requirements:
* The other program requirements must be passed with a cumulative GPA of “B-” (2.7) or higher with a minimum grade of “C” in each course and may be taken before or while PTA courses are in progress.

PTA Courses:
* Admission to the PTA Program is required before taking all PTA Courses with the exception of PTA 101 which is a prerequisite course.
* Students must pass each PTA didactic (lecture and laboratory) course with a minimum grade of "B-" (2.7). Students must pass each PTA clinical education course (PTA 140 & 240). PTA 140 & 240 courses will be pass/fail; no grade will be given. Each course may be repeated only once.

Notes:
* Students must finish their Associate Degree in Applied Science requirements before receiving their Physical Therapist Assistant Certificate.
* The Physical Therapist Assistant Program at Mid Michigan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) (1111 North Fairfax Street, Alexandria, VA 22314; phone (703) 706-3245; accreditation@apta.org; http://www.capteonline.org).
# ASSOCIATE IN APPLIED SCIENCE
## PLASTICS ENGINEERING TECHNOLOGY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 65 credits is required to complete this program. "TR" denotes recommendations for students who intend to transfer after completion. Students should consult with a Transfer Advisor.

## Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 170</td>
<td>Technical Math II</td>
<td>Minimum grade of &quot;C&quot; in MAT 101 OR minimum grade of &quot;C&quot; in MAT 102 OR equivalent</td>
</tr>
<tr>
<td>OR MAT 124</td>
<td>Pre-Calculus (TR)</td>
<td>Minimum grade of &quot;C&quot; in MAT 105 OR equivalent</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology, &amp; Society</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>OR CHM 111</td>
<td>General College Chemistry (TR)</td>
<td>1 yr. HS Chemistry or CHM 105 or equivalent; 2 yrs. HS Algebra or MAT 105 (may be concurrent) or equivalent</td>
</tr>
<tr>
<td>PHY 103</td>
<td>Applied Physics</td>
<td>Corequisite: MAT 104 OR MAT 170</td>
</tr>
<tr>
<td>OR PHY 105</td>
<td>General Physics I (FSU)</td>
<td>MAT 124 OR equivalent</td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Modernity &amp; Culture Society</td>
<td>ENG 111 and either SPE 101 or SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to AutoCAD</td>
<td></td>
</tr>
<tr>
<td>OR DRF 210</td>
<td>Introduction to SolidWorks</td>
<td></td>
</tr>
<tr>
<td>PLT 101</td>
<td>Survey of the Plastics Industry</td>
<td></td>
</tr>
<tr>
<td>PLT 110</td>
<td>Plastics and Polymer Materials</td>
<td></td>
</tr>
<tr>
<td>PLT 111</td>
<td>Plastics and Polymer Material Testing Methods</td>
<td>Co-Requisite: PLT 110</td>
</tr>
<tr>
<td>PLT 120</td>
<td>Plastics Manufacturing Processes I</td>
<td>PLT 101</td>
</tr>
<tr>
<td>PLT 130</td>
<td>Thermoforming I</td>
<td>PLT 130 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 135</td>
<td>Thermoforming II</td>
<td></td>
</tr>
<tr>
<td>PLT 180</td>
<td>Plastics Internship I</td>
<td>Permission of Internship Coordinator and a minimum of</td>
</tr>
<tr>
<td>PLT 225</td>
<td>Production Planning and Control</td>
<td>PLT 101 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 235</td>
<td>Manufacturing Quality Systems</td>
<td>PLT 101 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 250</td>
<td>Plastics Product Development</td>
<td>PLT 101, PLT 110, PLT 120 and PLT 130</td>
</tr>
</tbody>
</table>

8-11 hours must come from any combination of the following courses: ENG 222, Group III (ANT, ECO, PSY only), Group IV (from MTA list only - see page 2), or Group V (BIS, BUS, CIS, DRF, IND, WLD only)
# Suggested Sequence of Courses

## YEAR 1 - SEMESTER 1: 16 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>3</td>
</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>or DRF 210</td>
<td>Solid Works</td>
<td>[3]</td>
</tr>
<tr>
<td>PLT 101</td>
<td>Survey of the Plastics Industry</td>
<td>2</td>
</tr>
<tr>
<td>PLT 110</td>
<td>Plastics and Polymer Materials</td>
<td>3</td>
</tr>
<tr>
<td>PLT 111</td>
<td>Plastics and Polymer Material Testing Methods</td>
<td>3</td>
</tr>
<tr>
<td>PLT 130</td>
<td>Thermoforming I</td>
<td>2</td>
</tr>
</tbody>
</table>

## YEAR 1 - SEMESTER 2: 15-17 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communications</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 257</td>
<td>Public Speaking</td>
<td>[3]</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Technical Math II</td>
<td>3</td>
</tr>
<tr>
<td>or MAT 124</td>
<td>Pre-calculus (Recommended for Ferris Transfer)</td>
<td>[5]</td>
</tr>
<tr>
<td>Elective – Select from Approved List</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PLT 120</td>
<td>Plastics Manufacturing Processes I</td>
<td>4</td>
</tr>
<tr>
<td>PLT 135</td>
<td>Thermoforming II</td>
<td>2</td>
</tr>
</tbody>
</table>

## YEAR 1 - SUMMER: 3 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLT 180</td>
<td>Plastics Internship I</td>
<td>3</td>
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</table>

## YEAR 2 - SEMESTER 1: 15-16 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>PLT 225</td>
<td>Production Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>PLT 235</td>
<td>Manufacturing Quality Systems</td>
<td>3</td>
</tr>
<tr>
<td>Electives – Select from Approved List (select Two Courses)</td>
<td>6-7</td>
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</table>

## YEAR 2 - SEMESTER 2: 16-18 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 103</td>
<td>Applied Physics</td>
<td>3</td>
</tr>
<tr>
<td>or PHY 105</td>
<td>College Physics I</td>
<td>[5]</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Modernity and Culture</td>
<td>3</td>
</tr>
<tr>
<td>SSC 200</td>
<td>Social Science &amp; Contemporary America</td>
<td>3</td>
</tr>
<tr>
<td>PLT 250</td>
<td>Plastics Product Development (3 Lecture, 2 Lab)</td>
<td>4</td>
</tr>
<tr>
<td>Elective – Select from Approved List</td>
<td>3</td>
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</tbody>
</table>
## ASSOCIATE IN APPLIED SCIENCE
### RADIOGRAPHY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC. A minimum of 82.5 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisites to the Program – 23 credit hours</strong></td>
<td></td>
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<tr>
<td>☐ BIO 141</td>
<td>4 5</td>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 101 with a minimum grade of “C”</td>
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<tr>
<td>☐ BIO 142</td>
<td>4 5</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
<tr>
<td>☐ ALH 100</td>
<td>2 2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>☐ CHM 105</td>
<td>4 5</td>
<td>Introductory Chemistry</td>
<td>Corequisite: MAT 104 or equivalent</td>
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<tr>
<td>☐ CIS 100</td>
<td>3 3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>☐ ENG 111</td>
<td>3 3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>☐ MAT 104</td>
<td>3 3</td>
<td>Basic Algebra</td>
<td>Minimum grade of “C” in MAT 101 or a minimum grade of “C” in MAT 102 OR equivalent</td>
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<tr>
<td><strong>Other Required Courses – 13 credit hours</strong></td>
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<tr>
<td>☐ SPE 101</td>
<td>3 3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
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<tr>
<td>☐ BIO 110</td>
<td>1 1</td>
<td>Concepts in Microbiology</td>
<td>BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td>☐ PSY 101</td>
<td>3 3</td>
<td>Introduction to General Psychology</td>
<td></td>
</tr>
<tr>
<td>☐ SSC 200</td>
<td>3 3</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 OR SPE 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td>☐ HUM 200</td>
<td>3 3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 OR SPE 257 (minimum grade of “C” in each)</td>
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</tbody>
</table>

### Radiography Coursework - 46.5 credit hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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<tr>
<td>☐ RAD 100</td>
<td>3 4</td>
<td>Introduction to Radiologic Technology</td>
<td>Admission to the program; Corequisite: RAD 110</td>
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<tr>
<td>☐ RAD 110</td>
<td>3 4</td>
<td>Radiation Physics</td>
<td>Admission to the program; Corequisite: RAD 100</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>☐ RAD 115</td>
<td>3 4</td>
<td>Principles of Radiographic Exposure</td>
<td>RAD 100, RAD 110; Corequisite: RAD 130</td>
<td></td>
</tr>
<tr>
<td>☐ RAD 130</td>
<td>4 5.5</td>
<td>Radiographic Procedures I</td>
<td>RAD 100, RAD 110. Corequisite: RAD 115</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>☐ RAD 175</td>
<td>3 4</td>
<td>Radiographic Procedures II</td>
<td>RAD 115, RAD 130; Corequisite: RAD 180</td>
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<tr>
<td>☐ RAD 180</td>
<td>6 15</td>
<td>Clinical Experience I</td>
<td>RAD 115, RAD 130; Corequisite: RAD 175</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>☐ RAD 201</td>
<td>2 2</td>
<td>Clinical Issues in Radiography I</td>
<td>RAD 175, RAD 180; Corequisite: RAD 205, RAD 211, RAD 213, RAD 215, BIO 110</td>
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<tr>
<td>☐ RAD 205</td>
<td>7 15</td>
<td>Clinical Experience II</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 211, RAD 213, RAD 215, BIO 110</td>
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<tr>
<td>☐ RAD 211</td>
<td>1 1</td>
<td>Sectional Anatomy</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 215, BIO 110</td>
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<tr>
<td>☐ RAD 213</td>
<td>1 1</td>
<td>Radiation Protection</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 215, BIO 110</td>
<td></td>
</tr>
<tr>
<td>☐ RAD 215</td>
<td>1 1</td>
<td>Radiation Biology</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 213, BIO 110</td>
<td></td>
</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐ RAD 217</td>
<td>2 2</td>
<td>Radiologic Techniques II</td>
<td>RAD 201, RAD 205, RAD 211, RAD 213, RAD 215, BIO 110, Corequisite: RAD 221, RAD 230, RAD 250</td>
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<tr>
<td>☐ RAD 221</td>
<td>2 2</td>
<td>Clinical Issues in Radiography II</td>
<td>RAD 201, RAD 205, RAD 211, RAD 213, RAD 215, BIO 110, Corequisites RAD 217, RAD 230, RAD 250</td>
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<tr>
<td>☐ RAD 230</td>
<td>1 1</td>
<td>Radiographic Quality Assurance</td>
<td>RAD 201, RAD 205, RAD 211, RAD 213, RAD 215, BIO 110, Corequisites RAD 217, RAD 221, RAD 250</td>
<td></td>
</tr>
<tr>
<td>☐ RAD 250</td>
<td>7.5 15</td>
<td>Clinical Experience III</td>
<td>RAD 201, RAD 205, RAD 211, RAD 213, RAD 215, BIO 110, Corequisites RAD 217, RAD 221, RAD 230</td>
<td></td>
</tr>
</tbody>
</table>

**Important program notes and schedule of courses on reverse (print version) or page two (digital version).**
NOTES:
* All courses in a semester must be passed with a minimum grade of “C” to progress to the next semester.
* BIO 141 & BIO 142 must be passed with a minimum grade of “B-“.
* If students have taken science courses prior to admission into a specific health program, the courses must have been completed within five (5) years of the date the student formally begins the program
* Prerequisites for this program may be repeated only once.

SUGGESTED SEQUENCE (after completion of pre-requisites)

| FIRST SEMESTER                                      |
|---------------------------------|------------------------------------------------|
| RAD 100 Introduction to Radiologic Technology      |
| RAD 110 Radiation Physics           |
| SPE 101 Fundamentals of Communication      |
| OR SPE 257 Public Speaking (Recommended this Semester) |

| SECOND SEMESTER                                    |
|---------------------------------|------------------------------------------------|
| PSY 101 Introduction of General Psychology (Recommended this Semester) |
| RAD 115 Principles of Radiographic Exposure |
| RAD 130 Radiographic Procedures I             |
| HUM 200 Modernity & Culture          |
| SSC 200 The Social Sciences & Contemporary America |

| THIRD SEMESTER                                      |
|---------------------------------|------------------------------------------------|
| RAD 175 Radiographic Procedures II               |
| RAD 180 Clinical Experience I                    |

| FOURTH SEMESTER                                      |
|---------------------------------|------------------------------------------------|
| BIO 110 Concepts in Microbiology          |
| RAD 201 Clinical Issues in Radiography I     |
| RAD 205 Clinical Experience II             |
| RAD 211 Sectional Anatomy               |
| RAD 213 Radiation Protection            |
| RAD 215 Radiation Biology               |

| FIFTH SEMESTER                                      |
|---------------------------------|------------------------------------------------|
| RAD 217 Radiologic Techniques II        |
| RAD 221 Clinical Issues in Radiography II |
| RAD 230 Quality Assurance           |
| RAD 250 Clinical Experience III        |
ASSOCIATE DEGREE IN NURSING

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 71 credits is required to complete this program. Prerequisites to apply to the Nursing Program: Completion of Group I and Group II courses. See reverse (print) or page 2 (digital) for important program notes.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) - 6 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>ENG 111 3</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of &quot;C&quot;</td>
</tr>
<tr>
<td>OR SPE 257 3</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) - 15 credit hours</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>BIO 141 4</td>
<td>5</td>
<td>Anatomy &amp; Physiology I</td>
<td>Minimum grade of &quot;C&quot; in BIO 101</td>
</tr>
<tr>
<td>BIO 142 4</td>
<td>5</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
<tr>
<td>BIO 210 4</td>
<td>6</td>
<td>Microbiology</td>
<td>BIO 101 with a minimum grade of C, OR High School Advanced Placement Biology course, completed within the past 3 years, with a minimum grade of &quot;B&quot;.</td>
</tr>
<tr>
<td>MAT 104 3</td>
<td>3</td>
<td>Basic Algebra</td>
<td>Minimum grade of &quot;C&quot; in MAT 101 or minimum grade of &quot;C&quot; in MAT 102 OR equivalent</td>
</tr>
<tr>
<td><strong>Social Sciences (Group III) - 3 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC 200 3</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts (Group IV) - 3 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 200 3</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td><strong>Highly Recommended Group - 6 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALH 100 2</td>
<td>2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>*CHM 106 4</td>
<td>5</td>
<td>Organic &amp; Biochemistry for Allied Health</td>
<td>Proven competency in basic chemistry by earning a minimum grade of &quot;C&quot; in CHM 105 (or an equivalent college chemistry course), earning a minimum grade of &quot;B&quot; or better in a High School chemistry course (within the last 3 years), or with permission from the instructor</td>
</tr>
<tr>
<td><strong>Applied Arts &amp; Sciences (Group V) - 44 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 121 5</td>
<td>5</td>
<td>Fundamentals of Nursing</td>
<td>Admission to the Nursing Program, Corequisites: NUR 124, NUR 150, NUR 151</td>
</tr>
<tr>
<td>NUR 124 4</td>
<td>12</td>
<td>Fundamentals of Nursing Clinical I</td>
<td>Admission to the Nursing Program, Corequisites: NUR 121, NUR 150, NUR 151</td>
</tr>
<tr>
<td>NUR 150 2.5</td>
<td>2.5</td>
<td>Pharmacology in Nursing</td>
<td>Admission to the Nursing Program, Corequisites: NUR 121, NUR 124, NUR 150</td>
</tr>
<tr>
<td>NUR 151 0.5</td>
<td>1</td>
<td>Assessment in Nursing</td>
<td>Admission to the Nursing Program, Corequisites: NUR 121, NUR 124, NUR 150</td>
</tr>
<tr>
<td>NUR 152 1</td>
<td>1</td>
<td>Nutrition Across the Lifespan</td>
<td>Successful completion of NUR 111, NUR 124, NUR 150, NUR 151, Corequisites: NUR 125, NUR 128</td>
</tr>
<tr>
<td>NUR 125 4</td>
<td>4</td>
<td>Nursing Care of Adults I</td>
<td>Successful completion of NUR 121, NUR 124, NUR 150, NUR 151, Corequisites: NUR 152, NUR 128</td>
</tr>
<tr>
<td>NUR 128 4</td>
<td>12</td>
<td>Nursing Care of Adults Clinical II</td>
<td>Successful completion of NUR 121, NUR 124, NUR 150, NUR 151, Corequisites: NUR 125, NUR 152</td>
</tr>
<tr>
<td>NUR 221 4</td>
<td>4</td>
<td>Family Centered Nursing</td>
<td>Fall cohort: Successful completion of NUR 152, NUR 125, NUR 128. Winter Cohort: successful completion of NUR 225, NUR 226, NUR 227, Corequisites: NUR 222</td>
</tr>
<tr>
<td>NUR 222 2</td>
<td>6</td>
<td>Family Centered Nursing Clinical III</td>
<td>Fall cohort: Successful completion of NUR 152, NUR 125, NUR 128. Winter Cohort: successful completion of NUR 225, NUR 226, NUR 227, Corequisites: NUR 222</td>
</tr>
<tr>
<td>NUR 223 2</td>
<td>2</td>
<td>Mental Health Nursing</td>
<td>Fall cohort: Successful completion of NUR 152, NUR 125, NUR 128. Winter Cohort: successful completion of NUR 225, NUR 226, NUR 227, Corequisites: NUR 224</td>
</tr>
<tr>
<td>NUR 224 2</td>
<td>6</td>
<td>Mental Health Nursing Clinical III</td>
<td>Fall cohort: Successful completion of NUR 152, NUR 125, NUR 128. Winter Cohort: successful completion of NUR 225, NUR 226, NUR 227, Corequisites: NUR 223</td>
</tr>
<tr>
<td>NUR 225 4</td>
<td>4</td>
<td>Nursing Care of Adults II</td>
<td>Fall cohort: Successful completion of NUR 221, NUR 222, NUR 223, NUR 224. Winter Cohort: successful completion of NUR 125, NUR 128, NUR 152, Corequisites: NUR 226</td>
</tr>
<tr>
<td>NUR 226 4</td>
<td>12</td>
<td>Nursing Care of Adults Clinical IV</td>
<td>Fall cohort: Successful completion of NUR 221, NUR 222, NUR 223, NUR 224. Winter Cohort: successful completion of NUR 125, NUR 128, NUR 152, Corequisites: NUR 225</td>
</tr>
<tr>
<td>NUR 227 2</td>
<td>2</td>
<td>Leadership in Nursing</td>
<td>Fall cohort: Successful completion of NUR 221, NUR 222, NUR 223, NUR 224. Winter Cohort: successful completion of NUR 125, NUR 128, NUR 152</td>
</tr>
<tr>
<td>NUR 228 3</td>
<td>9</td>
<td>Preceptorship Clinical V</td>
<td>Successful completion of all NUR courses, HUM 200, SSC 200, Corequisites: None</td>
</tr>
<tr>
<td><strong>Nursing Readmission Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 132 1</td>
<td>3</td>
<td>Clinical Practicum VI</td>
<td>Successful completion of NUR 121, NUR 124, Corequisites: NUR 150</td>
</tr>
<tr>
<td>NUR 133 3</td>
<td>3.5</td>
<td>Transition for Advanced Standing Nurses</td>
<td>Current LPN license</td>
</tr>
</tbody>
</table>
ASSOCIATE DEGREE IN NURSING

*NOTE: CHM 105 will be awarded points as part of the Highly Recommended list in the selective admission process until 2014FA. This will allow students who had taken CHM 105 as a prerequisite for CHM 106 to earn additional points for one year.

NOTE: All NUR courses in a semester must be passed with a minimum grade of “78%” to progress to the next semester. BIO 141 & BIO 142 courses must be passed with a minimum grade of “B-” to enter the program. BIO 141 & BIO 142 courses must also be taken at the same institution. If students have taken BIO 141 & BIO 142 courses prior to admission to the Nursing Program, the courses must have been completed within five (5) years of the date the student formally begins the Nursing Program. Prerequisites may be repeated only once, which includes withdrawals.

NOTE: Admissions to the MMCC Nursing Program is based on a Selective Admission Process. Highly Recommended Courses will be awarded additional bonus points toward overall admission score. For further information contact the Nursing and Health Technology Department. Final acceptance into the nursing program is based on results of a criminal background check.

NOTE: All NUR courses require a signature on the registration form from the Director of Nursing. Entry level students will receive this form at the orientation scheduled for incoming nursing students.

<table>
<thead>
<tr>
<th>FALL COHORT</th>
<th>WINTER COHORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester: Total (12) Credits</strong></td>
<td><strong>Winter Semester: Total (12) Credits</strong></td>
</tr>
<tr>
<td>NUR 150: Pharmacology in Nursing</td>
<td>(2.5) Credits</td>
</tr>
<tr>
<td>NUR 151: Assessment in Nursing</td>
<td>(0.5) Credits</td>
</tr>
<tr>
<td><strong>Winter Semester: Total (12) Credits</strong></td>
<td><strong>Spring Semester: Total (12) Credits</strong></td>
</tr>
<tr>
<td>NUR 125: Nursing Care of Adults I</td>
<td>(4) Credits</td>
</tr>
<tr>
<td>NUR 128: Nursing Care of Adults Clinical II</td>
<td>(4) Credits</td>
</tr>
<tr>
<td>NUR 152: Nutrition Across the Lifespan</td>
<td>(1) Credit</td>
</tr>
<tr>
<td>SSC 200: The Social Sciences &amp; Contemporary America (Recommended this Semester)</td>
<td>(3) Credits</td>
</tr>
<tr>
<td>NUR 133: Transition for Advanced Standing Nurses</td>
<td>(3) Credits</td>
</tr>
<tr>
<td><strong>Fall Semester: Total (13) Credits</strong></td>
<td><strong>Winter Semester: Total (13) Credits</strong></td>
</tr>
<tr>
<td>NUR 221: Family Centered Nursing</td>
<td>(4) Credits</td>
</tr>
<tr>
<td>NUR 222: Family Centered Nursing Clinical III</td>
<td>(2) Credits</td>
</tr>
<tr>
<td>NUR 223: Mental Health Nursing</td>
<td>(2) Credits</td>
</tr>
<tr>
<td>NUR 224: Mental Health Nursing Clinical III</td>
<td>(2) Credits</td>
</tr>
<tr>
<td>HUM 200: Modernity &amp; Culture (Recommended this Semester)</td>
<td>(3) Credits</td>
</tr>
<tr>
<td><strong>Winter Semester: Total (10) Credits</strong></td>
<td><strong>Spring Semester: Total (3) Credits</strong></td>
</tr>
<tr>
<td>NUR 225: Nursing Care of Adults II</td>
<td>(4) Credits</td>
</tr>
<tr>
<td>NUR 226: Nursing Care of Adults Clinical IV</td>
<td>(4) Credits</td>
</tr>
<tr>
<td>NUR 227: Leadership in Nursing</td>
<td>(2) Credits</td>
</tr>
<tr>
<td>NUR 228: Preceptorship Clinical V</td>
<td>(3) Credits</td>
</tr>
</tbody>
</table>
ASSOCIATE IN SCIENCE:
HEALTH SCIENCES TRANSFER

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credit hours must consist of 200 level coursework.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills (Group I) - 9 credit hours</td>
<td></td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of “C” in ENG 111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fundamentals of Communication</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
<td>Public Speaking</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Math Elective course</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science and Mathematics (Group II) – 15 credit</td>
<td></td>
<td>College Algebra</td>
<td>Minimum grade of “C” in MAT 105 or equivalent</td>
</tr>
<tr>
<td>hours</td>
<td></td>
<td>Mathematical Reasoning</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Probability and</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics</td>
<td></td>
</tr>
<tr>
<td>*MAT 124, 126, 225, 226, and 230 also satisfy</td>
<td></td>
<td>Two courses selected from the Designated MTA</td>
<td>NOTE: Courses cannot be from same discipline.</td>
</tr>
<tr>
<td>this requirement. Other MAT courses do not.</td>
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</tr>
<tr>
<td>Social Sciences (Group III) - 9 credit hours</td>
<td></td>
<td>Two courses selected from the Designated MTA</td>
<td>NOTE: Courses cannot be from same discipline.</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Group III Elective</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Humanities (Group IV) - 9 credit hours</td>
<td></td>
<td>Two courses selected from the Designated MTA</td>
<td>NOTE: Courses cannot be from same discipline.</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Group IV Elective</td>
<td></td>
</tr>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Electives - credits to reach minimum of 62</td>
<td></td>
<td>Select courses from Group II (except CIS), Group V (ALH, CIS 100, MRI, NUR, RAD, PHT, PTA), or Group VI (HED, PED).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
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<td>Elective</td>
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<td>Elective</td>
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</tr>
</tbody>
</table>

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals. Distribution Group and Designated MTA course lists on reverse (print version) or page two (digital version)
ASSOCIATE IN SCIENCE:
HEALTH SCIENCES TRANSFER

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Students completing transfer degrees are required to complete the following:

Communication Skills: Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257

Quantitative Reasoning: One of the following -- MAT 107, 114, 124, 126, 212, 225, 226, or 230.

Natural Science: Two courses from the MTA list below, each from a different subject area.

Social Science: Two courses from the MTA list below, each from a different subject area.

Humanities: Two courses from the MTA list below, each from a different subject area.

MICHIGAN TRANSFER AGREEMENT

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of course work in general education areas. If a student has successfully completed the appropriate coursework, that student's transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as completion of 30 credits toward their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC's Designated MTA courses (by MTA area):

Designated MTA courses -- each course must be completed with a minimum grade of C

<table>
<thead>
<tr>
<th>English Composition</th>
<th>ENG 111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Either ENG 222, SPE 101, or SPE 257</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 124, 126, 212, 217, 218, 225, 226, 230</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.</td>
</tr>
<tr>
<td>Social Science</td>
<td>Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200</td>
</tr>
<tr>
<td>Humanities</td>
<td>Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 233, 275; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275</td>
</tr>
</tbody>
</table>

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

DISTRIBUTION GROUPS

| Group I - Communication Skills: ENG (104, 110,111, 222, 225), JOR, SPE |
| Group II - Science and Mathematics: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT |
| Group III - Social Science: ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC |
| Group IV - Humanities and Fine Arts: Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 213, 281), FRN, GER, HIS (101, 102), HUM, JPN, MUS (275), PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275) |
| Group V - Applied Arts & Sciences: ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CIS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD |
| Group VI - Health/Physical Education: HED, PED |
| Group VII - Education: EDU |
| Group VIII - Personal Development: MID (except 103) |
ASSOCIATE IN SCIENCE
MATH AND SCIENCE STUDIES TRANSFER

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 15 of these credit hours must be taken at MMCC.

A minimum of 62 credits is required to complete this program. A minimum of 15 credits overall must be at the 200 level.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>Communication Skills (Group I) - 9 credit hours</td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>ENG 222</td>
<td>Expository Writing &amp; Research</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>OR SPE 101</td>
<td>Fundamentals of Communication</td>
</tr>
</tbody>
</table>

Science and Mathematics (Group II) – 24 credit hours
A minimum of 9 credits of Mathematics and Natural Science courses must be at the 200 level. (SCI 200 excluded)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107*</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR MAT 114</td>
<td>Mathematical Reasoning</td>
</tr>
<tr>
<td>OR MAT 212</td>
<td>Introduction to Probability and Statistics</td>
</tr>
</tbody>
</table>

*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two courses selected from the Designated MTA Natural Science list</td>
</tr>
<tr>
<td></td>
<td>Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI</td>
</tr>
<tr>
<td></td>
<td>Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI</td>
</tr>
<tr>
<td></td>
<td>Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI</td>
</tr>
<tr>
<td></td>
<td>Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI</td>
</tr>
</tbody>
</table>

Social Sciences (Group III) - 6 credit hours
Two courses selected from the Designated MTA Social Science list
NOTE: Courses cannot be from same discipline.

Humanities (Group IV) - 6 credit hours
Two courses selected from the Designated MTA Humanities list
NOTE: Courses cannot be from same discipline.

Electives - credits to reach minimum of 62
Courses must be selected from Groups I, II, III, IV, VI and VIII. (Maximum of 2 credit hours from Group VI - HED or PED.) MID courses and courses numbered below the 100 level are not applicable.

Students should consult with an Academic Advisor to select courses appropriate for academic and career goals.

Distribution Group and Designated MTA course lists on reverse (print version) or page two (digital version).
## General Education Requirements for Associate in Arts and Associate in Science Degrees

Students completing transfer degrees are required to complete the following:

- **Communication Skills**: Three courses -- ENG 111, ENG 222, and either SPE 101 or SPE 257
- **Quantitative Reasoning**: One of the following -- MAT 107, MAT 114, or MAT 212
- **Natural Science**: Two courses from the MTA list below, each from a different subject area.
- **Social Science**: Two courses from the MTA list below, each from a different subject area.
- **Humanities**: Two courses from the MTA list below, each from a different subject area.

### Michigan Transfer Agreement

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of course work in general education areas. If a student has successfully completed the appropriate coursework, that student’s transcript will be marked “MTA Satisfied”. Participating four year colleges and universities will accept that as completion of 30 credits toward their general education requirements. (NOTE: Not all four year colleges and universities participate in MTA. Students intending to transfer should contact their intended transfer institution.) The MTA requires that colleges list coursework which is applicable. The following are MMCC’s Designated MTA courses (by MTA area):

#### Designated MTA courses -- each course must be completed with a minimum grade of C

- **English Composition**: ENG 111
- **Communication**: Either ENG 222, SPE 101, or SPE 257
- **Mathematics**: Either MAT 114, MAT 212, or one of the following: MAT 107, 118, 126, 212, 217, 218, 225, 226, 230
- **Natural Science**: Two of the following, each from a different subject area: BIO 100, 101, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.
- **Social Science**: Two of the following, each from a different subject area: ANT 170; ECO 110, 201, 202; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200
- **Humanities**: Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275

If necessary, additional Designated MTA courses to total or exceed 30 credit hours.

### Distribution Groups

- **Group I - Communication Skills**: ENG (104, 110, 111, 222, 225), JOR, SPE
- **Group II - Science and Mathematics**: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT
- **Group III - Social Science**: ANT, ECO, HIS (211, 212, 223, 251, 252), MID (103 only), POL, PSY, SSC, SOC
- **Group IV - Humanities and Fine Arts**: Humanities -- ENG (112, 201, 202, 205, 206, 211, 212, 231, 281), FRN, GER, HIS (101, 102), HUM, JPN, MUS (275), PHL, REL, SPN, TAI (275); Fine Arts -- ART, MUS (except 275), TAI (except 275)
- **Group V - Applied Arts & Sciences**: ACC, ALH, AMS, BUS, BIS, ECE, CIS (except 110, 111, 121, 131, 151, 152, 175, 176), CST, CJS, DRF, ENT, HRA, IND, LEN, NUR, MRI, PHT, PLT, PTA, RAD, WLD
- **Group VI - Health/Physical Education**: HED, PED
- **Group VII - Education**: EDU
- **Group VIII - Personal Development**: MID (except 103)
A minimum of 35.5 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER (Fall) - 17.5 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS 104</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>AMS 110</td>
<td>4.5</td>
<td>7</td>
</tr>
<tr>
<td>AMS 125</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>WLD 126</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>SECOND SEMESTER (Winter) - 18 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS 116</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>AMS 124</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>AMS 126</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

ADDITIONAL LINKS AND INFORMATION
Occupation: Automotive Service Technicians and Mechanics
SOC code: 49-3023.00
Occupational Profile URL:  http://www.onetonline.org/link/summary/49-3023.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
# CERTIFICATE OF ACHIEVEMENT:
## AUTOMOTIVE TECHNOLOGY (2 YEAR)

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 63 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills (Group I) - 6 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ENG 111</td>
<td>3</td>
<td>3</td>
<td>Freshman English Composition Placement into ENG 111 or ENG 110 with minimum grade of “C”</td>
</tr>
<tr>
<td>☐ SPE 101</td>
<td>3</td>
<td>3</td>
<td>Fundamentals of Communication</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>3</td>
<td>Public Speaking</td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) - 3 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ MAT 101</td>
<td>3</td>
<td>3</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td><strong>Applied Art and Science (Group V) - 54 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CIS 100</td>
<td>3</td>
<td>3</td>
<td>Introduction to Information Systems Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>☐ AMS 104</td>
<td>2</td>
<td>3</td>
<td>Basic Automotive Electricity</td>
</tr>
<tr>
<td>☐ AMS 110</td>
<td>4.5</td>
<td>7</td>
<td>Engine Fundamentals &amp; Overhaul</td>
</tr>
<tr>
<td>☐ AMS 116</td>
<td>3</td>
<td>4</td>
<td>Electrical Systems I: Electrical Accessories AMS 104 (may be taken concurrently) or Instructor approval.</td>
</tr>
<tr>
<td>☐ AMS 124</td>
<td>4</td>
<td>5</td>
<td>Automotive Heating &amp; Air Conditioning</td>
</tr>
<tr>
<td>☐ AMS 125</td>
<td>5</td>
<td>8</td>
<td>Engine Performance I</td>
</tr>
<tr>
<td>☐ AMS 126</td>
<td>5</td>
<td>8</td>
<td>Engine Performance II AMS 104, AMS 125, OR State certified in engine tune-up area.</td>
</tr>
<tr>
<td>☐ AMS 205</td>
<td>4</td>
<td>6</td>
<td>Steering &amp; Suspension Systems</td>
</tr>
<tr>
<td>☐ AMS 206</td>
<td>4</td>
<td>6</td>
<td>Brakes</td>
</tr>
<tr>
<td>☐ AMS 214</td>
<td>4.5</td>
<td>7.5</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>☐ AMS 222</td>
<td>4</td>
<td>6</td>
<td>Manual Transmissions</td>
</tr>
<tr>
<td>☐ AMS 223</td>
<td>4</td>
<td>6</td>
<td>Electrical Systems II: Engine Electrical Systems</td>
</tr>
<tr>
<td>☐ AMS 232</td>
<td>4</td>
<td>4</td>
<td>Automotive Co-op Passed first, second, and third semester AMS courses with minimum grade of “C”. Permission of the Co-op Coordinator required. Professional tools required.</td>
</tr>
<tr>
<td>☐ WLD 126</td>
<td>3</td>
<td>4</td>
<td>Basic Welding I</td>
</tr>
</tbody>
</table>

Note: AMS coursework must be completed with a minimum grade of “C” to be eligible for AMS 232 Automotive Co-op.

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
CERTIFICATE OF ACHIEVEMENT:
AUTOMOTIVE TECHNOLOGY (2 YEAR)

RECOMMENDED COURSE SEQUENCE

FIRST SEMESTER
AMS 104
AMS 110
AMS 125

SECOND SEMESTER
AMS 116
AMS 124
AMS 126

THIRD SEMESTER
AMS 205
AMS 206
AMS 223

FOURTH SEMESTER
AMS 214
AMS 222
AMS 232

AMS 104 \rightarrow AMS 116
AMS 104, AMS 125 \rightarrow AMS 126
AMS 110, AMS 124, AMS 205, AMS 206, AMS 214, AMS 222, AMS 223

AMS 232 (AMS 214 & 222 can be concurrent)
CERTIFICATE OF ACHIEVEMENT:

AUTOMOTIVE TECHNOLOGY (2 YEAR)

Gainful Employment Information

Additional Links and Information
Occupation: Automotive Service Technicians and Mechanics
SOC code: 49-3023.00
Occupational Profile URL http://www.onetonline.org/link/summary/49-3023.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
A minimum of 31 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 15 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS 120</td>
<td>Office Mathematics</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>BIS 140</td>
<td>Beginning Word Processing/Keyboarding</td>
<td></td>
</tr>
<tr>
<td>BIS 164</td>
<td>Business Communications I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
</tr>
<tr>
<td>BIS 250</td>
<td>Records Management</td>
<td>CIS 100, BIS 140 or equivalent</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 16 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS 127</td>
<td>Applied Office Accounting</td>
<td>BIS 120 for Business Information Systems students only</td>
</tr>
<tr>
<td>BUS 151</td>
<td>Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>BIS 142</td>
<td>Intermediate Word Processing/Keyboarding</td>
<td>BIS 140 or equivalent</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111, or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>
GAINFUL EMPLOYMENT INFORMATION

ADDITIONAL LINKS AND INFORMATION
Occupation: Executive Secretaries and Executive Administrative Assistants
SOC code: 43-6011.00
Occupational Profile URL: http://www.onetonline.org/link/summary/43-6011.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
CERTIFICATE OF ACHIEVEMENT: COMPUTER ASSISTED DRAFTING (CAD)

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 38 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 101</td>
<td>Technical Drawing</td>
<td></td>
</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to AutoCAD</td>
<td>DRF 101 and DRF 120</td>
</tr>
<tr>
<td>DRF 210</td>
<td>Introduction to SolidWorks</td>
<td></td>
</tr>
<tr>
<td>IND 101</td>
<td>Basic Machine Shop Practices</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Computer Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>DRF 201</td>
<td>Mechanical Detail Drafting w/CAD</td>
<td>DRF 101 and DRF 120</td>
</tr>
<tr>
<td>DRF 211</td>
<td>Advanced SolidWorks Applications</td>
<td></td>
</tr>
<tr>
<td>IND 113</td>
<td>CNC Machining</td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>ENG 110 with a minimum grade of C; or placement into ENG 111</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Technical Math II</td>
<td>MAT 101 or equivalent</td>
</tr>
<tr>
<td>DRF 280</td>
<td>CAD Program and Software Certification</td>
<td>Minimum grade of “B” in DRF 101, 105, 120, 201, 210, and 211 OR successful completion of competency exam with minimum score of 83%</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
</tbody>
</table>

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

**ADDITIONAL LINKS AND INFORMATION**

Occupation: CAD Designer  
SOC code: 17-3013.00  
Occupational Profile URL:  
[http://www.onetonline.org/link/summary/17-3013.00](http://www.onetonline.org/link/summary/17-3013.00)

To visit links referenced in the graphic, go to: 
CERTIFICATE OF ACHIEVEMENT:
EARLY CHILDHOOD EDUCATION

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 31 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

Prerequisites to the Program:
Required:
Health Requirements Met
Validation of no Evidence of Child Abuse or Neglect per Public Act 68 of 1993
Successful ICHAT and National Sex Offender Registry background searches
Recommended: First Aid and CPR Certification

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit hours
Contact/Billing Hours
Course Title
Pre-requisites

FIRST SEMESTER (Fall) - 14 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECOND SEMESTER (Winter) - 17 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note: If going for an Associate’s degree, all courses must be completed with a minimum grade of “C”.

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

ADDITIONAL LINKS AND INFORMATION
Occupation: Child Care Worker
SOC Code: 39-9011.00
Occupational Profile URL:  http://www.onetonline.org/link/summary/39-9011.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
CERTIFICATE OF ACHIEVEMENT:
MACHINE TOOL OPERATION

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 12 of these credit hours must be taken at MMCC.

A minimum of 33 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 17 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ IND 101</td>
<td>4</td>
<td>Basic Machine Shop Practices</td>
<td></td>
</tr>
<tr>
<td>□ IND 113</td>
<td>4</td>
<td>CNC Machining</td>
<td></td>
</tr>
<tr>
<td>□ DRF 120</td>
<td>3</td>
<td>Introduction to AutoCAD</td>
<td>MAT 101 OR equivalent</td>
</tr>
<tr>
<td>□ MAT 170</td>
<td>3</td>
<td>Technical Mathematics II</td>
<td>MAT 101 OR equivalent</td>
</tr>
<tr>
<td>□ WLD 126</td>
<td>3</td>
<td>Basic Welding I</td>
<td></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 16 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ IND 102</td>
<td>4</td>
<td>Machine Tool Practices II</td>
<td>IND 101 and a minimum grade of “C” in MAT 104 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>equivalent</td>
</tr>
<tr>
<td>□ IND 116</td>
<td>4</td>
<td>CNC Programming</td>
<td>IND 101, IND 113, minimum grade of “C” in MAT 105 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MAT 170 or equivalent</td>
</tr>
<tr>
<td>□ IND 140</td>
<td>3</td>
<td>Metallurgy and Industrial Materials</td>
<td>DRF 101; IND 101 Recommended</td>
</tr>
<tr>
<td>□ DRF 105</td>
<td>2</td>
<td>Intro to Geometric Dimensioning &amp; Tolerancing</td>
<td></td>
</tr>
<tr>
<td>□ ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with grade a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>minimum grade of “C”</td>
</tr>
</tbody>
</table>

For Gainful Employment information see reverse (print version) or page two (electronic version)
CERTIFICATE OF ACHIEVEMENT:
MACHINE TOOL OPERATION

ADDITIONAL LINKS AND INFORMATION
Occupation: Computer-Controlled Machine Tool Operator
SOC code: 51-4011.00
Occupational Profile URL:  http://www.onetonline.org/link/summary/51-4011.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
CERTIFICATE OF ACHIEVEMENT:
PHARMACY TECHNICIAN SPECIALIST

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 41 credits is required to complete this program.

The Pharmacy Technician Program is a one-year Certificate of Achievement program emphasizing community and institutional pharmacy practice where technicians work under the supervision of a registered pharmacist. Role play, communication, teamwork, and conflict management are emphasized. The comprehensive training program has laboratory course instruction which emphasizes hand-on skill development. The program includes 320 hours of an institutional and community pharmacy practicum. The coursework prepares the individual for the national certification

PHT courses must be taken in sequence

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-REQUISITES TO THE PROGRAM</strong></td>
<td>8 credit hours</td>
<td>☐ AL 100</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ BIO 120</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ MAT 104</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>OTHER REQUIRED COURSES</strong></td>
<td>9 credit hours</td>
<td>☐ CIS 100</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ ENG 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ SPE 101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR SPE 257</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER I</strong></td>
<td>9 credit hours</td>
<td>☐ PHT 104</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ PHT 105</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ PHT 106</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER II</strong></td>
<td>8 credit hours</td>
<td>☐ PHT 113</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ PHT 114</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>SEMESTER III</strong></td>
<td>7 credit hours</td>
<td>☐ PHT 115</td>
<td>7</td>
<td>15</td>
</tr>
</tbody>
</table>

NOTES:
* All courses in a semester must be passed with a minimum grade of “C” to progress to the next semester.
* Students must maintain a minimum GPA of 2.0.
* PHT courses may be repeated only once.
* Limited Enrollment Program. Student must be admitted to PHT program prior to registering for PHT classes.

For Gainful Employment information see reverse (print version) or page two (electronic version)
CERTIFICATE OF ACHIEVEMENT:
PHARMACY TECHNICIAN SPECIALIST

Gainful Employment Information

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)
$3,181.00

Books and Supplies
$752.90

On-campus room and board
not offered

PROGRAM FINANCING

What are my financing options to pay for the program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal Loans
Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

Private Educational Loans
Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

Institutional Financing Loans
Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

PROGRAM SUCCESS

How long will it take me to complete this program?

The program is designed to take 45 weeks to complete.

Of those that completed the program in 2012-2013, 0% finished in 45 weeks.

What are the chances of getting a job when I graduate?

This institution is not currently required to calculate a job placement rate for program completers.

ADDITIONAL LINKS AND INFORMATION

Occupation: Pharmacy Technician
SOC code: 29-2052.00
Occupational Profile URL: http://www.onetonline.org/link/summary/29-2052.00
# CERTIFICATE OF ACHIEVEMENT
## PLASTICS ENGINEERING TECHNOLOGY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 12 of these credit hours must be taken at MMCC.

A minimum of 31 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td><strong>Communication Skills (Group I) - 6 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) – 3 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 170</td>
<td>Technical Math II</td>
<td>Minimum grade of “C” in MAT 101 OR minimum grade of “C” in MAT 102 OR equivalent</td>
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<tr>
<td><strong>Applied Arts and Sciences (Group V) - 32 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to AutoCAD</td>
<td></td>
</tr>
<tr>
<td>OR DRF 210</td>
<td>Introduction to SolidWorks</td>
<td></td>
</tr>
<tr>
<td>PLT 101</td>
<td>Survey of the Plastics Industry</td>
<td></td>
</tr>
<tr>
<td>PLT 110</td>
<td>Plastics and Polymer Materials</td>
<td></td>
</tr>
<tr>
<td>PLT 111</td>
<td>Plastics and Polymer Material Testing</td>
<td>Co-Requisite: PLT 110</td>
</tr>
<tr>
<td>PLT 120</td>
<td>Plastics Manufacturing Processes I</td>
<td>PLT 101</td>
</tr>
<tr>
<td>PLT 130</td>
<td>Thermoforming I</td>
<td></td>
</tr>
<tr>
<td>PLT 135</td>
<td>Thermoforming II</td>
<td>PLT 130 or Permission of Instructor</td>
</tr>
<tr>
<td><strong>3 hours must come from any combination of the following courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS 127</td>
<td>Applied Office Accounting</td>
<td>BIS 120</td>
</tr>
<tr>
<td>BUS 122</td>
<td>Management Theory &amp; Practice</td>
<td></td>
</tr>
<tr>
<td>BUS 151</td>
<td>Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>BUS 171</td>
<td>Principles of Sales</td>
<td></td>
</tr>
<tr>
<td>BUS 222</td>
<td>Labor and Management Relations</td>
<td>BUS 122</td>
</tr>
<tr>
<td>BUS 241</td>
<td>Supervision and Personnel Administration</td>
<td></td>
</tr>
<tr>
<td>BUS 250</td>
<td>Entrepreneurial Management</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>DRF 201</td>
<td>Mechanical Detail Drawing w/CAD</td>
<td>DRF 101 and DRF 120</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Economics - Microeconomics</td>
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<tr>
<td>ECO 202</td>
<td>Principles of Economics - Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>ENT 221</td>
<td>Marketing Strategies for Entrepreneurs</td>
<td></td>
</tr>
<tr>
<td>IND 101</td>
<td>Basic Machine Shop Practices</td>
<td></td>
</tr>
<tr>
<td>IND 113</td>
<td>CNC Machining</td>
<td></td>
</tr>
<tr>
<td>IND 140</td>
<td>Metallurgy and Industrial Materials</td>
<td></td>
</tr>
<tr>
<td>PSY 103</td>
<td>Human Relations</td>
<td></td>
</tr>
<tr>
<td>WLD 125</td>
<td>Basic Industrial Welding</td>
<td></td>
</tr>
</tbody>
</table>

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
Suggested Sequence of Courses

**YEAR 1 - SEMESTER 1:** 16 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>3</td>
</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>or DRF 210</td>
<td>Solid Works</td>
<td>[3]</td>
</tr>
<tr>
<td>PLT 101</td>
<td>Survey of the Plastics Industry</td>
<td>2</td>
</tr>
<tr>
<td>PLT 110</td>
<td>Plastics and Polymer Materials</td>
<td>3</td>
</tr>
<tr>
<td>PLT 111</td>
<td>Plastics and Polymer Material Testing Methods</td>
<td>3</td>
</tr>
<tr>
<td>PLT 130</td>
<td>Thermoforming I</td>
<td>2</td>
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</table>

**YEAR 1 - SEMESTER 2:** 15 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>SPE 101</td>
<td>Fundamentals of Communications</td>
<td>3</td>
</tr>
<tr>
<td>or SPE 257</td>
<td>Public Speaking</td>
<td>[3]</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Technical Math II</td>
<td>3</td>
</tr>
<tr>
<td>Elective – Select from Approved List</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PLT 120</td>
<td>Plastics Manufacturing Processes I</td>
<td>4</td>
</tr>
<tr>
<td>PLT 135</td>
<td>Thermoforming II</td>
<td>2</td>
</tr>
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</table>
CERTIFICATE OF ACHIEVEMENT:
PLASTICS ENGINEERING TECHNOLOGY

ADDITIONAL LINKS AND INFORMATION
Occupation: Computer-Controlled Machine Tool Operator
SOC code: 51-4011.00
Occupational Profile URL: http://www.onetonline.org/link/summary/51-4011.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
### CERTIFICATE OF ACHIEVEMENT:

**WELDING TECHNOLOGY**

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 35 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 12 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>WLD 126</td>
<td>3</td>
<td>4</td>
<td>SENSE Ia</td>
</tr>
<tr>
<td></td>
<td>DRF 101</td>
<td>3</td>
<td>3</td>
<td>Technical Drawing</td>
</tr>
<tr>
<td></td>
<td>IND 140</td>
<td>3</td>
<td>3</td>
<td>Metallurgy &amp; Industrial Materials</td>
</tr>
<tr>
<td></td>
<td>MAT 170</td>
<td>3</td>
<td>3</td>
<td>Technical Mathematics II</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 12 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WLD 127</td>
<td>3</td>
<td>4</td>
<td>SENSE Ib</td>
</tr>
<tr>
<td></td>
<td>WLD 130</td>
<td>3</td>
<td>4</td>
<td>Metal Fabrication</td>
</tr>
<tr>
<td></td>
<td>DRF 120</td>
<td>3</td>
<td>3</td>
<td>Introduction to AutoCAD</td>
</tr>
<tr>
<td></td>
<td>ENG 111</td>
<td>3</td>
<td>3</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER (Spring) - 11 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WLD 225</td>
<td>8</td>
<td>12</td>
<td>Advanced Welding</td>
</tr>
<tr>
<td></td>
<td>WLD 245 OR IND 101</td>
<td>3</td>
<td>4</td>
<td>Pipe Welding OR Basic Machine Shop Practices</td>
</tr>
</tbody>
</table>

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

**CERTIFICATE OF ACHIEVEMENT:**

**WELDING TECHNOLOGY**

**ADDITIONAL LINKS AND INFORMATION**

Occupation: Welders, Cutters, Solderers, and Brazers

SOC code: 51-4121.00

Occupational Profile URL: [http://www.onetonline.org/link/summary/51-4121.00](http://www.onetonline.org/link/summary/51-4121.00)

To visit links referenced in the graphic, go to:
### ADVANCED CREDENTIAL: GEOTHERMAL TECHNOLOGY

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 19 credits is required to complete this program.

COURSES ARE DELIVERED IN A COMPRESSED SEQUENTIAL FORMAT
Note: This course of study is not intended for students without collegiate or professional experience. Please see pre-requisite "a" below.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ HRA 251</td>
<td>3</td>
<td>3</td>
<td>Geothermal Basics</td>
<td>HRA 240 OR MMCC HRA Heating Specialist Certificate and MMCC Refrigeration Specialist Certificate OR Associate in Applied Science: Heating Refrigeration Air Conditioning from an accredited college or university OR Lead faculty approved significant, verifiable field experience in the heating, refrigeration and air conditioning industry.</td>
</tr>
<tr>
<td>□ HRA 254</td>
<td>3</td>
<td>4</td>
<td>Air Source Heat Pumps</td>
<td>HRA 251</td>
</tr>
<tr>
<td>□ HRA 261</td>
<td>3</td>
<td>3</td>
<td>Geothermal System Design</td>
<td>HRA 251</td>
</tr>
<tr>
<td>□ HRA 262</td>
<td>3</td>
<td>3</td>
<td>Geothermal Loop Systems</td>
<td>HRA 251</td>
</tr>
<tr>
<td>□ HRA 263</td>
<td>3</td>
<td>3</td>
<td>Closed Loop Ground Source Heat Pump Installation Workshop IGSHPA</td>
<td>HRA 251</td>
</tr>
<tr>
<td>□ HRA 265</td>
<td>4</td>
<td>6</td>
<td>Geothermal Research and Development</td>
<td>HRA 251</td>
</tr>
</tbody>
</table>
ADVANCED CREDENTIAL:
GEOTHERMAL TECHNOLOGY

GAINFUL EMPLOYMENT INFORMATION

ADDITIONAL LINKS AND INFORMATION
Occupation: Heating and Air Conditioning Mechanics and Installers
SOC code: 49-9021.01
Occupational Profile URL: 
http://www.onetonline.org/link/summary/49-9021.02

To visit links referenced in the graphic, go to: 
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 26 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version).

Note: FAST TRACK COURSES ARE DELIVERED IN A COMPRESSED SEQUENTIAL FORMAT.

Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA 116</td>
<td>3 Fundamentals of Electricity</td>
<td></td>
</tr>
<tr>
<td>HRA 205</td>
<td>2 Motors &amp; Controls</td>
<td>HRA 116</td>
</tr>
<tr>
<td>HRA 106</td>
<td>3 Heating Fundamentals</td>
<td></td>
</tr>
<tr>
<td>HRA 108</td>
<td>3 Heating Systems</td>
<td>HRA 106, HRA 116</td>
</tr>
<tr>
<td>HRA 223</td>
<td>3 Residential HVAC Load Determination</td>
<td>HRA 108</td>
</tr>
</tbody>
</table>

SECOND SEMESTER (Winter) - 9 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA 225</td>
<td>3 Residential HVAC Distribution/Design</td>
<td>HRA 223</td>
</tr>
<tr>
<td>HRA 105</td>
<td>3 Hydronics</td>
<td>HRA 106</td>
</tr>
<tr>
<td>HRA 285</td>
<td>3 Co-op (Heating, Refrigeration &amp; Air Conditioning)</td>
<td>Minimum of 12 credit hours completed in HRA</td>
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</table>

THIRD SEMESTER (SPRING) - 3 credit hours

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRA 215</td>
<td>3 HRA Controls</td>
<td>HRA 116</td>
</tr>
</tbody>
</table>

HRA Course Sequencing Schedule

Fast Track – Fall Start
(Day Classes)
Fall Semester
HRA 116 (3) credits
HRA 205 (2) credits
HRA 106 (3) credits
HRA 108 (3) credits
HRA 223 (3) credits
Total (14) credits

Winter Semester
HRA 225 (3) credits
HRA 105 (3) credits
HRA 102 (3) credits
HRA 104 (3) credits
HRA 285 (3) credits
HRA 204 (3) credits
Total (18) credits

Spring Semester
HRA 198 (1) credits
HRA 220 (2) credits
HRA 215 (3) credits
HRA 240 (3) credits
Total (9) credits

For Gainful Employment information see reverse (print version) or page two (electronic version)
ADDITIONAL LINKS AND INFORMATION

Occupation: Heating and Air Conditioning Mechanics and Installers
SOC code: 49-9021.01
Occupational Profile URL:  [http://www.onetonline.org/link/summary/49-9021.01](http://www.onetonline.org/link/summary/49-9021.01)

To visit links referenced in the graphic, go to:  [https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16](https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16)
You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 26 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

Note: FAST TRACK COURSES ARE DELIVERED IN A COMPRESSED SEQUENTIAL FORMAT

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 5 credit hours</strong></td>
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<tr>
<td>☐ HRA 116</td>
<td>3</td>
<td>4</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>☐ HRA 205</td>
<td>2</td>
<td>3</td>
<td>Motors &amp; Controls</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 12 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ HRA 102</td>
<td>3</td>
<td>4</td>
<td>Refrigeration Fundamentals</td>
</tr>
<tr>
<td>☐ HRA 104</td>
<td>3</td>
<td>4</td>
<td>Residential Refrigeration</td>
</tr>
<tr>
<td>☐ HRA 285</td>
<td>3</td>
<td>3</td>
<td>Co-op (Heating, Refrigeration &amp; Air Conditioning)</td>
</tr>
<tr>
<td>☐ HRA 204</td>
<td>3</td>
<td>4</td>
<td>Light Commercial Refrigeration</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER (Spring) - 9 credit hours</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐ HRA 198</td>
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<td>1</td>
<td>EPA Refrigerant Handler Certification</td>
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<tr>
<td>☐ HRA 220</td>
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<td>2</td>
<td>Commercial Refrigeration Design</td>
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<tr>
<td>☐ HRA 215</td>
<td>3</td>
<td>4</td>
<td>HRA Controls</td>
</tr>
<tr>
<td>☐ HRA 240</td>
<td>3</td>
<td>4</td>
<td>Advanced Commercial Refrigeration</td>
</tr>
</tbody>
</table>

**HRA Course Sequencing Schedule**

Fast Track – Fall Start
(Day Classes)

Fall Semester

HRA 116 (3) credits
HRA 205 (2) credits
HRA 106 (3) credits
HRA 108 (3) credits
HRA 223 (3) credits
Total (14) credits

Winter Semester

HRA 225 (3) credits
HRA 105 (3) credits
HRA 102 (3) credits
HRA 104 (3) credits
HRA 285 (3) credits
HRA 204 (3) credits
Total (18) credits

Spring Semester

HRA 198 (1) credits
HRA 220 (2) credits
HRA 215 (3) credits
HRA 240 (3) credits
Total (9) credits
ADDITIONAL LINKS AND INFORMATION
Occupation: Refrigeration Mechanics and Installers
SOC code: 49-9021.02
Occupational Profile URL: http://www.onetonline.org/link/summary/49-

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
TRAINING CREDENTIAL:
LEGAL OFFICE SPECIALIST

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 27 credits is required to complete this program.

For prerequisites to Program: CIS 100 (3) Introduction to Information Processing Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

Prerequisites to Program: CIS 100 (3) Introduction to Information Processing Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 120</td>
<td>Office Mathematics</td>
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</tr>
<tr>
<td>BIS 142</td>
<td>Intermediate Keyboarding</td>
<td>BIS 140 OR equivalent</td>
</tr>
<tr>
<td>BIS 138</td>
<td>Basic Legal Terminology</td>
<td>BIS 140 OR equivalent OR concurrent enrollment, BIS 164 recommended OR concurrent enrollment.</td>
</tr>
<tr>
<td>BIS 164</td>
<td>Business Communication I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
</tr>
<tr>
<td>BUS 153</td>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td>BUS 250</td>
<td>Records Management</td>
<td>CIS 100, BIS 140 OR equivalent</td>
</tr>
<tr>
<td>BUS 254</td>
<td>Office Procedures</td>
<td></td>
</tr>
<tr>
<td>BIS 200</td>
<td>Advanced Word Processing Applications</td>
<td>BIS 140 OR equivalent, CIS 100 recommended.</td>
</tr>
<tr>
<td>BIS 264</td>
<td>Business Communication II</td>
<td>BIS 164 OR ENG 111</td>
</tr>
</tbody>
</table>

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

ADDITIONAL LINKS AND INFORMATION
Occupation: Legal Secretary
SOC code: 43-6012.00
Occupational Profile URL: http://www.onetonline.org/link/summary/43-6012.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
## TRAINING CREDENTIAL:
### MEDICAL OFFICE SPECIALIST

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 26 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

Prerequisites to Program: CIS 100 (3) Introduction to Information Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>First Semester (Suggested Sequence) - 11 credit hours</td>
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</tr>
<tr>
<td>ALH 100 2</td>
<td>2 Medical Terminology</td>
</tr>
<tr>
<td>BIS 120 3</td>
<td>3 Office Mathematics</td>
</tr>
<tr>
<td>BIS 142 3</td>
<td>3 Intermediate Keyboarding</td>
</tr>
<tr>
<td>BIS 164 3</td>
<td>3 Business Communication I</td>
</tr>
</tbody>
</table>

Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.

| Second Semester (Suggested Sequence) - 15 credit hours |
| ALH 112 3     | 3 Insurance Billing |
| BIS 250 3     | 3 Records Management |
| BIS 255 3     | 3 Medical Office Procedures |
| BIS 264 3     | 3 Business Communication II |
| CIS 130 3     | 3 Applications with Microcomputers |

Prerequisite: ALH 100

CIS 100, BIS 140 OR equivalent

CIS 100, BIS 140

BIS 164 OR ENG 111

CIS 100 with a minimum grade of “C”

For Gainful Employment information see reverse (print version) or page two (electronic version)
TRAINING CREDENTIAL:
MEDICAL OFFICE SPECIALIST

GAINFUL EMPLOYMENT INFORMATION

Occupation: Office Clerks and General Secretaries
SOC code: 43-9061.00
Occupational Profile URL http://www.onetonline.org/link/summary/43-9061.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
TRAINING CREDENTIAL:
PHARMACY TECHNICIAN SPECIALIST

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 29 credits is required to complete this program.

The Pharmacy Technician Program is a one-year training credential program emphasizing community and institutional pharmacy practice where technicians work under the supervision of a registered pharmacist. Role play, communication, teamwork, and conflict management are emphasized. The comprehensive training program has laboratory course instruction which emphasizes hand-on skill development. The program includes 320 hours of an institutional and community pharmacy practicum. The coursework prepares the individual for the national certification exam.

PHT courses must be taken in sequence

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<tr>
<td>PHT 104</td>
<td>Orientation to Pharmacy &amp; Community Pharmacy Practice</td>
<td>Corequisites: PHT 105, PHT 106</td>
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<td>PHT 105</td>
<td>Pharmacy Law</td>
<td>Corequisites: PHT 104, PHT 106</td>
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<td>Pharmaceutical Calculations</td>
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<td>PHT 113</td>
<td>Orientation to Institutional Pharmacy Practice</td>
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<tr>
<td>PHT 115</td>
<td>Pharmacy Technician Clinical</td>
<td>PHT 113, PHT 114, SPE 101 OR SPE 257</td>
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NOTES:

* All courses in a semester must be passed with a minimum grade of “C” to progress to the next semester.
* Students must maintain a minimum GPA of 2.0.
* PHT courses may be repeated only once.
* Limited Enrollment Program. Student must be admitted to PHT program prior to registering for PHT classes.

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

ADDITIONAL LINKS AND INFORMATION
Occupation: Pharmacy Technician
SOC code: 29-2052.00
Occupational Profile URL:  http://www.onetonline.org/link/summary/29-2052.00

To visit links refenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 6 of these credit hours must be taken at MMCC.

A minimum of 27 credits is required to complete this program.

For Gainful Employment information see reverse (print version) or page two (electronic version)

Prerequisites to Program: CIS 100 (3) Introduction to Information Systems and BIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent.

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<tr>
<th>Credit hours</th>
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<tr>
<td>□ BIS 120</td>
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<td>Office Mathematics</td>
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<td>□ BIS 142</td>
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<td>Intermediate Keyboarding</td>
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<tr>
<td>□ BIS 164</td>
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<td>Business Communication I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
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<tr>
<td>□ CIS 203 OR BIS 136</td>
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<td>Web Security and Maintenance</td>
<td>CIS 100</td>
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<tr>
<td>□ CIS 203 OR BIS 136</td>
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<td>Terminology and Proofreading</td>
<td>CIS 164, ENG 111 may be taken concurrently</td>
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| **Second Semester - 15 credit hours** |                       |          |                                     |                                                                                |
| □ BIS 250            | 3                     | 3        | Records Management                  | CIS 100, BIS 140 OR equivalent                                                |
| □ BIS 254            | 3                     | 3        | Office Procedures                   |                                                                               |
| □ BIS 200            | 3                     | 3        | Advanced Word Processing Applications| BIS 140 OR equivalent, CIS 100 recommended.                                  |
| □ BIS 264            | 3                     | 3        | Business Communication II           | BIS 164 OR ENG 111                                                            |
| □ CIS 205 OR CIS 221 | 3                     | 3        | e-Commerce: Concepts & Technology   | CIS 100                                                                       |
| □ CIS 205 OR CIS 221 | 3                     | 3        | Computers in Business               | Prerequisite or Corequisite: ACC 201                                         |

For Gainful Employment information see reverse (print version) or page two (electronic version)
Gainful Employment Information

ADDITIONAL LINKS AND INFORMATION
Occupation: Office Clerk
SOC code: 43-9061.00
Occupational Profile URL: http://www.onetonline.org/link/summary/43-9061.00

To visit links referenced in the graphic, go to:
https://www.midmich.edu/academics/programs-of-study/all-degrees-credentials/ged-2015-16
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<td>(RAD)</td>
<td>RADIOGRAPHY</td>
<td>145</td>
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The College year is composed of two semesters, one fall and one winter, there is also one spring session, and the units of academic study are recorded in credit hours. Class dates and times are published on MidWeb.

### EXAMPLE

**ENG 201 English Literature I 3(3-0)**

A survey of works of major authors of English literature from Beowulf through the 18th century.

Prerequisite: ENG 112 or permission of the instructor.

### COURSE LISTING DEFINITIONS ARE AS FOLLOWS:

**Course Number and Title:** Designates the course discipline, number and title. Courses numbered 000-099 are designated to serve purposes at other than normal freshman or sophomore levels. Such courses normally will not transfer or satisfy graduation requirements. Courses numbered 100-199 are primarily introductory in scope and are normally, although not necessarily, taken during the freshman year. Courses numbered 200 and above are designed for the more advanced student and are usually elected during the sophomore year.

**Credit Hours:** The number of credits a course is assigned toward graduation.

**Lecture-Laboratory Hours:** The first number in parentheses refers to the hours the student will spend per week in the classroom, in a lecture setting. The second number refers to the instructional hours that a student will spend in a laboratory. The addition of these two figures will produce the total number of contact hours the student will spend per week in class.

**Course Description:** An explanation of the knowledge and skills gained by successful completion of the course.

**Prerequisite:** Requirements which must be met or courses which must be taken before enrolling in a specific course.

**Corequisite:** Courses which must be taken at the same time as the desired course unless previously completed.

### (ACC) ACCOUNTING

**ACC 201 Financial Accounting 4(4-0)**

This course is an introduction to the accounting process including measurement, reporting, and interpretation of principles for assets, liabilities, owners' equity, revenues, and expenses. Covers service and merchandising types of businesses.

Prerequisite: BIS 120 for Business Information students only

**ACC 205 Payroll Accounting 3(4-0)**

This course is designed as a study of the methods of computing wages and salaries, keeping payroll records, and making government reports. Students will practice completing government forms and filing of periodic reports. This course also introduces students to the processing of payroll through the use of the microcomputer. In addition to the classroom work, each student is required to do a minimum of one hour of individual laboratory work per week.

Prerequisite: ACC 201 recommended

**ACC 211 Managerial Accounting 4(4-0)**

The emphasis in this course is on uses of accounting data internally by managers in directing the affairs of organizations. An introduction to financial statement analysis and manufacturing accounting included in addition to classroom work.

Prerequisites: Grade of C or better in ACC 201

**ACC 231 Principles of Cost Accounting 3(3-0)**

This course covers the use of cost accounting as an aid to management decision making. Process, job order, and standard cost systems are covered in detail.

Prerequisite: ACC 211

**ACC 251 Tax Accounting I 3(3-0)**

This course is designed for persons new or inexperienced in the preparation of federal and Michigan income tax returns. The emphasis is preparation of form 1040 and supporting schedules. Included is an introduction to computerized tax planning and preparation.

Prerequisite: ACC 201 recommended

**ACC 252 Tax Accounting II 3(3-0)**

The emphasis in this course is placed on current tax law provisions. Topics include corporations, partnerships, and estates and trusts, as well as more complex individual tax returns.

Prerequisite: ACC 251

**ACC 261 Computerized Accounting 3(3-0)**

An introduction to the use of computers in accounting, this course covers computerized business accounting systems including computerized payroll systems. In addition, there will be utilization of spreadsheets.

Prerequisites: CIS 130, ACC 211
**ACC 275 Intermediate Accounting I 3(3-0)**

ACC 275 is the first of two intermediate accounting courses that describe accounting theory and principles for defining, measuring, and reporting financial information, with an emphasis on Assets. The course will provide an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. It will require the use of spreadsheets for problem solving and analysis.

Prerequisite: ACC.211 with a minimum grade of C

**ACC 276 Intermediate Accounting II 3(3-0)**

ACC 276 is the second of two intermediate accounting courses that describe accounting theory and principles for defining, measuring, and reporting financial information, with an emphasis on Liabilities and Equity. Additionally, accounting for investments, leases, debt and earnings per share will be considered. Provides an opportunity to understand the challenges and limitations of accounting standards in order to critically evaluate and understand financial accounting. It will require the use of spreadsheets for problem solving and analysis.

Prerequisite: ACC.275 with a minimum grade of C

**ACC 280 Co-Op 3(1-15)**

Co-op is a capstone course planned for the last semester of the Associate in Applied Science: Accounting Degree. The students will be employed in an approved co-op position selected by the college coordinator and will also attend a weekly one hour classroom lecture/discussion. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. An individual evaluation is made by the coordinator only upon student request. Documentation by the employer will be required.

Prerequisite: The student must have completed at least 45 credit hours in the Associate in Applied Science: Accounting Degree.

**ACC 290 - 299 Selected Topics 3(3-0)**

These courses are designed to investigate various topics in Accounting not included in current courses. Topics will be announced.

**ALH ALLIED HEALTH**

**ALH 100 Medical Terminology 2(2-0)**

This course is an introduction to medical terminology. Emphasis is placed on the meaning, pronunciation, spelling, and application of common medical terms, abbreviations, prefixes, stems, suffixes, etc., as related to the human body tissues, organs, systems, etc.

**ALH 112 Insurance Billing 3(3-0)**

This course deals with the insurance and billing processes needed to deal with the major health carriers. Students will learn how to process a variety of claim forms and will learn proper billing, record keeping, and collection procedures.

Prerequisite: ALH 100

**ALH 125 Introduction to the Health Care Environment 3(3-0)**

This course is designed to introduce the allied health student to health care today, health care systems, functions and trends, ethical and legal responsibilities in health care, workplace safety, handling hazardous materials, reporting hazardous activities, emergency preparedness, ergonomics, infection control, controlling health care costs, historical background, interpersonal-relationships, future roles, and successful employment strategies. The student will be introduced to health care professional organizations. The course provides the student with the foundation upon which other courses build and expand.

Prerequisites: ALH 100

**ALH 212 Clinical Procedures I 3(2-2)**

This class is an introduction to common procedures performed in the medical office setting for the Medical Assistant. A course designed with emphasis on safe, accurate administration of medications. Through use of the text, the students will acquire knowledge of drug actions, major side effects, and techniques of administration as well as gain basic skills necessary to assist the physician in the examination of, diagnosis and treatment of patients in the office setting.

Prerequisite: Admission to the Medical Assistant Program

Corequisite: ALH 213

**ALH 213 Pharmacology for Medical Assistants 3(2-2)**

Competency-based objectives to guide Medical Assistant students in their study of each unit in the Pharmacology text. This class stresses the rights of drug administration, including drug administration procedures that include standard precautions, purpose, equipment/supplies, and procedure steps to administering medications. Emphasis is placed on the legal implications of drug therapy, safety, and accuracy in calculating and administering medications.

Prerequisite: Admission to the Medical Assistant Program

Corequisite: ALH 212

**ALH 214 Clinical Procedures II 3(2-2)**

Introduction to clinical duties of the Medical Assistant student related to medical specialties. Review of anatomy and physiology of the human body. Disorders of the human body, diagnostic and therapeutic procedures are emphasized and critical thinking is utilized in caring for patients in the medical office.

Prerequisites: ALH 212, ALH 213 with a minimum grade of C.

Corequisite: ALH 230
ALH 220 Medical Law and Ethics 3(3-0)
This course is designed to teach the legal and ethical aspects of employment in health care delivery. Case studies will be reviewed and students will become familiar with the principles of medical ethics as they apply to both physicians and medical assistants. A few of the topics to be covered are: patient obligation in a medical contract, patient confidentiality, standards of care, physicians liability for employees, release of information, and patient rights and responsibility in receiving medical care.

ALH 230 Laboratory Procedures for the Medical Office 4(3-2)
This course is designed primarily for the allied health field, and medical assistant students in particular. The student should have a basic understanding of both biological principles and anatomy and physiology. The student will, through lecture and lab, gain an understanding of the theory of laboratory procedures as well as the skills to perform accurately in the Physician’s Office Laboratory (POL) setting.
Prerequisite: ALH 212, ALH 213
Corequisite: ALH 214

ALH 250 Medical Assisting Office Externship 4(0.5-10.5)
This externship course provides supervised and professional work experience in a medical office setting and will include both administrative and clinical procedures. Written projects and reports will enable the student to develop management skills, professional communications and critical thinking skills.
Prerequisite: ALH 212, ALH 213, ALH 214, ALH 230.

ALH 260 Review of Clinical Procedures 5.5(3-5)
This course is designed for students who have taken ALH.212, ALH.213, ALH.214, and ALH.230 and did not complete their externship within 12 months of these courses. It is a review of the functions, roles and responsibilities of a medical assistant in a medical office setting. Students will practice competencies from textbook chapters on clinical skills like venipuncture, various injections, vital signs, EKGs, wound and patient care, sterile and infection control techniques and must must demonstrate and perform them with 100% accuracy. Students will also review and be assessed on their knowledge of system disorders, diagnostic techniques, therapeutic procedures, allergy testing, medication dosing, illnesses and disorders. Students will be given a comprehensive exam over chapters covered in the text and must pass with a minimum score of 75% to successfully complete the course.
Prerequisites: ALH.212, ALH.213, ALH.214, and ALH.230 and permission of MA Program Director

ALH 295-299 Current Topics in Allied Health 3(3-0)
These courses are designed to investigate various topics in health not included in current courses. Topics will be announced.

(AMS) AUTOMOTIVE SERVICE

AMS 104 Basic Automotive Electricity 2(2-1)
Studies fundamentals and applications in automotive electrical, electronics, voltage, current, resistance, series and parallel circuits, magnetism, application of Ohms Law, and wiring diagrams. Develops skills in establishing an electrical base for advanced electrical/electronic courses through the use of meters and test equipment.

AMS 110 Engine Fundamentals & Overhaul 4.5(2-5)
Studies will include engine principles, design construction and operation. Skill development of proper service procedures of modern gas engines will be stressed. The student will remove and replace an engine from a car or light truck. They will also disassemble and reassemble a complete engine with emphasis on manufacturer’s specifications and procedures.

AMS 116 Electrical Systems I: Electrical Accessories 3(2-2)
Studies lighting systems, instruments, warning devices, horn, and other accessory circuits using wiring diagrams. Develops skills in diagnosis, adjustment and repair of accessory and convenience circuits.
Prerequisite: AMS 104 (may be taken concurrently) or Instructor approval

AMS 124 Automotive Heating & Air Conditioning 4(2-3)
Studies passenger car and light truck cooling, heating and air conditioning system operation and diagnosis. Will also cover the 134A system service. Develops skills in diagnosis and repair of the cooling, heating and air conditioning system components.

AMS 125 Engine Performance I 5(2-6)
Studies review of basic electricity and magnetism, fundamentals of electronics, basic ignition systems, basic fuel systems and introduction to emission systems. This course establishes a base for advanced work in AMS 126.

AMS 126 Engine Performance II 5(2-6)
Studies units of instruction on G.M., Ford and Chrysler throttle body and multi-port fuel injection systems. Also covers distributorless ignition systems and OBD II operation and service. The students will be performing operational tests on late model cars using scan tools and other special test tools. They will be doing drivability testing and troubleshooting on late model cars.
Prerequisites: AMS 104, AMS 125, OR State certified in engine tune-up area

AMS 205 Steering & Suspension Systems 4(2-4)
Studies suspension and steering systems. Skill development will be focused on subframe alignment, steering, suspension, and four wheel alignment.
AMS 206 Brakes 4(2-4)
Studies brake systems. Skill development will be focused on drum, disc, hydraulic, power assist, and anti-lock brake systems.

AMS 214 Automatic Transmissions 4.5(2-5.5)
Studies passenger car and light truck automatic transmissions terminology, operation, service and diagnosis. Develops skills in service and repair of passenger car and light truck conventional and computer-shifted front-wheel and rear-wheel drive transmissions.

AMS 222 Manual Transmissions 4(2-4)
Studies passenger car and light truck clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases operation, service and diagnosis. Develops skills in diagnosis and service of clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases.

AMS 223 Electrical Systems II: 4(2-4)
Studies battery service, cranking systems, and charging systems. Develops skills in diagnosis, adjustment and repair of battery, cranking and charging systems.

AMS 232 Co-Op 4(1-15)
This course is a 15 hour, 15-week internship at an automotive dealership repair facility, or automotive repair facility that provides hands-on skills to enhance the professional qualifications and employment opportunities for students.

AMS 295 Special Topics 1-3(1 to 3-0)
This course is designed to investigate various topics in Automotive Technology that are not included in current courses. Topics will be announced. This course is offered based on demand.

(ANT) ANTHROPOLOGY

ANT 170 Introduction to Cultural Anthropology 3(3-0)
The student is introduced to the process of culture evolution as well as other anthropological theories. The purpose is to give the student an understanding of the underlying unity of the human experience while, at the same time, providing insight into cultural variability.

(ART) ART

ART 105 Drawing I-Introductory 3(3-0)
A basic introduction to drawing media and techniques and an exploration of the concepts of space and form in varied subject matters.

ART 115 Design I 3(3-0)
Elements and principles of design and experiences with materials in problem situations.

ART 130 Painting I 3(3-0)
An introduction to painting with the exploration of media, techniques, and the concepts of space, form, and color.

ART 135 Graphic Design I 3(3-0)
An introduction to the concepts and techniques of visual communication. The focus is on typography, page layout, grid structure, production requirements, design history and the design problem-solving process.

ART 137 Digital Photography 3(3-0)
An introduction to digital photography and computer software used in photo manipulations. Students will learn various techniques in creating enhanced images, including color balance, sizing, sharpening. Students will learn how to download images from digital cameras and to scan photographic prints and film. Students will learn correct file formats for output and print management. Discussions will also include composition, lighting, and personal creativity.
Prerequisites: ART 110 or permission of instructor

ART 150 Printmaking 3(3-0)
Introduction to the basic techniques of woodcut and printing as a fine art.

ART 152 Introduction to Website Design 3(3-0)
This course introduces the fundamentals of web design utilizing graphic design software, including Dreamweaver, and WYSIWYG editors. Students will explore web based concepts, contemporary methods of applying media and dynamic rich content to their websites by applying a working knowledge of XHTML/HTML and Cascading style Sheets. Final course outcome is an online web portfolio.
Prerequisite: CIS.100.

ART 205 Drawing II 3(3-0)
A concentration of experimental media, techniques, spatial relationships, and conceptual processes of drawing.
Prerequisite: ART 105
ART 206 Comic Book and Graphic Novel Illustration 3(3-0)
This course is designed to give students a comprehensive introduction into the concepts and techniques used in the creation of comics and sequential art. Students will explore character development, layout, timing and illustration styles used in this specialized field, with specific focus on both print and digital media outlets.

ART 210 Illustration 3(3-0)
Development of conceptual and technical skills in drawing for reproduction using various media.
Prerequisites: ART 235, ART 205

ART 211 Page Layout I 3(3-0)
This course introduces the student to the software and tools used in page layout. Emphasis is on learning the software and tools and applying basic design principles in the production of files for final output. Students will learn the fundamentals of page layout, typography, effective use of color, proofing, and preparing print ready documents.

ART 215 Design II 3(3-0)
Continuation of Design I, elements and principles of two-dimensional design. Introduction to three-dimensional design through problem-solving exercises.
Prerequisite: ART 115

ART 220 Figure Drawing 3(3-0)
Students will learn to draw the human figure based on an understanding of anatomy, proportion, perspective, and the effect of light.
Prerequisite: ART 205 or permission of Instructor.

ART 230 Painting II 3(3-0)
Continuation of the aims of Painting I with emphasis on personal development.
Prerequisite: ART 130

ART 235 Graphic Design II 3(3-0)
A continuation of ART 135 with an emphasis on the integration of type and image in visual communication. Focuses on an exploration of tools, techniques, and hands-on skills required in the creation of professional illustrations and graphics.
Prerequisites: ART 135

ART 236 Graphic Design III 3(3-0)
Continuation of ART 235 with an emphasis on refining problem-solving skills required in a professional environment. Focuses on research and analysis of visual communication, as well as the creation of portfolio-building projects.
Prerequisite: ART 235 or permission of Instructor

ART 237 Photography II 3(3-0)
This course is a continuation of ART 110 Basic Photography. Students will be given advanced projects in exposure, lighting, motion control, depth control, film and composition. Projects will be completed in black and white film, with the students processing and printing their own projects.
Prerequisites: ART 110

ART 238 Advanced Desktop Publishing 3(3-0)
This course examines the process of taking a design layout successfully through the stages of a computer page layout software program, pre-press, proofing, printing, finishing and binding. Students will learn the use of scanners, halftones, color separations, proper resolutions, and effective fonts.
Prerequisite: CIS 210 or permission of the Instructor

ART 239 Page Layout II 3(3-0)
This course is a continuation of ART 211 Page Layout I. Students will be assigned advanced page layout projects. This course will examine all aspects of production as they relate to print, including correct document construction, color space and color systems, separations, preflight, print production and paper considerations. Projects will focus on the use of effective design principles, proper file preparation, preflight of files, and production process.
Prerequisite: ART 211

ART 240 Studio Problems in Graphic Design 3(3-0)
An opportunity for students to work independently on projects related to the graphic design industry. Included in the course will be individual assistance in preparing a portfolio for seeking employment or further education.
Prerequisites: ART 110, 130, 205, 215, 236, and 239

ART 241 Portfolio 1(1-0)
In this course the student will be taken through the process of preparing an art portfolio, resume and artist statement based on their individual needs for the purpose of transfer to a 4-year college for further study or promotion of their artwork. Students will be guided through the process of selection of artwork, documentation, and compilation of the portfolio as well as the writing of a resume and artist statement.
Prerequisite: Permission of instructor

ART 245 Art in the Elementary School 3(3-0)
An investigation of how art fits into the Elementary School Curriculum and what its impact is on all elementary children. To be presented through lecture, readings, slides or prints, and a team teaching experience by all participants. (*Note: Please be advised that ART 245 will transfer to Central Michigan University as ART 345 only if: 1) the student has successfully completed EDU 107; and 2) 45 clock hours of pre-professional experience in K-12 classroom.
**ART 247 Contemporary Photography 3(3-0)**
This course is designed for the student who has completed Art 110 and Art 137 and now wishes additional hands-on practical experience using the concepts and principles learned in these classes. Students will learn more advanced techniques and will be able to apply these techniques to projects a professional photographer might encounter.
Prerequisites: ART 110 and ART 137

**ART 252 Website Design II 3(3-0)**
This course introduces advanced web design techniques utilizing open source e-commerce content management system (CMS), Apache web server distribution software, graphic design software, such as Dreamweaver, advanced CSS and an introduction to PHP. Students will apply media and dynamic rich content to their CMS designs by applying a working knowledge of XHTML, Cascading Style Sheets, PHP and Apache. Final course outcome is an online e-commerce web portfolio.
Prerequisite: CIS 135 or ART 152.

**ART 254 Motion Graphics 3(3-0)**
This course will focus on video pre and post-production for the purpose of commercial use, including video editing, sound production, operating production equipment, lighting and industry standard digital effects. Students will apply media and dynamic rich content to their motion graphics and video projects. Final course outcome is a video portfolio.

**ART 255 Emerging Web Technologies 3(3-0)**
This course is a continuation of ART 252 Website Design II. It introduces advanced, emerging technologies in web design/multimedia design and current emerging web technologies. This is a growing field and will give graphic design students opportunities to expand their background in current web technologies. The final course outcome is a functional, online portfolio.
Prerequisite: ART 252.

**ART 256 Business in Art-Entrepreneur 3(3-0)**
This course will train students in the business of art, graphic design and in an introduction to small business ownership. It is designed for students seeking key opportunities to attain professional development, self-employment and administrative potential in the art and design industry or to prepare students to transfer their coursework towards further undergraduate study.
Prerequisite: ART 252 or permission of instructor.

**ART 280 Independent Study in Art I 3(3-0)**
An opportunity for advanced students to work with an instructor on individualized projects in various selected media.
Prerequisite: Permission of the Instructor.

**ART 281 Internship I 3(1-15)**
Designed to provide on-site work experience in a business environment. Under cooperative supervision by the College and the work-site Supervisor, students will further develop skills and gain training in the design field.
Prerequisite: Permission of the Internship Coordinator

**ART 282 Internship II 3(1-15)**
Continuation of ART 281. Designed to provide on-site work experience in a business environment. Under cooperative supervision by the College and the work-site Supervisor, students will further develop skills and gain training in the design field.
Prerequisites: ART 281 and permission of the Internship Coordinator

**ART 285 Independent Study in Art II 3(3-0)**
Continuation of ART 280.
Prerequisites: ART 280 and permission of the Instructor

**ART 290-299 Special Topics 3(3-0)**
Continuation of ART 280.
Prerequisites: ART 280 and permission of the Instructor

**BIO 100 Introduction to Biology 4(3-2)**
BIO 100 is a non-major, introductory course in Biology for students who have not had any previous Biology instruction and have no intention of obtaining a Biology or Health-related degree. Students will apply fundamental principles of Biology to evaluate and better understand current life sciences issues.

**BIO 101 College Biology 4(3-2)**
Survey of major topics in biology, with emphasis on cell structure, physiology, reproduction, genetics, evolution, behavior, and morphology of plants and animals.

**BIO 110 Concepts in Microbiology 1(1-0)**
This course is an introductory study of microorganisms such as bacteria, fungi, algae, viruses, & protozoa. The disease process involving these microorganisms will also be studied.
Prerequisite: BIO 101 with a minimum grade of C.

**BIO 120 Introduction to Human Disease 3(3-0)**
This course is designed to introduce the student to the structure of common diseases, signs, symptoms, causes and effects, as well as treatment. Students will learn how the different diseases relate to the different body systems, and other conditions. *ALH 100 Recommended*
**BIO 131 Basic Anatomy & Physiology 3(3-0)**

This is an introductory course to Anatomy and Physiology. It is assumed that students enrolling in this course have limited background in chemistry and biological science. The major topics presented in the course are biological principles, skeletal, muscular, integumentary, nervous, circulatory, respiratory, digestive, excretory, endocrine, and reproductive organ systems.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 135 Human Anatomy and Physiology 5.5(4-3)**

This course provides students with an intensive, in-depth introduction to the structure and function of all human body organ systems. The emphasis is on homeostasis of body systems under normal structure and function, with the inclusion of some pathologies. The laboratory portion includes dissections, study of anatomical models and slides, and physiological experiments.

Prerequisites: BIO 101 with a minimum grade of C, or successful completion of BIO 135 entrance exam

**BIO 141 Anatomy & Physiology I 4(3-2)**

A lecture and laboratory course dealing with the anatomy and physiology of the human body with emphasis on homeostasis. Topics include skeletal, muscular, integumentary, nervous system.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 142 Anatomy & Physiology II 4(3-2)**

This course is a continuation of BIO 141. Topics include: respiratory, excretory, endocrine, reproductive, circulatory and digestive systems. Emphasis is on physiology and integration of the systems of the body.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 201 Botany 4(3-2)**

Structure and function of major groups of plants with emphasis on metabolism and reproduction.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 202 Field Ecology 3(3-2)**

An introduction to a field study of basic ecology, with emphasis on the interactions between plants, animals, humans, and the environment.

**BIO 203 Zoology 4(3-2)**

Structure and function of major groups of animals with emphasis on complete study of selected types.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 204 Human Genetics 3(3-0)**

This is an introductory course dealing with principles of inheritance as they apply to humans. This course assumes no prior background in biology or chemistry. The topics considered are basic genetic principles, molecular basis of inheritance, regulation of gene expression, mutation, and the application of these principles to human heredity. Special emphasis is given to genetic disorders and the new technologies developed to deal with them.

**BIO 210 Microbiology 4(3-3)**

Microbiology involves a study of the bacteria, fungi, algae, viruses, protozoa, and other related micro-organisms and their relationship to our society. The laboratory acquaints the student with standard handling and culture techniques of most of these organisms, the preparation of culture media, classification techniques, representative micro-organisms (living and prepared slides) of the various groups, standard staining methods, and a number of biochemical tests.

Prerequisite: BIO 101 with a minimum grade of C, OR High School Advanced Placement Biology course, completed within the past 3 years, with a minimum grade of B.

**BIO 215 Radiation Biology 1(1-0)**

This course is an introductory study of the biological effects of exposure to ionizing radiation. Topics include factors affecting radiosensitivity, hematologic effects, and radiation induced malignancy.

Prerequisite: BIO 101 with a minimum grade of C.

**BIO 221 Nature Study 3(2-2)**

Practical knowledge of the out-of-doors is stressed. Collection and identification of plants and animals and field activities included.

Prerequisite: BIO 101 recommended

**BIO 245 Advanced Anatomy & Physiology/Intro to Pathophysiology 4(4-0)**

This course is an advanced study of the concept of Anatomy & Physiology with an emphasis on the disease process. It is intended for those students that have previously completed Anatomy & Physiology I & II more than 5 years ago and less than 10 years ago, and also for those students who would like to increase their knowledge of this subject matter. Pre-RAD or Pre-NUR students must complete this course with a grade of B- or better to qualify for admission into the program.

Prerequisite: BIO 141 & 142 completed less than 10 years ago.

**BIO 268 Independent Study in Biology 1(1-0)**

This course is designed for students who desire to advance their understanding and challenge their ability in specialized areas of biology. Library, laboratory and/or field research is required, as is a written report at the completion of the course.

Prerequisites: Satisfactory completion of at least one laboratory biology course and permission of the Instructor

**BIO 2909 Selected Topics 5(6-0)**

Courses designed to investigate various topics in Biology not included in current courses. Topics will be announced.
BIS 136 Terminology and Proofreading 3(3-0)
This course helps the student build a better vocabulary & improve spelling & proofreading skills. Three hundred groups of commonly confused words & special lists of frequently misspelled terms are studied. Topics include working with the dictionary, pronunciation, phonetics, word division, prefixes and suffixes, plurals & possessives, & specialized & reference vocabularies. Students improve proofreading skills by identifying errors in typing, spelling, grammar, punctuation, capitalization, format, numbers, word division, & content using appropriate proofreaders marks.
Prerequisites: BIS 164, ENG 111 may be taken concurrently

BIS 138 Basic Legal Terminology 3(3-0)
This course is designed to give students knowledge and understanding of approximately 800 terms commonly used in the legal field. The students will learn to spell and define the terms and to use them in a legal context. Students will learn correct pronunciation by studying pronunciation guides taken from the dictionary and by listening to CDs. Topics covered include courts and legal systems; litigation, pretrial, trial, proceedings, verdicts, judgments, and appeals; civil actions; criminal law; probate, wills and estates; real property; contracts; leases; domestic relations, marriage, separation, and divorce; commercial paper; bankruptcy; agency; equity; partnerships; and corporations.
Prerequisites: BIS 140 or equivalent or concurrent enrollment, BIS 164 recommended or concurrent enrollment

BIS 200 Advanced Word Processing Applications 3(3-0)
This course gives students hands-on experience and exposure to a wide variety of advanced word processing applications using computers and the most current word processing software. The advanced word processing features included teach students the skills needed to pass expert certification exams. These exams validate a student's skills, and supply objective proof to an employer, or prospective employer, that the student knows how to use the software efficiently and productively. Microcomputers are used to produce a wide variety of documents, as well as ways in which the software program interacts with Windows and the Internet. Practice exercises and assignments are the primary source of instruction on the microcomputer. Microsoft Office Specialist (MOS) approved software is used to provide students with skills needed to complete the MOS Expert Certification Exam.
Prerequisites: BIS 140 or equivalent, BIS 130 recommended
**BIS 221 Computers in Business I 3(3-0)**
This course provides insight into the applications of the computer in modern business. The student will study the components of a business computer system, typical applications involving mainframe and personal systems, structure, use of files and databases, and the concepts of networking, teleprocessing, and distributed systems; explore the techniques of business computer system development; and also develop skills in using productivity programs such as databases and spreadsheets to build models solving practical business problems.
Prerequisite or Corequisite: ACC 201

**BIS 230 Transcription I 3(3-0)**
Using the computer, current word processing software, transcription machines and a variety of reference materials, students develop skill and accuracy in transcribing from CDs and producing mailable documents. Transcription begins with sentences and expands to business letters and other correspondence. Emphasis is placed on correct spelling, grammar, and punctuation skills and proofreading.
Prerequisites: ENG 111, BIS 130, BIS 136, BIS 142, BIS 164

**BIS 234 Transcription II 3(3-0)**
This course is an intense application of skills learned in business communications, English, keyboarding/word processing, transcription, and other BIS courses. The students transcribe dictated material into high-quality (mailable) typewritten documents using computers, current word processing software, CDs, and a variety of reference materials. To provide a realistic experience, a word processing simulation is used.
Prerequisites: BIS 200, BIS 230, BIS 240

**BIS 236 Medical Transcription I 3(3-0)**
This course is an intense application of skills learned in business communications, medical terminology. The students transcribe dictated material into high-quality (mailable/usable) documents using computers, current word processing software, transcribing machines, & a variety of reference materials. To provide a realistic experience, a medical simulation is used along with dictated documents on CDs.
Prerequisites: ALH 100, BIS 142, BIS 230

**BIS 238 Legal Transcription 3(3-0)**
This course is an intense application of skills learned in business communications, English, keyboarding/word processing, transcription, and legal terminology. The student will transcribe dictated material into high-quality (mailable) documents using computers, current word processing software, cassette transcribing machines, and a variety of reference materials. A legal simulation will be used along with dictated documents on CD recordings.
Prerequisites: BIS 138, BIS 200, BIS 230, BIS 240

**BIS 240 Advanced Word Processing/Keyboarding 3(3-0)**
Advanced keyboarding (typewriting) techniques as related to mailable production work are emphasized. Problem-solving ability is developed. To provide a realistic experience, a word processing simulation is used. Speed ranges from 55 to 70 words a minute are needed to pass.
Prerequisites: ENG 111, BIS 136, BIS 142, BIS 200

**BIS 246 Medical Transcription II 3(3-0)**
This course is a continuation of BIS 236 Medical Transcription. Students continue to build their medical terminology knowledge and to transcribe and format high-quality (mailable/usable) medical documents according to guidelines set by the American Association for Medical Transcription (AAMT). Students use computers, current word processing software, CDs, and a variety of reference materials. A medical simulation is used, giving students opportunities to hear and transcribe realistic dictation in many medical specialties as dictated by medical professionals from various ethnic groups.
Prerequisite: BIS 236

**BIS 250 Records Management 3(3-0)**
Emphasis is given to clear-cut rules established by the Association of Records Managers and Administrators (ARMA) for the alphabetic indexing and cross-referencing methods (the foundation of records storage methods), as well as the numeric, geographic, chronological, and subject methods. Students are provided realistic records management situations through the use of a simulation. Topics include creation, storage, retrieval, retention, and disposal of records as well as careers in records management. In addition to traditional/paper storage, students use the computer and current software for information storage and retrieval.
Prerequisites: BIS 130 or CIS 100, BIS 140 or equivalent

**BIS 254 Office Procedures 3(3-0)**
This is a capstone course planned for the last semester of the student’s program and is an intense application of skills learned in previous courses. Topics include dress and grooming for business, human relations, telephone etiquette, dictation techniques, job search strategies, effective research and oral presentation techniques, interview preparation, self-analysis and self-improvement, professionalism, and problem solving. Students participate in mock employment interviews and program assessment exit interviews with BIS advisory committee members. Other forms of BIS program assessment may be required. The student continues with preparation of high-quality (mailable) documents from both dictated and rough draft materials.
**BIS 255 Medical Office Procedures 3(3-0)**
This is a course that introduces and teaches medical assisting administrative tasks; teaches records management, medical communications, and scheduling skills; and describes procedures for preparing patients’ charts and bills. Medical practice management and finances are also addressed. Multi-day simulations provide real-world experience with physician dictation. Topics include dress and grooming for business, human relations, telephone etiquette, dictation techniques, job search strategies, effective research and oral presentation techniques, interview preparation, self-analysis and self-improvement interviews.
Prerequisites: BIS 130 or CIS 100, BIS 140

**BIS 256 Medical Transcription III 3(3-0)**
This course is a continuation of BIS 246 Medical Transcription II and is the capstone course on the Associate in Business Degree: Medical Transcriptionist program. Students continue to build their knowledge of medical terminology and to transcribe and format high-quality medical records according to guidelines set by the American Association for Medical Transcription (AAMT). Students use microcomputers, word processing software, CDs, and a variety of reference materials. A medical simulation is used, giving students opportunities to hear and transcribe realistic dictation in several specialties as dictated by medical professionals from various ethnic groups. Students are also given critical-thinking and problem-solving scenarios.
Prerequisite: BIS 246

This is a capstone course planned for the last semester of the students program. Students will be employed in an approved Co-op position selected in conjunction with the BIS Co-op course instructor, the MMCC Co-op Coordinator, and the student. This course allows students to combine learning in the classroom with learning in the workplace. An agreement is signed by the student, the employer, and the coordinator to establish training outcomes and employer expectations. MMCC cannot guarantee that Co-op positions are paid positions.
Prerequisites: In order to be placed in a training site and enrolled in BIS 260, the student should have completed the first three semesters of the program and must have approval of the BIS Co-op instructor and the MMCC Co-op Coordinator.

**BIS 264 Business Communications II 3(3-0)**
This course studies approaches to verbal and nonverbal communications in business-related situations. Students will prepare written correspondence including business letters and formal business reports. Students will learn techniques for effective oral presentations including the basic creation and use of PowerPoint slides. Internet use is emphasized throughout the course.
Prerequisites: BIS 164 or ENG 111

**BIS 290-299 Special Topics 3(3-0)**
These courses are designed to investigate various topics in Business Information Systems that are not included in current courses. Topics will be announced. These courses are offered based on demand.

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**BUS 105 Food/Beverage Management 3(3-0)**
This course is designed to move the students through the various management steps involved in food service. Food production issues are studied from a managerial point of view. Standards in food production and beverage service are a focal area of the course. This course is designed to build the skills necessary to operate a successful and profitable food service operation.

**BUS 122 Management Theory & Practice 3(3-0)**
An analysis of the manager's job including functions, activities, problems, and responsibilities. The course is designed for first-line supervisors as well as those engaged in middle-management positions. A study is made of reasons why some managers fail and others succeed.

**BUS 151 Introduction to Business Issues 3(3-0)**
A broad, introductory approach to the principles, practices, and procedures employed in modern business and industrial operations. Topics include: business organization, management, the role of stockholders, wholesale and retail marketing, finance and insurance, and location and site determination. An analysis is made of the current issues facing the business environment.

**BUS 153 Business Law 3(3-0)**
Deals with the principles of the law of contracts and agencies and with the legal implications of the partnership and corporate forms of business organization.

**BUS 161 Principles of Merchandising 3(3-0)**
A detailed study of all phases of the movement of goods from the producer to the consumer. Particular attention is paid to the role of retailers and businesses that provide services to the consumer.

**BUS 162 Principles of Marketing 3(3-0)**
Introduction to the field of marketing, including history, market environment, marketing mix, specialized fields, and marketing arithmetic. A study of the marketing functions such as buying, selling, transportation, storage, financing, and pricing is included.
BUS 171 Principles of Sales 3(3-0)
Basic principles of sales techniques and personality, selection of sales force, personalities of customers, and methods of increasing sales are covered.

BUS 202 Legal Environment of Business 3(3-0)
Introduction of the concept and use of law as a social institution.

BUS 221 Purchasing and Inventory Control 3(3-0)
Presents a fundamental and practical approach to the problem of buying and basic merchandise control. Subject matter includes planning budgets and stock control through sales analysis.
Prerequisite: Grade of C or better in ACC 201

BUS 222 Labor and Management Relations 3(3-0)
This course covers the scope of industrial personnel management with emphasis upon procuring, developing, maintaining, and effectively using the work force. Attention is given to job analysis and evaluation and union-management relationships.
Prerequisite: BUS 122

BUS 225 International Business 3(3-0)
This course analyzes environmental changes as the firm expands globally. Emphasis is placed on the understanding and utilization of diversity and ethics in the development, operation and international expansion of the firm. Multi-cultural work environments, employment and labor issues, domestic and international law, global marketing, trade and finance will be examined.
Prerequisites: None

BUS 231 Principles of Advertising 3(3-0)
A survey of advertising as an instrument of modern business including various forms of advertising. Particular attention is paid to advertising for small and medium-sized businesses engaged in providing services and goods to the consumer.

BUS 241 Supervision and Personnel Administration 3(3-0)
Covers the role of supervision and personnel administration in large and small organizations. Develops techniques for hiring, training, developing, motivation, and evaluating of personnel. Covers wage, salary, and fringe-benefit administration.

BUS 250 Entrepreneurial Management 3(3-0)
A course for those persons interested in operating a small business. Course content includes financial, marketing, production management, and legal and governmental considerations which the proprietor of a successful business must manage. The course places emphasis on analysis of actual small business case studies.

BUS 255 Entrepreneurial Finance 3(3-0)
A course designed for persons desiring to operate or presently operating a small business. Course content includes the study of acquiring business ownership, initial financial planning, and on-going financing requirements. The course emphasizes actual case studies.
Prerequisite: ACC.201 and MAT.105. It is recommended that students also have completed MAT 116, BUS 151, and either ECO 201 or 202.

BUS 289 Business Practicum 1(1-0)
This is a capstone course that will assess the graduating students’ ability to apply the acquired knowledge in order to solve a real-life business situation. Students will demonstrate the ability to research the market in order to identify profitable opportunities to introduce a specific product in the Mid Michigan area. Students will articulate their findings in the form of a business plan, which will consists of the company’s mission, organizational chart, marketing plan, and pro-forma financial statements.
Prerequisites: CIS.100, ACC.201, BUS.122, BUS.151, BUS.153, BUS.162, BUS.231, and either ECO.201 or ECO.202.

BUS 291 Business Internship 3(1-15)
Students will work in part-time jobs directly related to their degree programs. Training sessions are held with the employer, instructor, and student. The internship will be limited to students within one semester of graduation and will be used as a capstone course for Management & Marketing, Hospitality Management, and Small Business Management majors only.
Prerequisite: Permission of the Internship Coordinator

BUS 293-299 Current Topics in Business 3(3-0)
Courses designed to investigate various topics in Business not included in current courses. Topics will be announced.

(CHM) CHEMISTRY

CHM 105 Introductory Chemistry 4(3-2)
An elementary study of general chemistry. No previous chemistry background is necessary. The course deals with basic chemical principles and their application to inorganic chemistry. Designed for majors in liberal arts, business, pre-nursing, and to prepare students for CHM 106 or CHM 111. Two hours per week of lab work are included.
Corequisite: MAT 104 or equivalent
CHM 106 Biochemistry for Allied Health 4(3-2)

Building on a background of basic inorganic chemistry, this course is intended to serve the needs of students in the ADN program and other allied health areas. The course includes an introduction into organic compounds, carbohydrates, fats, proteins, vitamins, hormones, enzymes, nucleic acids, and the energy relationships in metabolic processes. Two hours per week of lab work are included.

Prerequisite: Proven competency in basic chemistry by earning a C or better in CHM 105 (or an equivalent college chemistry course), earning a B or better in a High School chemistry course (within the last 3 years), or with permission from the instructor.

CHM 111 General College Chemistry I 4(3-2)

Fundamental concepts, theories, laws and definitions as they apply to modern Chemistry. CHM 111 and CHM 112 are recommended to constitute the standard one-year course. Two hours per week of lab work are included.

Prerequisites: One year high school chemistry or CHM 105 or equivalent; two years of high school algebra or MAT 105 (may be concurrent) or equivalent.

CHM 112 General College Chemistry II 4(3-2)

Continuation of CHM 111. A study of chemical equilibrium, electro chemistry, non-metals, metals, organic compounds and processes. Laboratory work includes qualitative analysis.

Prerequisite: CHM 111

CHM 241 Organic Chemistry I 5(4-3)

This course includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, and reactions (with their mechanisms) of saturated and unsaturated aliphatic and aromatic hydrocarbons, halide, alcohols, ethers, and carboxylic acids.

Prerequisite: CHM 112

CHM 242 Organic Chemistry II 5(4-3)

This course includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, and reactions (with their mechanisms) of carboxylic acid derivatives, aldehydes, ketones, phenols, amines, alcohols, nucleic acids (proteins), lipids, carbohydrates, nucleic acids, and heterocyclic compounds.

Prerequisite: CHM 241

CHM 290-299 Selected Topics 1 to 5(1 to 4-0 to 3)

Courses designed to investigate various topics in Chemistry not included in current courses. Topics will be announced.

(CIS) COMPUTER INFORMATION SYSTEMS

CIS 100 Introduction to Information Systems 3(3-0)

This course is designed for students across the curriculum. CIS 100 will emphasize how the computer is used as a conceptual basis for problem solving and the role each hardware and software components play in the computer process. Students will do online research using the internet and electronic libraries. In addition, this course takes students to a higher level of learning in some of the most widely used application programs. Outside lab work is required.

Prerequisite: Touch keyboarding skills recommended

CIS 110 Computer Programming I (Visual Basic) 3(3-0)

A beginning level programming course using Object Oriented Programming. The student will learn programming techniques using a Windows based programming language in a graphical environment.

Prerequisite: MAT 104 or equivalent

CIS 111 Computer Programming II (Visual Basic) 3(3-0)

A continuation of CIS 110 in developing Object Oriented Languages concepts. The major project of the course is to develop a professional Windows application.

Prerequisite: CIS 110

CIS 121 Introduction to Java Programming 3(3-0)

This course is designed to introduce students to developing applications using the Java programming language, object-oriented programming concepts, along with the Java syntax needed to implement them. This course will also introduce students to Java’s role on the Internet.

Prerequisite: MAT 104 or equivalent

CIS 130 Applications With Microcomputers 3(3-0)

A study of various computer applications as applied to business problems. Applications covered include spreadsheets, windows presentation programs, and databases.

Prerequisite: CIS 100 with a minimum grade of C

CIS 131 Advanced Java Programming 3(3-0)

This course is designed to advance student’s skills in developing applications using the Java programming language. Focusing on issues involved in designing and developing Java applications within an organization. This course will also allow students to develop Java applications for the Internet.

Prerequisite: CPS 150

CIS 132 Microsoft Excel 3(3-0)

This course covers advanced Excel concepts including Excel lists, working with multiple worksheets and workbooks, working with Excel’s editing and web tools, developing an Excel application, data tables and scenario management, using Solver for complex problem solving, importing data into Excel, and using VBA (Visual Basic for Applications) to enhance Excel.
**CIS 135 Introduction to Website Design 3(3-0)**

This course introduces the fundamentals of web design utilizing graphic design software, including Dreamweaver, and WYSIWYG editors. Students will explore web-based concepts, contemporary methods of applying media and dynamic rich content to their websites by applying a working knowledge of XHTML/HTML and Cascading style Sheets. Final course outcome is an online web portfolio.

Prerequisite: CIS 100, MAT 104.

**CIS 176 C++ Computer Programming II 3(3-0)**

A continuation of CPS 175, with an emphasis on elementary data structures, string manipulation, recursion, stacks, queues, linked lists, binary trees, sorting, & searching.

Prerequisite: CPS 175

**CIS 190 Cisco Internetworking I 3(3-0)**

This course is the first in a series of four in the Cisco Networking Academy Program designed to teach students to design, build, and maintain computer networks. Fundamentals of computer networks are the primary focus in this course.

Prerequisite: CIS 100, MAT 104

**CIS 195 Cisco Internetworking II 3(3-0)**

This course is the second in a series of four in the Cisco Networking Academy Program designed to teach students to design, build, and maintain computer networks. Fundamentals of the Cisco IOS (Internetwork Operating System) software and routers are the primary focus in this course.

Prerequisite: CIS 190

**CIS 203 Web Security and Maintenance 3(3-0)**

This course is designed to introduce students from a variety of curriculums and educational backgrounds to web security and maintenance. CIS 203 is the second level in obtaining the Webmaster certification, and is designed to help individuals and businesses develop the skills they need to meet today’s rapidly growing demand for Web and Internet communication practitioners. Little or no previous technology expertise is required, though familiarity with the operation of a personal computer is necessary and html programming is recommended.

Prerequisite: CIS 100

**CIS 205 e-Commerce: Concepts & Technology 3(3-0)**

This course introduces students to the basic principles of e-Commerce. The e-Commerce server software will be explored as well as crime and security problems. Students will learn which tools to use to protect networks, servers and clients. Digital payment and electronic billing models will be created. A working plan for internet marketing will be developed. Ethical, social, and political issues raised by e-commerce will be discussed.

Prerequisite: CIS 100

**CIS 221 Computers in Business I 3(3-0)**

This course provides insight into the applications of the computer in modern business. The student will study the components of a business computer system, typical applications involving mainframe and personal systems, structure, use of files and databases, and the concepts of networking, teleprocessing, and distributed systems; explore the techniques of business computer system development; and also develop skills in using productivity programs such as databases and spreadsheets to build models solving practical business problems.

Prerequisite or Corequisite: ACC 201

**CIS 225 Database Systems 3(3-0)**

This course covers relational database concepts and tools focused in an Oracle environment. Specifically, relational database concepts (rows, tables, and keys), table creation/modification (DDL and SQL), PL/SQL, forms, reports, and database administration tasks are presented. In-class work will consist of 1 ½ hours of lecture followed by 1 ½ hours of practical application. Required software is available on computers at the college; if students wish to complete assignments at home; they will need to procure the correct software.

Prerequisite: CIS 100, CIS 130
CIS 230 Special Topics 3(3-0)
Courses designed to investigate relevant computer information systems. Topics covered are not included in the courses that are currently listed and will be announced prior to the semester in which they are offered.
Prerequisite: CIS 100

CIS 235 Website Design II 3(3-0)
This course introduces advanced web design techniques utilizing open source e-commerce content management system (CMS), Apache web server distribution software, graphic design software, such as Dreamweaver, advanced CSS and an introduction to PHP. Students will apply media and dynamic rich content to their CMS designs by applying a working knowledge of XHTML, Cascading Style Sheets, PHP and Apache. Final course outcome is an online e-commerce web portfolio.
Prerequisite: CIS 135 or ART 152.

CIS 236 Emerging Web Technologies 3(3-0)
This course is a continuation of ART.252 Website Design II. It introduces advanced, emerging technologies in web design/multimedia design and current emerging web technologies. This is a growing field and will give graphic design students opportunities to expand their background in current web technologies. The final course outcome is a functional, online portfolio.
Prerequisite: CIS.235 or ART.252.

CIS 246 Computer Setup & Repair-Software 3(3-0)
This course provides students with the skills necessary to diagnose and correct problems that microcomputer users encounter. The course covers installing and upgrading operating systems and applications, memory optimization, and printer configuration.
Prerequisite: CIS 100 Recommended.

CIS 247 Computer Setup & Repair-Hardware 3(3-0)
This course provides the student with practical, hands-on experience in installing, maintaining, and trouble-shooting microcomputer hardware. Topics include CPU, storage devices, add-on boards, video displays, printers, communication devices, and configuration.
Prerequisite: CIS 100 Recommended.

CIS 255 Computer Operating Systems 3(3-10)
A detailed study of the Windows operating system. Windows terms, commands, installation and optimizing techniques will be covered. In addition to the classroom work, each student is required to do a minimum of 1 1/2 hours of individual laboratory work per week.
Prerequisite: CIS 100

CIS 256 Microsoft Windows 2000 Professional 3(3-0)
This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows 2000 a single-domain Microsoft Windows 2000-based network. In addition, students learn how to integrate Windows 2000 and Novell NetWare networks.
Prerequisite: CIS 270

CIS 260 Systems Analysis 3(3-0)
Introduces the student to the fundamental concepts of systems analysis and design. The role of the systems analyst and the training and skills required to function in this position are presented. Special emphasis is placed upon both written and oral communication skills. The life cycle concept and its application to business systems are discussed. Structured design techniques are emphasized.
Prerequisite: CIS 100

CIS 270 Networking Essentials 3(3-0)
This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course provides an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. It covers LAN-user concepts and the basic functions of system administration and operation.
Prerequisite: CIS 110 or CIS 130

CIS 271 Microsoft Windows Server 3(3-0)
This course provides students with the knowledge and skills necessary to install, configure, customize, and troubleshoot Microsoft Windows 2000 Server with Microsoft Windows 2000-based network.
Prerequisite: CIS 270

CIS 272 Active Directory Services 3(3-0)
This course will introduce you to Microsoft Windows 2000 Active Directory and prepares the student to plan, configure, and administer Active Directory infrastructure. Students learn how to configure the Domain Name System (DNS) to manage name resolution, schema, and replication.
Prerequisite: CIS 256 or CIS 271

CIS 273 Implementation Microsoft Windows Network 3(3-0)
This course is for support professionals who are new to Microsoft Windows 2008 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2008 Server production.
Prerequisite: CIS 271 and CIS 256
CIS 274 Microsoft Internet Information Server 3(3-0)
This course teaches students how to support the various features of Microsoft Internet Information Server 4.0 (IIS). Students will learn how to install, configure, and implement all components that comprise IIS. Students will also have hands-on experience setting up a Web site.
Prerequisite: CIS 271

CIS 280 CO-OP 3(1-15)
Co-op is a capstone course planned for the last semester of the Associate in Business: Computer Information Systems Degree. The students will be employed in an approved co-op position selected by the college coordinator and will attend a weekly one hour classroom lecture/discussion. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. An individual evaluation is made by the coordinator only upon student request. Documentation by the employer will be required.
Prerequisite: The student must have completed at least 45 credit hours on the Associate in Applied Science: Computer Information Systems Degree.

CIS 290 Cisco Internetworking III 3(3-0)
This course is the third in a series of four in the Cisco Networking Academy Program designed to teach students to design, build and maintain computer networks. The focus of this course is on configuring switches and routers; configuring IGRP, Access Lists and IPX on routers.
Prerequisite: CIS 190, CIS 195

CIS 295 Cisco Internetworking IV 3(3-0)
This course is the fourth in a series of four in the Cisco Networking Academy Program designed to teach students to design, build and maintain computer networks. The focus of this course is on Wide Area Networks, PPP, ISDN, Frame Relay and all CCNA Exam-related learning objectives. It is the final preparation for taking the Cisco Certified Networking Associate examination.
Prerequisite: CIS 190, CIS 195, CIS 290

(CJS) CRIMINAL JUSTICE SYSTEM

CJS 200 Introduction to Law Enforcement & Criminal Justice 3(3-0)
An introductory course designed to acquaint the student with the components of the criminal justice system. Corrections, courts, police systems are examined. The criminal justice process is explored in detail. The history, relationships, administration, and philosophy of the criminal justice system is also examined.
Prerequisite: CJS 200

CJS 201 Criminal Law for Police Officers 3(3-0)
This course is designed to familiarize persons or refresh law enforcement personnel with the purposes and functions of criminal law in the operation of a law enforcement agency. Topics of discussion include philosophy and source of criminal law, criminal procedure, search and seizure, arrest, specific crimes, judicial procedure, and other topics such as defendant rights.
Prerequisites: CJS.200

CJS 202 Juvenile Law and Procedures 3(3-0)
This course will examine a broad spectrum of trends and causation of juvenile delinquency, specific treatment techniques, ways of controlling and preventing delinquency, and the role of the law enforcement officer in dealing with all aspects of the legal basis of the police officer's work with juveniles.
Prerequisite: CJS.200

CJS 203 Fundamentals of Supervision & Management in Criminal Justice 3(3-0)
This course covers the fundamentals of criminal investigation including techniques of surveillance; search at the scene of the crime; collection, recording and preservation of evidence; interviewing witnesses; interrogation of suspects; methods used in the police science laboratory; and cooperation with other agencies in investigation procedures.
Prerequisite: CJS.200

CJS 204 Criminal Investigation 3(3-0)
This course covers the fundamentals of criminal investigation including techniques of surveillance; search at the scene of the crime; collection, recording and preservation of evidence; interviewing witnesses; interrogation of suspects; methods used in the police science laboratory; and cooperation with other agencies in investigation procedures.
Prerequisite: CJS.200

CJS 205 Evidence and the Police Officer 3(3-0)
A study of the rules of evidence, from its historical development through the present, pertaining to criminal cases. This course provides an examination into the testimonial, documentary and real evidence as discovered, and evaluated by police in anticipation of a criminal trial.
Prerequisite: CJS.201

CJS 206 Police Patrol Operations 3(3-0)
This course provides a study of police patrol and its function. The course includes both the theoretical and functional aspects of patrol function. Emphasis is placed on police patrol responsibilities, its purpose, methods and the different types of police patrol. The student will examine the concept of police patrol to include community policing, types of service calls, interview and reports, the courtroom and testimony, and insights to the technological advancements affecting the patrol officer.
Prerequisite: CJS.201

CJS 215 Police Academy 21(21-0)
Mid Michigan Community College has signed articulation agreements with Delta College and Kirtland Community College.
whereby the student completes Police Academy coursework on the Delta or Kirtland campus. Students who successfully complete the Police Academy Training at Delta College or Kirtland Community College, will receive Mid Michigan Community College credit. In order to receive credit, a student must submit an official transcript, showing satisfactory completion of the Basic Police Academy, as specified by MCOLES (Michigan Commission on Law Enforcement Standards).

**CJS 220 Introduction to Corrections 3(3-0)**
A study of the history, impact, and philosophy of community-based corrections services including sentencing alternatives and process, probation, parole, and imprisonment. Prisoner rights and offender profiles are also examined.

**CJS 221 Legal Issues in Corrections 3(3-0)**
An introduction to the laws and procedures regarding federal and state constitutional rights, criminal case processing, court organization, and prisoner rights.

**CJS 222 Correctional Facilities and Institutions 3(3-0)**
A study of American prisons and jails including their purpose, treatment program availability, organizational structure, and custodial and security requirements. The effect on the incarcerated inmate as well as future correctional considerations are also examined.

**CJS 223 Client Growth/Development in Corrections 3(3-0)**
An examination of the psychological, social, and environmental causes of criminal behavior in juveniles and adults, the impact of psychological, sexual, medical, and substance abuse problems of offenders and intervention strategies used in institutional and community settings.

**CJS 224 Client Relations in Corrections 3(3-0)**
An examination of the social and psychological formation of attitudes, their cultural influences, and their impact on minority perceptions. Discriminatory implications and professional responses in corrections are also considered.

**CJS 231 Local Detention Academy One 3(3-0)**
This course is designed to prepare Correctional Officers Training Students for employment at a local corrections (County Sheriff) facility. This course is one of three academic courses required to satisfy the Michigan Department of Corrections Local Detention Academy of 160 hours of total training. This course includes the following training academy modules and hours: Correctional Law (16 hours), Report Writing (8 hours), Interpersonal Communications (16 hours), Workplace Harassment (2 hours), Stress Management (4 hours), Cultural Diversity (4 hours).

**CJS 232 Local Detention Academy Two 3(3-0)**
This course is designed to prepare Correctional Officers Training Students for employment at a local corrections (County Sheriff) facility. This course is one of three academic courses required to satisfy the Michigan Department of Corrections Local Detention Academy of 160 hours of total training. This course includes the following training academy modules and hours: Booking and Intake (8 hours), Custody & Security (24 hours), Prisoner Behavior (8 hours), Suicide Awareness (8 hours), and Ethics in Corrections (2 hours).

**CJS 233 Local Detention Academy Three 4(3-0)**
This course is designed to prepare Correctional Officers Training Students for employment at a local corrections (County Sheriff) facility. This course is one of three academic courses required to satisfy the Michigan Department of Corrections Local Detention Academy of 160 hours of total training. This course includes the following training academy modules and hours: Defensive Tactics (40 hours), Fire Safety (12 hours), First Aid/CPR/AED (8 hours).

**CJS 250 Correction Officer Training Internship 5(1-0)**
The Corrections Officer Training Internship has been designed to provide the student a pragmatic work experience in a correctional institution/facility. The student intern will be required to complete a minimum of 60 hours at an operational corrections agency. The intern curriculum will include working in a variety of institutional departments and can be adjusted in accordance to the student’s needs and/or interests. Students must be recommended by one or more corrections instructors and successfully interview with a Corrections Department representative.

**CJS 290-299 Special Topics 1(1-0)**
Courses designed to investigate current topics in corrections not included in courses currently listed. Topics will be announced.

**(DRF) DRAFTING**

**DRF 101 Technical Drawing 3(3-0)**
Basic through advanced technical sketching will be explored in order to master the skills of visualization, special perception, and basic blueprint reading. Freehand technical sketching, geometric constructions, orthographic (multi-view) projection, isometric drawings, auxiliary views, sectional views, and dimensioning will be covered as well as basic development of thread representation and manufacturing tolerances. Laboratory assignments include producing piece part technical drawings utilizing industry standards. Students will also be briefly introduced to a CAD program to experiment with computer-aided drafting at the end of the course.

Prerequisites: none
**DRF 105 Introduction to Geometric Dimensioning & Tolerancing 2(2-0)**

This course is designed to introduce the fundamentals of geometric dimensioning and tolerancing. Intermediate through advanced blueprint reading will be explored. Emphasis is placed on basic concepts of dimensioning and tolerancing a drawing with respect to the actual function or relationship of other part features.

Prerequisite: DRF.101; IND.101 Recommended

**DRF 120 Introduction to Auto CAD 3(3-0)**

This course is designed to acquaint students with computer aided-drafting using AutoCAD software. System interface, creating, modifying/editing and displaying geometry, dimension styles, block insertion, scale drawings, paper space/model space usage, creating templates, and file management will be introduced to students as they create basic mechanical detail drawings and basic architectural drawings. An introduction to 3-D solid modeling will be explored at the end of the course.

**DRF 201 Mechanical Detail Drafting with CAD 3(3-0)**

This course will prepare the student to make working drawings of mechanical component parts and small assemblies using CAD while gaining more experience using the AutoCAD program. Emphasis will be placed on dimensioning, views, projection, and manufacturing tolerances. Additional skills will be developed in creating pictorials, depicting threads and fasteners, and creating blueprints for manufacturing. Intermediate through advanced 2-D AutoCAD commands and techniques will be developed throughout the course. Students are expected to do a complete minimum of 2 hours of individual outside of class laboratory hours work per week.

Prerequisites: DRF.101 and DRF 120

**DRF 210 Introduction to SolidWorks 3(3-0)**

Students will have a thorough introduction to 3-D parametric solid modeling design using SolidWorks. Students will explore introductory through advanced SolidWorks commands and techniques including part model creation, assembly model creation, part drawing documents, and other modeling features and commands related to 3-D solid modeling. Students will model mechanical component parts to apply commands and principles.

**DRF 211 Advanced SolidWorks Applications 3(3-0)**

Students will have a thorough introduction to advanced SolidWorks applications that include: sheet metal design, surface modeling, mold design, weldments, small structural design, and other topics. Students will model mechanical component parts and individual product designs to apply commands and principles.

Prerequisites: DRF.210

**DRF 220 Introduction to Soft Plan 3(3-0)**

Students will have a thorough introduction to 2D and 3D architectural design using Soft Plan. This class is available for students to design residential and light commercial buildings. Students will acquire the ability to design floor plans, floor systems and ceiling plans, roof plans, elevation drawings, cross section drawings, site plans, and framing diagrams.

**DRF 250 Co-Op 3(1-0)**

This course will cover job readiness objectives that are required to become successful in a professional work environment: co-op is a capstone course planned for the last semester of the Associate in Applied Science Degree: Computer Aided Drafting & Design. The students will be employed in an approved co-op position selected by the college coordinator and will also attend a weekly one hour classroom lecture/discussion. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. An individual evaluation is made by the coordinator only upon request. Documentation by the employer will be required.

Prerequisite: DRF.101, DRF.105, DRF.120, DRF.201, DRF.210, DRF.211, IND.101, IND.113, IND.116 all with a minimum grade of B OR successful completion of a competency exam (83% or better).

**DRF 280 CAD Program & Software Certification 3(3-0)**

This course will cover the necessary skills and techniques that are included on nationally recognized CAD software certification exams. This course is designed as a CAD program capstone course to help students prepare for program assessment exam(s) as well as CAD software certification exam(s). This course will allow student to revisit the fundamental objectives in computer aided drafting & design technology such as geometric constructions, object properties & organizational, orthographic & multi-view drawings, dimensioning and notes, auxiliary views, section views, and assembly drawings & block review. Student will also be reintroduced to solid modeling topics that include part modeling, advanced part modeling, assembly modeling, and advanced modeling theory and analysis.

Prerequisite: DRF.101, DRF.120, DRF.201, DRF.210 and DRF.211 all with a minimum grade of B OR successful completion of a competency exam (83% or better).

**DRF 295-299 Special Topics 1(3-0)**

These courses are designed to investigate various topics in Drafting and Design Technology that are not included in current courses. Topics will be announced. These courses are offered based on demand.
### (ECE) EARLY CHILDHOOD EDUCATION

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<td>Introduction to Early Childhood Education</td>
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<td>ECE 112</td>
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<td>ECE 113</td>
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<td>ECE 114</td>
<td>Interacting With Children, Parent/Adult</td>
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<td>ECE 150</td>
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<td>ECE 201</td>
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<tr>
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<td>ECE 207</td>
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**ECE 101 Introduction to Early Childhood Education (4-0)**

This course is designed to assist the student to understand the role and personal characteristics of the child care provider or teacher, to become familiar with early childhood settings, developmental milestones and development theories. The course consists of lecture and some hands-on activities to guide children's learning. This course introduces the student to the Child Development Association (CDA) national credential.

**ECE 112 Infancy (5-0)**

This course explores prenatal development, modern childbirth practices, and their effect on the family, normal human development of infants from birth through 2.5 years, and the practical issues confronting professionals who work with children of this age group and their families. Students will choose licensed lab sites where infants and toddlers are in attendance. Thirty lab hours are required. This class satisfies Department of Human Services (DHS) requirements for infant/toddler lead teachers.

**Corequisite:** ECE 101 or permission of the instructor.

**ECE 113 Early Childhood (5-0)**

This course explores the principles of growth and development of children ages 3-8 years, as well as strategies for teaching this age group, observation techniques, working with the child in the context of their family and addressing family diversity. 30 lab hours are required in a licensed Department of Human Services (DHS) program or school setting.

**Prerequisite:** ECE.101 and ECE.112 or permission of Coordinator.

**ECE 114 Interacting With Children, Parent/Adult (5-0)**

This course will explore the theoretical perspective for interaction, and the influence of significant adults, especially parents, in the lives of children birth through age eight. The student will observe child-adult interactions in natural settings. 30 hours of lab time are required in observing young children in the community. Diversity and parenting styles will be studied.

**Prerequisites:** ECE.101 and ECE.112

**ECE 150 Preparation for Child Development Associate Credential (CDA) (2-0)**

This course is designed to prepare the student for assessment by the Council for Early Childhood Professional Recognition to earn the Child Development Associate Credential. The student will be guided through the preparation of a resource file, distribution of parent questionnaires, writing of statements of competence, and review of typical test questions and interview practice sessions.

**Prerequisites:** ECE 201, ECE 202, ECE 206 and ENG 111

**ECE 201 Creative Development of the Child (3-0)**

This course is designed to prepare students with a variety of opportunities to learn developmentally appropriate methods and theories of guidance, both direct and indirect, in working with young children. In addition, the course will examine all aspects of the early childhood setting, including physical arrangement, curriculum development, positive atmosphere, and age and interest groupings. Evaluation techniques to assess child and program progress will be examined. 30 lab hours in a Department of Human Services (DHS) licensed setting are required. ENG 111 is highly recommended prior to enrolling in this course.

**Prerequisites:** ECE 113 and ECE 114

**ECE 202 Creative Development of the Child (3-0)**

This course will focus on the creative development of children. Students will learn how children become creative thinkers, and how to encourage creativity in young children. Activities will be developed for use in the lab setting that encourage creativity in movement, art, drama and music. 30 lab hours are required in a Department of Human Services (DHS) licensed lab site or school setting. ENG 111 is highly recommended prior to enrolling in this course.

**Prerequisites:** ECE 113 and ECE 114

**ECE 206 Parent, School, & Community (3-0)**

This course will explore the important relationship between the early childhood program and the families involved, as well as taking a look at the school and community resources available to programs and families. Some lab hours will be spent visiting service agencies and attending early childhood events, including a home visit, a parent-teacher meeting, and a parent-teacher conference. ENG 111 is highly recommended prior to enrolling in this course.

**Prerequisites:** ECE 113 and ECE 114

**ECE 207 Early Childhood Education Practicum (4-7)**

This course takes the student into selected early childhood settings where they will prepare activities and give care to children using theories and techniques learned and observed in prerequisite courses. It includes time with peers and instructor to evaluate and discuss the field experience.

**Prerequisites:** ECE 201, ECE 202, ECE 206 and ENG 111
**ECE 208 Early Childhood Administration 4 (4-0)**
This course is designed to give students knowledge of the "administration" of early childhood programs. Topics include: record keeping, the hiring and training of staff, child advocacy, using community resources, budgeting, food service, collaboration, public relations, marketing and fund raising. This course satisfies licensing requirements for Program Directors under the Department of Human Services (DHS).
Prerequisites: ECE 201, 202, 206, and ENG 111 or permission of ECE Coordinator

**ECO 110 Economics and Society 3(3-0)**
An examination of the development of economic thought and institutions with emphasis on the application of this knowledge to the understanding of today's world.

**ECO 201 Principles of Economics (Macroeconomics) 3(3-0)**
Examines major subdivisions of the American economy. Some of the specific areas studied are national income theory, money and banking, the business cycle, economic growth, and international trade.

**ECO 202 Principles of Economics (Microeconomics) 3(3-0)**
This course is designed to introduce the basic terms and concepts of economics. The economic behavior of specific economic units such as households and business firms is examined. Some principle topics are postulates of economics, supply and demand concepts, and price determination by various types of businesses.

**ECO 290-299 Selected Topics 3(3-0)**
These courses are designed to investigate various topics in Economics that are not included in current courses. Topics will be announced.

**ENG 097 College Reading I 2(2-0)**
Eng. 097, College Reading I (2 credits), is designed to develop the strategies, skills, and attitudes necessary for reading college-level texts. Based on reading placement score, completion of the English self-placement quiz, and discussion with an academic advisor, students may enroll in Eng. 097 in conjunction with English 110, Introduction to Academic Writing, or another course with college-level reading. Students will learn and practice a variety of reading strategies they can use to better understand what they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.
Prerequisites: None
Corequisites: Eng. 110 or a class with college level reading.

**ENG 098 College Reading II 1(1-0)**
Eng. 098, College Reading II (1 credit), is designed to develop the strategies, skills, and attitudes necessary for reading college-level texts. Based on reading placement score, completion of the English self-placement quiz, and discussion with an academic advisor, students may enroll in Eng. 098 in conjunction with English 110, Introduction to Academic Writing, English 111, Freshman Composition, or another course with college-level reading. Students will learn and practice a variety of reading strategies they can use to better understand why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.
Prerequisites: None
Corequisites: Eng. 110, 111, or a class with college level reading.

**ENG 098A College Reading II 1(1-0)**
ENG.098A, College Reading II (1 credit), is designed to develop the strategies, skills, and attitudes necessary for reading college-level texts. Based on reading placement score, completion of the English self-placement quiz, and discussion with an academic advisor, students may enroll in ENG.098A in conjunction with English 110, Introduction to Academic Writing, English 111, Freshman Composition, or another course with college-level reading. Students will learn and practice a variety of reading strategies they can use to better understand why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.
Prerequisites: None
Corequisites: ENG.110, ENG.111, or a class with college level reading.
ENG 098B College Reading II 1(1-0)
ENG.098B, College Reading II (1 credit), is designed to develop the strategies, skills, and attitudes necessary for reading college-level texts. Based on reading placement score, completion of the English self-placement quiz, and discussion with an academic advisor, students may enroll in ENG.098B in conjunction with English 110, Introduction to Academic Writing, English 111, Freshman Composition, or another course with college-level reading. Students will learn and practice a variety of reading strategies they can use to better understand why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.
Prerequisites: None
Corequisites: ENG.110, ENG.111, or a class with college level reading.

ENG 098C College Reading II 1(1-0)
ENG.098C, College Reading II (1 credit), is designed to develop the strategies, skills, and attitudes necessary for reading college-level texts. Based on reading placement score, completion of the English self-placement quiz, and discussion with an academic advisor, students may enroll in ENG.098C in conjunction with English 110, Introduction to Academic Writing, English 111, Freshman Composition, or another course with college-level reading. Students will learn and practice a variety of reading strategies they can use to better understand why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.
Prerequisites: None
Corequisites: ENG.110, ENG.111, or a class with college level reading.

ENG 104 Reading and Writing for College 4(4-0)
ENG.104, Reading and Writing for College, is a four credit course that combines instruction in reading and writing and is designed for students who have had little to no preparation for reading and writing at the college level. The kinds of strategies and skills students will practice in ENG.104 should prepare them for the kinds of reading and writing they will do at the college level. Note: Students who assess at a low reading level must begin the composition sequence with ENG.104.
Prerequisite: None

ENG 110 Academic Writing 3(3-0)
This course is meant to serve as a companion course to ENG 111, and will utilize the same goals and outcomes. However, ENG 110 is designed to provide incoming students a more gradual and more thorough introduction to the textual practices required in college (such as evidence, critical analysis, considering rival points of view, or synthesizing a new position). This course will focus on how to read, annotate, and respond to academic texts, and will also introduce students to writing strategies designed to make them successful academic writers.
Prerequisite: ENG.104 with a minimum grade of C, or placement into ENG.110.

ENG 111 Freshman English Composition 3(3-0)
This course prepares a student for academic writing in the college setting, and concentrates on analyzing and discussing written sources. Emphasis is on writing that shows insight into published discussions of an issue and understanding of the contexts of academic debate (rather than on informational reports or personal expression essays). In addition, research and revision are treated as integral parts of the process of writing an academically acceptable essay. By the end of the course, a student must show ‘competency’ in an academic portfolio of selected essays.
Prerequisite: ENG.110 with a minimum grade of C; or placement into ENG.111.

ENG 112 Introduction to Literature 3(3-0)
This course introduces students to a variety of literature and enhances students’ competency in critical reading and writing. The course will include introductions to genres of literature and critical theories of reading and responding to literature. Students should have completed ENG 111 and have basic writing skills.
Prerequisite: ENG 111 with a minimum grade of C.

ENG 201 English Literature I 3(3-0)
A survey of works of major authors of English literature from Beowulf through the 18th century.
Prerequisite: ENG 111.

ENG 202 English Literature II 3(3-0)
A continuation of ENG 201 from the late 18th century poets through the writers of the present.
Prerequisite: ENG 111.

ENG 205 American Literature to 1870 3(3-0)
A study of our nation’s authors and literature from colonial times through the Civil War period.
Prerequisite: ENG 111.

ENG 206 American Literature From 1870 3(3-0)
A continuation of ENG 205 from the Reconstruction through mid-20th century works.
Prerequisite: ENG 111
ENG 211 Masterpieces of Western Literature I 3(3-0)
An in-depth study of selected major classical literary works of Western civilization.

ENG 212 Masterpieces of Western Literature II 3(3-0)
A comprehensive study of leading authors from the time of the Renaissance through the 19th century.

ENG 213 Contemporary Literature 3(3-0)
Readings in the novel, short story, essay, autobiography, biography, poetry, and drama of the 20th and 21st centuries. From semester to semester, this course will focus on one of the following genres: Science Fiction, Postcolonial, Postmodern, Queer, African American, Women’s, Native American, or Graphic Fiction Literature.
Prerequisite: ENG 111 and either SPE 101 or 257

ENG 222 Expository Writing & Research 3(3-0)
This course is designed to further develop skills in all phases of the nonfiction writing process with special emphasis on academic writing situations, argumentation, and library research. Writing is approached both as a way of learning and as a form of social behavior that varies according to conventions of aim, audience, and form. Instruction and assignments are partially individualized according to students’ educational goals.
Prerequisite: ENG 111 with a minimum grade of C

ENG 225 Creative Writing 3(3-0)
Introduction to the essentials of narration, characterization, and other components of creative writing. Students are required to submit original poetry and/or one-act plays or short stories.

ENG 281 Children’s Literature 3(3-0)
A review of the rich and diverse field of literature for children from preschool to adolescence. Recommended for students in the elementary teacher education curriculum.
Prerequisite: ENG 111

ENG 289 Film, Filmmaking, and Culture 3(3-0)
In this course, film will be approached as an important sociological and cultural artifact and as both primary and secondary sources of historical information and insight. This course will also introduce the student to the techniques of this unique art form. The goal is to learn how to watch film from an analytical perspective. Students will need to pay additional fees for Netflix and iTunes rentals/subscriptions, at an approximate cost of $75.
Prerequisite: ENG.111

ENG 290-299 Selected Topics 3(3-0)
These courses are designed to investigate various topics in English that are not included in current courses. Topics will be announced.

(ENT) ENTREPRENEURSHIP

ENT 221 Marketing Strategies for Entrepreneurs 3(3-0)
This course provides methods of identification of a product and/or service potential, advertising plans, marketing strategies, store location, purchasing procedures and inventory control.

(ENV) ENVIRONMENTAL SCIENCE

ENV 210 Environmental Science 4(3-2)
A survey of the broad field of environmental science. Major topics included are: the scientific method, an introduction to chemistry, ecological principles, types of pollutants, energy principles, population issues, the environmental impact of human choices, and the role of economics, risk perception, and political choices in environmental decision making. Laboratory activities will expose students to a variety of field, survey and laboratory techniques useful in assessing environmental quality.
Prerequisite: Recommend BIO 101, GEL 101 or other science courses.

ENV 220 Environmental Regulations 3(3-0)
A comprehensive course in environmental law and regulations, agencies such as OSHA, DOT and EPA, and how they affect environmental usage and the individual. The course includes an overview of the history, philosophy and processes germane to environmental regulations and how to work effectively as a team member to address environmental issues and regulatory compliance concerns.

ENV 230 Environmental Training 5(7-0)
Basic measurement techniques used by environmental scientists and technologists to evaluate air and water quality, field methods, continuous monitoring techniques, and in-laboratory analysis techniques. Course includes how to properly collect and prepare samples for analysis, use a variety of instruments effectively, and how to appreciate the importance of proper sample custody and record keeping. Course also includes 40 hour personal protection and safety training.
Prerequisites: ENV 220, CHM 112

ENV 290 Environmental Internship 1(1-0)
This course is the capstone field experience for students in the environmental science or environmental technology curricula. This required course provides each student with opportunities to synthesize and integrate knowledge gained from their academic program through a process of real world experience, problem solving and on-the-job training. This course will allow for a broad range of learning/working experiences for students and relationships with many organizations, including other college and university units, governmental agencies, profit and nonprofit enterprises and professional organizations.
Prerequisite: ENV 230
ENV 291-299 Selected Topics 3(3-0)
These courses are designed to investigate various topics in Environmental Science that are not included in current courses. Topics will be announced.

(ESL) ENGLISH AS A SECOND LANGUAGE

ESL 102 English as a Second Language 4(4-0)
This is a four-credit course that will prepare international students for English 110 with support for students of all proficiency levels. In this course students will learn how to meet the reading, writing, and cultural expectations of the American college classroom.

Prerequisite: This course is designed for non-native speakers of English who score below 50 on the ACCUPLACER or have taken but not passed other English courses. The course instructor may deny any student enrollment on this basis.

ESL 290 Special Topics 3(3-0)
These courses are designed to investigate various topics in English as a Second Language that are not included in current courses. Topics will be announced.

(FRN) FRENCH

FRN 101 Elementary French I 4(4-0)
This is an elementary course designed for students who have had little or no previous experience in French. It is designed to help students acquire foundational language skills necessary for basic communication in French. The majority of class time will focus on verbal communication, however, reading and writing will be frequently integrated, and selected cultural information will be studied.

FRN 102 Elementary French II 4(4-0)
French 102 is a continuation of French 101 and will begin with a brief review of the material covered in FRN 101. Students in French 102 will continue the study of grammar and vocabulary and will use these to communicate utilizing speaking, writing, listening, and reading skills. This course is designed to provide the basis for further study of French at the intermediate level.

Prerequisite: FRN 101 or equivalent.

(GEL) GEOLOGY

GEL 101 Physical Geology 4(3-2)
An introductory study of the processes that shape our world. Topics include minerals, rocks, volcanism, earthquakes, continental drift, erosion and deposition, the ice age, and economic significance of geology to humankind.

GEL 112 Historical Geology 3(2-2)
A chronological study of the origin and development of the earth's features, along with development and succession of plant and animal groups as revealed in rock formations and mineral deposits.

(GER) GERMAN

GER 101 Elementary German I 4(4-0)
This is an elementary course designed for students who have had little or no previous experience in German. It is designed to help students acquire foundational language skills necessary for basic communication in German. The majority of class time will focus on verbal communication, however, reading and writing will be frequently integrated, and selected cultural information will be studied.

GER 102 Elementary German II 4(4-0)
GER 102 is a continuation of GER 101 and will begin with a brief review of the material covered in GER 101. Students in GER 102 will continue the study of grammar and vocabulary and will use these to communicate utilizing speaking, writing, listening, and reading skills. This course is designed to provide the basis for further study of German at the intermediate level.

Prerequisite: GER 101 or equivalent.

(HED) HEALTH EDUCATION

HED 101 Introduction to the Health Professions 3(3-0)
This course provides students an opportunity to understand and navigate the college/university environment, value of learning, and student responsibilities within the healthcare professions. A survey of health professions, healthcare culture, interprofessional education, ethical and legal issues, employment opportunities, and market demands.

HED 106 Healthy Lifestyles 3(2-2)
This course focuses on individual health and wellness concepts using quantitative reasoning and is designed to assist the individual in striving for lifelong learning about healthier lifestyles.

HED 115 Stress Management 2(2-0)
This course is designed to give the student an overall knowledge and understanding of the mechanisms of stress as a concept, to provide stress management tools to increase coping, and to provide health/wellness promotion.

HED 130 Introduction to Aromatherapy 1(1-0)
This course is designed to be an introduction to the field of Aromatherapy. Students will learn to understand the proper usage of essential oils. Upon completion of this course, students will be qualified to apply and diffuse the top twenty oils used in aromatherapy.
HED 132 Introduction to Reflexology 1(1-0)
This course is designed to be an introduction to the field of Reflexology. Students will learn the proper techniques for performing reflexology as a stress-reducing therapy. Students will be qualified to teach an introductory 1 hour class on the therapy of reflexology, and be able to perform a half-hour therapy for the purposes of improving circulation, enhancing immunity, and reducing stress.

HED 134 Introduction to Herbology 1(1-0)
This course is designed to be an introduction to the field of Herbology. Students will learn to understand the proper usage of herbal remedies. Upon completion of this course, students will be able to recognize the most commonly used herbs, as well as how and when they should be taken. Additionally, they will be able to educate others about the proper use of herbs.

HED 136 Introduction to Massage 1(1-0)
This course is designed to be an introduction to the field of Massage Therapy. Students will learn how to perform basic massage techniques as well as learn about the professionalism of massage as a therapy. Students will be qualified to perform a one-hour relaxation massage for family and friends.

HED 151 Personal Health and Hygiene 3(3-0)
Intended to develop habits, skills, and attitudes favorable to healthful living and to understand better the normal functioning of the human body. This course encourages understanding of mental, physical, and social well-being of the individual and the community.

HED 285 Community Health 3(3-0)
This course has been designed to offer the student a comprehensive introduction to community health. Through awareness of the many health issues associated with any given community, the student will be able to critically assess the extent of and examine possible solutions.

HED 290 Special Topics 1(1-0)
These courses are designed to investigate various topics in Health Education that are not included in current courses. Topics will be announced.

(HIS) HISTORY

HIS 101 Issues in Western Civilization I 3(3-0)
A survey of the development of Western peoples from ancient times through 1650 A.D. Emphasis is placed upon topics relating to the intellectual, social, religious, political, and economic development of Western peoples.

HIS 102 Issues in Western Civilization II 3(3-0)
This is the second semester continuation of HIS 101. The course emphasizes the development of Western peoples from 1650 to the present. Principle topics examined are the political, intellectual, social, religious, and economic developments, and their impact upon world civilizations.

HIS 211 History of the United States I 3(3-0)
This course examines the developments from exploration of the Americas through Reconstruction. Primary topics of study are exploration of colonization and its characteristics, the American Revolution, the Constitution, democratic developments, rise of States Rights, the Civil War, and Reconstruction.

HIS 212 History of the United States II 3(3-0)
Continuation of HIS 211. This course covers events from the post-reconstruction period to the present. Principle areas of study are economic growth, political activities, diplomacy, and social and intellectual developments.

HIS 223 History of Michigan 3(3-0)
This course examines developments in Michigan from the time of earliest human habitation to the present. Major areas examined are French and British rule and rivalry, Michigan's move to statehood, exploitation of natural resources, and political and social development of the 19th and 20th centuries.

HIS 251 American Studies I: Foundations of 20th Century America 3(3-0)
Along with HIS 252, this two-semester sequence centers on American cultural myths and values, examining their origins, development, and current manifestations (e.g., ideas of equality, the frontier, competition, pursuit of happiness, liberty, destiny, etc.). The approach is historical, using materials from literature, popular culture, and historical studies. This course centers on discussion stemming from assigned readings for which the instructor sets the cultural and historical context. Students desiring humanities credit should register for HUM 251.

HIS 252 American Studies I: Old Myths/New Realities in the 20th Century 3(3-0)
Continuation of HIS 251. Students desiring humanities credit should register for HUM 252.

HIS 290-299 Selected Topics 3(3-0)
Courses designed to investigate various topics in History not included in current courses. Topics will be announced.

(HRA) HEATING/REFRIGERATION/AIR CONDITIONING

HRA 102 Refrigeration Fundamentals 3(2-2)
As an introductory course to the field of refrigeration service, instruction is given in the handling of refrigerants, application, identification, reclaiming and refrigerant alternatives. Particular attention is paid to the principles, construction, and operation of refrigerating systems. Theory underlying refrigeration principles is covered. Laboratory experience includes cutting, soldering, swaging, and flaring of copper tubing, the
evacuation and recharge of refrigeration systems, electrical troubleshooting for basic systems, the diagnosis and repair of the refrigeration system, and testing equipment typically used in the field of refrigeration service.

**HRA 104 Residential Refrigeration 3(2-2)**
This course studies residential refrigeration systems, to include domestic refrigeration and air conditioning. Included in the instruction are ice makers, defrost controls, diagnostic display panels and typical appliance system problems. Particular attention is paid to the principles, construction, and operation of these systems. Laboratory experience includes residential system electrical troubleshooting and repair, and the diagnosis and repair of the refrigeration system.
Prerequisite: HRA 102

**HRA 105 Hydronics 3(2-2)**
An introduction of the concepts involving fluid system heating devices. Topics will cover: hot water and steam heating units, terminal units, control devices, piping, and diagnosis of hydronic systems.
Prerequisite: HRA 106

**HRA 106 Heating Fundamentals 3(2-2)**
An introductory course into the fundamentals of heating systems and installation practices. Laboratory experience includes furnace installation, steel and copper piping, furnace and control wiring, and flue gas venting.

**HRA 108 Heating Systems 3(2-2)**
Residential and commercial forced air and hydronic heating systems are covered in this course. The instruction includes the fundamental operation of gas and oil burners, for both standard and high efficiency systems. In addition, system configuration and operation principles are studied for fossil fuel systems and solid fuel burners. Laboratory experiences include the trouble shooting and repair of spark ignition control systems, relay control safeties, hot surface ignition, flue dampers, and efficiency testing of heating systems.
Prerequisites: HRA 106, HRA 116

**HRA 115 Plumbing 4(2-2)**
This course covers the design, use, and application of potable and non-potable water systems as they apply to both water supply and waste problems. Students are involved with the practical applications of plumbing systems in a simulated environment like that found in the field.

**HRA 116 Fundamentals of Electricity 3(2-2)**
This course covers the principles of electrical wiring for heating, refrigeration, air conditioning and manufacturing automation. Studies of frequency, phase, resonance and reactance, along with basic resistance, capacitance, inductance, voltage, and power which govern the fundamentals of all circuits will be explored. Laboratory work will be used to develop skill in analysis, troubleshooting of basic electronic circuitry, and use of test instruments.

**HRA 175 Solar Heating Systems 3(2-2)**
This course involves the study of various systems utilized to convert solar energy to domestic and commercial heating applications. Design characteristics, efficiency, and cost of various systems are reviewed. Students engage in the design and construction of an operational solar heating system as a part of the course requirements.

**HRA 198 EPA Refrigerant Handler Certification 1(1-0)**
This is a 4 day course specifically designed to teach students the required knowledge necessary to pass the Environmental Protection Agency’s Refrigeration Handler Certification Exam. The specific content areas are; Core - the basic law regarding CFC, HCFC, HFC and other chlorinated refrigerants, containment, disposal, and other certification requirements. Type 1: This level of certification deals with factory charged refrigeration systems containing less than 5 pounds of refrigerant. Type 2: This level of certification deals with all other high pressure refrigerant systems with 5 pounds of refrigerant of more or are custom manufactured. Type 3: This level of certification deals with low pressure chiller applications. Universal Certification is granted to those who pass all certification levels; the student must pass the Core section to be awarded any certification. The Refrigerant Handler Certification textbook and exam are included. The instructor for this course is an EPA Certified Refrigerant Handler Certification Exam instructor.

**HRA 199 Special Topics 1(1-0)**
A two day intensive course specifically designed to teach students the required knowledge necessary to pass the Environmental Protection Agency’s Refrigeration Handler Certification Exam. The specific content areas are; Core - the basic law regarding CFC and other chlorinated refrigerants, refrigerant containment, disposal and other certification requirements.

**HRA 204 Light Commercial Refrigeration 3(2-2)**
This course deals with more complex refrigeration systems associated with supermarkets and restaurants. Instruction and laboratory work are geared toward the installation and service of all types of light commercial refrigeration equipment such as walk-ins, reach-ins, water chillers, air cooled condensers, and water cooled condensers with cooling towers. Some of the other topics covered include heat controls for both single and three-phase systems.
Prerequisite: HRA 102

**HRA 205 Motors and Controls 2(1-2)**
This course in electricity concerns itself with the operation of electric motor-driven systems and devices. Classroom and laboratory experiences will include testing, troubleshooting, and repair of electric motor control systems. Electric motor-driven devices applicable to many different fields are covered, such as heating and air conditioning, machine tool and other electric-driven mechanical devices.
Prerequisite: HRA 116
HRA 215 HRA Controls 3(2-2)
A course designed to provide theory of operation, installation, and design of programmable, electric, and pneumatic controls for heating, refrigeration, and air conditioning systems. Laboratory work includes the installation, wiring, and troubleshooting of these control systems.
Prerequisite: HRA 116

HRA 220 Commercial Refrigeration Design 2(2-0)
Calculations in the sizing and design of refrigeration systems are covered in this course, as well as equipment layout and bid preparation. Topics include: U values, R values, insulation types and their installation, vapor barriers, construction details, and numerous charts, graphs, formulas, and other design material.
Corequisite: HRA 204

HRA 223 Residential HVAC Load Determination 3(3-0)
A course designed to calculate the winter heat loss; summer heat gain, and the cost of operation for a residential heating and/or air conditioning system. Manual J methods and computer software programs are used.
Prerequisites: HRA 108.

HRA 225 Residential HVAC Distribution 3(3-0)
Calculations in the sizing, location, and design of forced air ducts and hydronic residential heating and air conditioning systems. Manual D methods and computer software programs are used.
Corequisite: HRA 223

HRA 240 Advanced Commercial Refrigeration 3(2-2)
This course deals with complex exotic refrigeration systems such as: environmental test chambers, supermarket refrigeration equipment, commercial ice-making equipment and ground source heat pump systems. Also included are various applied control systems and components.
Prerequisites: HRA 104, HRA 116, HRA 204

HRA 251 Geothermal Basics 3(3-0)
This is the first course in the Geothermal Program. It covers an in-depth look at the Basics of geothermal technologies including: system components, controls, troubleshooting, control schematics, system application and domestic hot water production.
Prerequisite: HRA 240 or MMCC Heating and Refrigeration Training Credentials or an Associate’s Degree in Heating/Refrigeration from an accredited college/university, or lead faculty approval.

HRA 254 Air Source Heat Pumps 3(2-2)
This course concerns itself with the basic understanding of original air source heat pump technology in compliance with Air Conditioning Contractors of America (ACCA). Students will be introduced to system location requirements, components, flow requirements, and the installation and troubleshooting of air source heat pump systems using both theory and hands-on practical instruction.
Prerequisite: HRA 251

HRA 261 Geothermal System Design 3(3-0)
This course deals with structure BTU calculation, equipment capacity and air flow requirements to maintain the comfort conditions of the home. Methods used will follow the ACCA J and D Manuals and the Right Suite computer load calculation software. At the completion of this course the student will take the Air Distribution exam of the Industry Competency Exam (ICE).
Prerequisite: HRA 251

HRA 262 Geothermal Loop Systems 3(3-0)
This course is preparatory for HRA 263 International Ground Source Heat Pump Association (IGSHPA) Installer Certification workshop. This course will take a detailed look into the various types of underground loops used in geothermal heat transfer specifically; open loop, horizontal loops, slinky loops, pond loops, vertical well loops, and direct exchange loops. As well, the various types of fluids such as water, glycol, brine solutions, refrigerants and emerging technologies used for the exchange of heat in an underground loop will be examined. Application methods used in this course will follow existing data from American Society of Heating Refrigeration Air Conditioning Engineers (ASHRAE).
Prerequisite: HRA 251

HRA 263 Closed Loop Ground Source Pump Install 3(3-0)
This course deals with all pertinent topics related to International Ground Source Heat Pump Association (IGSHPA) Closed-Loop Geothermal Installation Certification and IGSHPAs High Density Poly-Ethylene (HDPE) Fusion Welding Exam administered by North American Technician Excellence (NATE) Students who successfully pass the examinations will be certified by those accrediting agencies (IGSHPA, NATE).
Prerequisite: HRA 251, or Associate Degree in Applied Science Heating Refrigeration Air Conditioning, or lead faculty approved significant, verifiable field experience in Heating Refrigeration Air Conditioning, or current recent field involvement in geothermal field processes including well drilling, architectural design or HVACR design for geothermal systems.
HRA 265 Geothermal Research and Development 4(2-4)
This course will put geothermal students on the cutting edge of HVAC technology as it relates to geothermal heating and cooling. Students will investigate areas of the complete geothermal system and evaluate possible system changes or potential areas of development. Using experimentation, prospective changes will be designed, constructed, installed and the system will be operated, monitored and evaluated. Potential system design changes will be enhanced and tested in actual field conditions in order to make industry-wide technical improvements.
Prerequisite: HRA 251, minimum grade of C

HRA 282 Insulating Systems 2(2-0)
A study of the various types of insulations currently being used in residential and commercial buildings. Also studied are the methods of installation of the various insulations as well as a comparative study of the costs of insulation, advantages and disadvantages of various insulations, and financing plans available for home and business. A course for anyone interested in energy conservation. This course cannot be used as a substitute for any course on the Heating, Refrigeration & Air Conditioning program.

HRA 283 Independent Study in Heat, Refrigeration & Air Conditioning 3(3-0)
This course is for those students who desire to gain supervised experience in actual on-site situations to enhance their knowledge and experience in the heating, refrigeration, and air conditioning industry.

HRA 285 Co-Op 3(1-0)
HRA Co-op is a course intended to be completed after the student has attained at least 30 credit hours of instruction including prerequisites. The students will be employed in an approved co-op position selected by the college coordinator and will also attend a weekly one hour classroom lecture/discussion. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the co-op coordinator. An individual evaluation is made by the coordinator only upon student request. Documentation of the experience will be required.
Prerequisites: Minimum of 12 credits in HRA

HRA 295-299 Special Topics 3(3-0)
These courses are designed to investigate various topics in Heating, Refrigeration & Air Conditioning that are not included in current courses. Topics will be announced. These courses are offered based on demand.

HUM 101 World of Creativity I 3(3-0)
An introduction and exposure to the creative arts. Together, HUM 101 and HUM 102 are designed to give the student a basic understanding of the terminology and concepts of the visual arts, theatre, dance and music. Ideas and philosophies of specific periods are presented as a frame of reference for discussion. Speakers, films, and field trips are arranged to give the student a more distinct involvement with the arts. HUM 101 is taught chronologically and focuses on the Greek and Roman period through the Renaissance.

HUM 102 World of Creativity II 3(3-0)
Continuation of HUM 101, HUM 102 begins with the baroque period and ends with the current time.

HUM 183 Asian and African Cultures 3(3-0)
An exploration of specific non-Western cultures, past and present. Cultural focus may vary from term to term. The course is an investigation of their religions and artistic traditions, their ideas, their cultural achievements, and their associations with other cultures.

HUM 200 Modernity and Culture 3(3-0)
This course is designed to introduce students from a variety of programs to the humanities. This introduction will focus on the way the humanities and their concern with art, ethics, history and culture, impact on the way we construct ourselves and our sense of meaning. This course will stress interaction through writing, collaborative assignments, presentations, and discussions to emphasize the humanities commitment to self-discovery and expression.
Prerequisites: Level I General Education courses (ENG 111 and either SPE 101 or SPE 257)

HUM 205 The History of Rock and Roll: From Its Origins to 1980 3(3-0)
Develops an interest and respect for the origins and growth of Rock and Roll music in the United States and Europe through the focus on recordings and videos that documented its progress.

HUM 210 The History of Jazz 3(3-0)
Course is designed to assist students in developing an interest in and respect for Jazz as an original American art form. Students will trace Jazz history from its theoretical origins to the present time. The focus on the class is on the evolution of the music and the artists who brought about Jazz.

HUM 213 Contemporary Literature 3(3-0)
Readings in the novel, short story, essay, autobiography, biography, poetry and drama of the late-20th Century.
Prerequisites: ENG 111, ENG 112 or equivalent
HUM 225 Study Abroad 2(2-0)
An interdisciplinary study abroad course, offering students a unique insight into what is offered via traditional classroom experience. This class will study different aspects of a specific society. Students will interact directly with the idiosyncrasies of a specific culture and understand aspects such as: language, history, food, currency, religion, architecture, and ideas. The course will consist of combinations of lectures, tours, field research, cultural events, interviews, meetings with local experts, and a journal.
Prerequisites: Instructors Approval Needed

HUM 251 American Studies I: The Cultural Foundations of the 20th Century 3(3-0)
Along with HUM 252, this two-semester sequence centers on American cultural myths and values, examining their origins, development, and current manifestations (e.g. ideas of equality, the frontier, competition, pursuit of happiness, liberty, destiny, etc.) The approach is historical, using materials from literature, popular culture, and historical studies. The course centers on discussion stemming from assigned readings for which the instructor sets the cultural and historical context. Students desiring social science credit should register for HIS 251.

HUM 252 American Studies II: Old Myths/New Realities in the 20th Century 3(3-0)
Continuation of HUM 251. Students desiring social science credit should register for HIS 252.

HUM 253 American Culture 3(3-0)
This course is designed to introduce from a variety of programs to a humanities approach into American Culture. This exploration will focus on the way the humanities and their concern with art, ethics, history, philosophy, and culture analyze the cultural production and reproduction of values in the United States. This course will stress interaction through writing, collaborative assignments, presentations, and discussions to emphasize the humanities’ commitment to self-discovery, expression, and reflection.
Prerequisites: ENG 111 and either SPE 101 or SPE 257

HUM 294 Field Experience in Fine Arts 3(3-0)
A travel course of an interdisciplinary nature where the world of theatre, music, dance and the visual arts are explored in a metropolitan area.
Prerequisites: HUM 102 and/or any other TAI course recommended

HUM 295-299 Current Topics 3(3-0)
Courses designed to investigate various topics in Humanities not included in current courses. Topics will be announced.

(IND) INDUSTRIAL TECHNOLOGY

IND 101 Basic Machine Shop Practices 4(4-0)
This is a one semester program designed to prepare students for a variety of jobs in the Machine tool industry. The students will be trained in processes including sawing, mill operations, and lathe operations. Extensive safety training in each of these processes will be covered as well. Students will also learn a wide variety of measuring techniques most often found in the Machine Tool Industry.
Prerequisites: IND 101, grade of C or better in MAT 104 or equivalent

IND 102 Machine Tool Practices II 4(4-0)
This is a one semester program designed to prepare students for a variety of jobs in the Machine tool industry. The students will be trained in processes including sawing, mill operations, and lathe operations. Extensive safety training in each of these processes will be covered as well. Students will also learn a wide variety of measuring techniques most often found in the Machine Tool Industry. This program is an extension of IND 101. This program takes basic machining and measuring techniques and takes them to another level. The expectations along with the project work will greatly increase in this course.
Prerequisites: IND 101, grade of C or better in MAT 104 or equivalent

IND 113 CNC Machining 4(4-0)
The student will be introduced to CNC programming codes developed from using basic blueprint reading skills to convert basic blueprint measurements into basic CNC programming language. This course will familiarize the student in learning G and M codes, translating basic print drawings into CNC programming codes, become familiar with general CNC principles and its functions and introducing them to CNC machines and basic CNC programming skills. Student will also be introduced to MasterCam CNC graphic software. This course is a pre-requisite to IND 116 Intermediate CNC Programming.

IND 116 CNC Programming 4(4-0)
This is a one semester program that is focused on the operations of CNC equipment along with the integration of Mastercam technology. Students will be working with a HAAS Machining Center along with a Hurco knee mill.
Prerequisites: IND 101, IND 113, grade of C or better in MAT 105 or MAT 170 or equivalent

IND 121 Manufacturing Processes 2(2-0)
A survey of the processes used to manufacture parts in quantity, this course is focused upon foundry, forming, stamping, metal finishing and joining technologies. Tours of manufacturing facilities augment classroom instruction and develop understanding of the scope of manufacturing enterprise in the local economy.
IND 140 Metallurgy and Industrial Materials 3(3-0)
An applied course covering the physical and mechanical properties, classification systems and heat treatment procedures for common ferrous and non-ferrous metals. Lab experiences include quench and temper, carburizing, tensile and hardness testing.

(JOR) JOURNALISM

JOR 100 Print Media Practicum 1(1-0)
This course is designed to give the student practical experience with the print media through contributions to various publications of the College. Topics include writing style, layout, editing, photography, graphics, and ethics.

JOR 120 School Newspaper Publications 3(3-0)
A basic study of journalism as it relates to the publication of a school newspaper.

(JPN) JAPANESE

JPN 101 Elementary Japanese I 3(3-0)
This is an introductory course in Japanese language, designed for students with little or no previous knowledge of Japanese. This course introduces the basic structure and vocabulary of modern Japanese, stressing the use of Japanese orthography (the writing system) from the very outset, so the subsequent adjustment to reading ordinary Japanese literature is minimal. Emphasis will be on vocabulary and oral training for conversation with reasonable ease, with an introduction to readings and writing. Familiarity with the sociocultural context in which the modern Japanese language is used will also be stressed.

JPN 102 Elementary Japanese II 4(4-0)
Students in Japanese 102 will continue to learn the basic language skills covered in 101 with increased emphasis on vocabulary, informal language and quick, natural-sounding speech.
Prerequisites: JPN 101 or previous study of Japanese with instructor approval

(MAT) MATHEMATICS

MAT 060 Math Study Skills 1.5(1.5-0)
This course will emphasize study skills important for success in mathematics courses. Topics to be covered include note taking, homework issues, how to study math, test taking, how to use the textbook, and anxiety. It is strongly recommended that students take another MAT course concurrently with MAT 060. Credit/no credit only.
Prerequisites: None

MAT 101 Basic Mathematics 3(3-0)
An introductory mathematics course with a focus on applications of arithmetic, including percents (increase/decrease, compound interest, investments, inflation/deflation), proportions (unit prices, revenue/cost/profit, medicine doses, comparisons, unit conversions), and geometry (perimeter/circumference, area, surface area, volume).
Prerequisite: None

MAT 102 Algebraic Concepts 3(3-0)
Algebraic Concepts is a three credit class designed for the student with little or no previous algebraic background. It will acquaint the student with basic algebraic concepts as well as prepare them to take MAT 104. Also it gives the student the foundation to be successful in the mathematics required in other Mid Michigan Community College programs.
Prerequisites: None

MAT 104 Basic Algebra 3(3-0)
Topics include real numbers, first degree equations and inequalities, special products and factoring, rational expressions, graphs, and linear systems.
Prerequisite: A minimum grade of C in MAT 101 OR MAT 102 OR equivalent. Please Note: MAT 104 is also offered as a two-semester sequence and a three-semester sequence, see next.

MAT 104A, MAT 104B, and MAT 104C Basic Algebra (3 semester sequence) Each course 1.5(3-0)
These Math Lab courses consist of one credit modules designed to allow the student to learn at a pace that will help them be successful in Basic Algebra. MAT 104A includes basic rules, signed numbers, basic equations, and inequalities and applications; MAT 104B includes constructing and interpreting graphs, and working with exponents and polynomials; MAT 104C includes factoring, solving equations, and working with rational expressions. Completions of all three modules are equivalent to MAT 104.
Prerequisite: Minimum grade of C in MAT 101 OR MAT 102 OR equivalent to take MAT 104A. Minimum grade of C in MAT 104A to take MAT 104B. Minimum grade of C in MAT 104B to take MAT 104C.

MAT 104X, MAT 104Y Basic Algebra (2 semester sequence) Each course 1.5(3-0)
MAT 104X and MAT 104Y are a two semester sequence covering the same material as the traditional classroom version of MAT 104. MAT 104X includes algebraic expressions, signed numbers, linear equations, linear inequalities, applications, and linear graphing. MAT 104Y includes integer exponents, polynomials, factoring, solving polynomial equations, rational expressions, and solving rational equations. Note: Students choosing to take MAT 104 as a sequence must complete either the ABC sequence or the XY sequence to complete MAT 104. Courses from the two sequences cannot be mixed.
Prerequisites: Minimum grade of C in MAT 101 OR MAT 102 OR equivalent to take MAT 104X. Minimum grade of C in MAT 104X to take MAT 104Y.
MAT 105 Intermediate Algebra 3(3-0)
A continuation of Basic Algebra including an in-depth study of some of the topics covered in MAT 104. Topics include polynomials, rational expressions and equations, radicals, integer and rational exponents, equations of the line, quadratic equations, functions, linear systems, and Cramer’s Rule.
Prerequisite: Grade of C or better in MAT 104 or equivalent. 
Please Note: MAT 105 is also offered as a two-semester sequence, see next.

MAT 105X, MAT 105Y Intermediate Algebra
(2 semester sequence) Each course 1.5(3-0)
MAT 105X and MAT 105Y are a two semester sequence covering the same material as the traditional classroom version of MAT 105. MAT 105X includes a brief review of basic algebra before covering functions, function operations, functions of variation, and systems of linear equations in two and three variables. MAT 105Y includes inequalities, absolute value equations and inequalities, radicals and rational exponents, rational equations, and quadratic equations, functions, and graphs. Note: Students choosing to take MAT 105 as a sequence must complete either the ABC sequence or the XY sequence to complete MAT 105. Courses from the two sequences cannot be mixed. 
Prerequisite: Minimum grade of C in MAT 104 or equivalent to take MAT 105X. Minimum grade of C in MAT 105X to take MAT 105Y.

MAT 107 College Algebra 3(3-0)
Students in College Algebra will study real and complex numbers, linear functions, quadratic functions, zeros of functions, interpreting graphs, linear and quadratic inequalities, polynomial and rational functions, exponential and logarithmic functions, the algebra of functions, and conic sections.
Prerequisite: Successful completion of MAT 105 or equivalent.

MAT 114 Mathematical Reasoning 3 (3-0)
Provides a course for students majoring in fields that do not have a specific mathematics requirement. Emphasizes practical applications of mathematics, problem solving, and the communication of mathematics. Topics include Financial Mathematics, Growth Models, Probability and Statistics, and Voting and Apportionment. Topics determined by the instructor will also be in the course. These topics may include graph theory, game theory, set theory, logic, linear algebra, economics, or other approved topics.
Prerequisite: MAT 104 with a minimum grade of C or placement into MAT 105.

MAT 116 Business Mathematics I 3(3-0)
A course designed to show students how algebra can be applied to solve a variety of problems encountered in business management. Topics covered include: mathematical models, mathematics of finance; functions; linear functions; systems of linear equations and inequalities; linear programming; simplex logarithms; quadratic functions; and exponential functions.
Prerequisite: Minimum grade of C in MAT 105 or equivalent.

MAT 118 Mathematics for Elementary Teachers I 3(3-0)
This course provides part of the mathematical background necessary for elementary teachers. Topics include sets, numerations systems, elementary number theory, natural numbers, integers, and rational numbers.
Prerequisite: Minimum grade of C in MAT 105 or equivalent.

MAT 124 Precalculus 5(5-0)
The first of a series of four courses for mathematics, engineering, and science students. Topics include limits, continuity, differentiation of algebraic and trigonometric functions, applications of derivatives, fundamental integration, exponential and logarithmic functions.
Prerequisite: Minimum grade of C in MAT 105 or MAT 107 or equivalent.

MAT 126 Calculus I 5(5-0)
The first of a series of four courses for mathematics, engineering, and science students. Topics include limits, continuity, differentiation of algebraic and trigonometric functions, applications of derivatives, fundamental integration, exponential and logarithmic functions.
Prerequisite: Minimum grade of C in MAT 124 or equivalent.

MAT 170 Technical Mathematics II 3(3-0)
This applied mathematics course is for students who already have satisfactory arithmetic skills, or who have completed an introductory course, such as MAT 101. The object of the course is to apply geometry and trigonometry to realistic machine tool problems. Many problems will require the student to work with engineering drawings or blueprints. Topics covered will include signed numbers, the Cartesian coordinate system, solving equations, circles and arcs, geometric constructions, and trigonometry. Students are expected to have a scientific calculator. Calculator operations will be covered in class.
Prerequisite: MAT 101 or equivalent.

MAT 212 Introduction to Probability and Statistics 3(3-0)
Selected topics from probability, variable, data collection and summarization, distribution, hypothesis testing, regression, and correlation. An interest course for use in teaching, science, business, biology, sociology, psychology, economics and more.
Prerequisite: Minimum grade of C in MAT 104 or equivalent.
MAT 216 Business Mathematics II 3(3-0)
This course is a sequence to MAT 116 and covers topics such as exponential and logarithmic functions, derivatives, integration, and applications to business situations. Prerequisites: Minimum grade of C in MAT 116.

MAT 217 Business Calculus 4(4-0)
A continuation of MAT 116. This course is now four credits, an expansion of the previous three-credit MAT 216 course. Fundamental calculus operations applied to business and financial situations. Topics will include limits, derivatives and their applications, curve sketching and optimization, exponential and logarithmic functions, integration and applications, an introduction to functions of several variables, and the mathematics of finance. Students are required to have a graphing calculator. The Texas Instruments TI-83+ calculator is strongly recommended. Prerequisites: Minimum grade of C in MAT 116 or MAT 107.

MAT 218 Mathematics for Elementary Teachers II 3(3-0)
Continuation of MAT 118 to include decimals, percent, ratio-proportion, geometry, probability, statistics, introduction to algebra and microcomputer use. Prerequisite: Minimum grade of C in MAT 118

MAT 225 Calculus II 4(4-0)
Topics include indeterminate forms, methods and applications of integration, improper integrals, parametric equations, polar coordinates, and infinite series. Prerequisite: Minimum grade of C in MAT 126 or equivalent

MAT 226 Calculus III 4(4-0)
Topics covered include: functions of n-variables, partial differentiation, multiple integration, solid analytic geometry, 3-space vectors, and Greens Theorem. Prerequisite: Minimum grade of C in MAT 225 or equivalent

MAT 230 Introduction to Linear Algebra 3(3-0)
This course acquaints students with the theory and elementary application of vectors and matrices. Topics include linear systems, matrices, vectors, vector spaces, and linear transformations. Prerequisite: Minimum grade of C in MAT 126 or equivalent

MAT 290-299 Selected Topics 3(3-0)
Courses designed to investigate various topics in Mathematics not included in current courses. Topics will be announced.

(MID) PERSONAL DEVELOPMENT

MID 101 Strategies for Success in College 2(2-0)
This course is designed for first time and returning college students. To develop the attitudes and behaviors of successful college students, the course covers topics such as learning styles, critical thinking, reading and comprehension strategies, as well as note-taking, test-taking, and time management strategies. Students will discuss and practice various techniques. By becoming familiar with the various styles of learning, studying, reading, and test-taking, students will identify the ways that work best for them. Prerequisites: None

MID 102 Career Exploration and Development 1(1-0)
Career Exploration and Development is an 8 week, one credit course for new and returning students. This course will focus on assisting students in identifying their career goals through self-assessment of interests, aptitudes, and world of work preferences. Students will also learn resume and cover letter development, interview techniques, and job search strategies. Prerequisites: None Corequisite: This course must be taken in conjunction with at least one other course, not PED.

MID 103 Human Relations 3(3-0)
This is an applied social science course. Focus will be on theory and research from the social sciences (primarily psychology) that apply to an individual's personal and professional development. This course is not intended solely for psychology or other social science majors, but for any student who is interested in improving psychological well-being.

MID 104 First Year Experience 2(2-0)
This course encourages academic and social interaction with peers, faculty and staff, and other members of the MMCC community. The students will learn to have an active role in their education. Participation in the course facilitates improvement of creative and critical reasoning, study habits and preparation skills, information literacy, and presentation skills. This course provides the groundwork for independent and self-motivated learning and introduces or reintroduces students to skills and abilities which will allow them to thrive in a changing college environment. Prerequisites: None

(MUS) MUSIC

MUS 131 Music for Elementary Teachers 3(3-0)
This course will prepare elementary teachers for uses and applications of music in the elementary classroom.

MUS 275 Music Appreciation 3(3-0)
This course will promote general musical understanding through active listening.
**NAL 101 Ojibwe Language I 3(3-0)**

The primary purpose is to introduce the student to the Ojibwe language and to begin to have an understanding of the beauty of the language. This course is designed to acquaint the student with basic words and phrases and stress oral learning. A system of writing will be introduced.

**NUR 121 Fundamentals of Nursing 5(5-0)**

This is the basic course in the nursing curriculum which provides the beginning nursing students with the foundation upon which other courses build and expand. The course expands on the role of the nurse in the exploration of concepts in communication techniques, nursing process, nutrition, wellness, adaptation, scientific principles and skills of basic nursing practice as applied to common physical and psychosocial manifestations of health and illness. In addition, the legal and ethical aspects of nursing are discussed.

Prerequisite: Admission to the NUR Program
Corequisites: NUR 124, NUR 150, NUR 151

**NUR 124 Nursing Clinical I 4(12-0)**

This is the basic clinical course in the nursing curriculum which provides the beginning nursing students with the foundation upon which other courses build and expand. This clinical course consists of a guided learning clinical experience in a selected long-term health care facility. Emphasis is placed on application of principles and techniques of basic nursing theory common to the institutionalized client. Also includes practice and demonstration of competency of basic nursing skills in the Clinical Simulation Center (CSC) at the college.

Prerequisite: Admission to Nursing Program
Corequisites: NUR 121, NUR 150, NUR 151

**NUR 125 Nursing Care of Adults I 4(4-0)**

This course focuses on care of the adult medical-surgical client with common, well-defined, non-complex stressors. The course uses selected adaptive problems of chronic disease, rehabilitation and aging. Includes use of the three nursing roles (Direct Care Giver, Communicator, and Manager) and nursing process in planning care for the client and support person(s).

Prerequisites: NUR 121, NUR 124, NUR 150, NUR 151
Corequisite: NUR 128, NUR 152

**NUR 128 Nursing Care of Adults Clinical II 4(0-12)**

A clinical course which consists of guided learning experiences in selected acute care health facilities. Emphasis is placed on use of nursing skills, client plan of care and communication techniques with medical surgical clients and support person(s) throughout the lifespan. Focus is on expansion of knowledge and skills acquired in NUR 124 to include growth and development, nutrition, drug therapy and variations from normal. Also includes practice and demonstration of competency of nursing skills in the Clinical Simulation Center (CSC) at the college.

Prerequisites: NUR 121, NUR 124, NUR 150, and NUR 151
Corequisites: NUR 125 and NUR 152

**NUR 132 Clinical Practicum VI 1(0-3)**

This clinical course focuses on the information and skills previously learned in NUR 121, 124 and NUR 150. It consists of a guided learning clinical experience in a selected long-term health care facility. Emphasis is placed on application of principles and techniques of basic nursing theory common to the institutionalized client. This clinical practicum is specifically targeted for the nursing student returning to the Nursing program. Students must successfully complete this clinical practicum to return to the Nursing program. This course also includes the practice and demonstration of competency of selected nursing skills in the Clinical Simulation Center (CSC) at the college.

Corequisite: NUR 150

**NUR 133 Transition for Advanced Standing Nurses 3(2.5-1)**

This course is designed to assist in the role transition from practicing LPN to ADN student. This course is specifically targeted for the non-MMCC LPN and MMCC LPN who graduated more than 2 years prior to readmission. It expands on the concepts of communication techniques, nursing process, assessment, nutrition, safety, evidence-based practice, and skills competency. Students must successfully complete this course to enter the Nursing program.

**NUR 150 Pharmacology in Nursing 2.5(2.5-0)**

This course consists of theory and techniques used for legal and safe administration of a variety of types of medication preparations. It includes dosage calculation, understanding of medical abbreviations and nursing interventions used in medication administration. This course identifies prototype medications in each of the major classifications. Emphasis is placed on drug reaction, common usage, major side effect, assessment, administrations, and responsibilities for the safe and accurate administration of medications.

Prerequisite: Admission to Nursing Program
Corequisites: NUR 121, NUR 124, NUR 151
NUR 151 Assessment in Nursing 0.5 (0-1)
This course is designed as a hands-on lab to introduce the nursing student to the knowledge and skills required to perform a systematic physical assessment of a healthy adult and to record the findings appropriately. The course emphasizes a holistic approach to assessment while encompassing the growth and development of neonates through geriatrics.
Prerequisite: Admission to the Nursing Program
Corequisites: NUR 121, NUR 124, NUR 150

NUR 152 Nutrition Across the Lifespan 1(1-0)
This course is designed to introduce the nursing student to the fundamentals of nutrition across the lifespan. This course will define the role of nutrients in the human body, as well as family nutrition. Emphasis will be placed on essential nutrients and their primary functions; the processes of digestion, absorption and metabolism; and disease conditions associated with imbalanced nutrition. The student will develop an understanding for therapeutic application of dietary principles and the nurse's role and responsibility in this facet of client care.
Prerequisite: NUR 121, NUR 124, NUR 150, NUR 151
Corequisites: NUR 125 and NUR 128

NUR 221 Family Centered Nursing 4(4-0)
This course is a continuation of maternal/child nursing in which planning care for patients in relation to concepts of family and child development from conception through adolescence in normal and common disease states is studied. Focuses on the use of principles of bio-psycho-social, spiritual, & developmental and needs theories in planning care for well & ill maternity & pediatric patients.
Prerequisite: Admission to Level II of the Program
Corequisite: NUR 222

NUR 222 Family Centered Nursing Clinical III 2(0-6)
This course is designed as a hands-on lab to introduce the nursing student to the knowledge and skills required to perform a systematic physical assessment of a healthy adult and to record the findings appropriately. The course emphasizes a holistic approach to assessment while encompassing the growth and development of neonates through geriatrics.
Prerequisite: Admission to the Nursing Program
Corequisites: NUR 121, NUR 124, NUR 150

NUR 223 Mental Health Nursing 2(2-0)
This course focuses on selected mental illnesses & mental health interventions including recognition of defense mechanisms, the dynamics of human behavior & therapeutic communications. Students gain further knowledge in relating to clients and an increased understanding of their own behavior.
Prerequisite: Fall Cohort: NUR 125, 128, 150 Winter Cohort: NUR 225, 226, and 227
Corequisite: NUR 224

NUR 224 Mental Health Nursing Clinical III 2(0-6)
This clinical course focuses on the use of the nursing process in planning and implementing care for individuals with mental illness, substance abuse or other mental disabilities. Included is use of communication skills and knowledge of mental health interventions in supporting positive coping behavior. Selected acute care health facilities are utilized for this course.
Prerequisite: Fall Cohort: NUR 125, NUR 128, NUR 152 Winter Cohort: NUR 225, NUR 226, NUR 227
Corequisite: NUR 223

NUR 225 Nursing Care of Adults II 4(4-0)
This course builds on NUR 125: Nursing Care of Adults I; concentrates on advanced acute medical-surgical and critical care problems of adult clients in the structured acute care setting. Focus is on the development of nursing care plans including nutritional therapy, drug therapy, nursing diagnosis & interventions, psychosocial needs, teaching, and referrals.
Prerequisite: Fall Cohort: NUR 221, NUR 222, NUR 223, NUR 224 Winter Cohort: NUR 125, NUR 128, NUR 152
Corequisite: NUR 226

NUR 226 Nursing Care of Adults Clinical IV 4(0-12)
This clinical course builds on NUR 128: Nursing Care of Adults Clinical II; focuses on the advanced medical-surgical and critical care clients with acute disease conditions. Focus is on the development and implementation of the nursing process. Clinical practice is in a selected structured acute care health facility with observational experience in the emergency department, critical care unit, angiography, cardiac catheterization lab, infusion center, and hemodialysis. This course also includes the practice and demonstration of competency of advanced nursing skills in the Clinical Simulation Center (CSC) at the college.
Prerequisite: Fall Cohort: NUR 221, NUR 222, NUR 223, NUR 224 Winter Cohort: NUR 125, NUR 128, NUR 152
Corequisite: NUR 225

NUR 227 Leadership in Nursing 2(2-0)
This course provides the basics of leadership and management techniques to enable students to provide care to groups of clients. Focus is on the use of the nursing process in planning care for groups. Legal and ethical problems in nursing are explored. Includes concept of role transition from student to graduate nurse and stress management techniques. Students must be enrolled in a nursing clinical course concurrently with this course. This course is taught in a hybrid format.
Prerequisite: NUR 121, NUR 124, NUR 125, NUR 128, NUR 150, NUR 151, NUR 152; Fall cohort must also successfully complete NUR 221, NUR 222, NUR 223 and NUR 224
Corequisites: NUR 225, NUR 226
NUR 228 Preceptorship Clinical V 3(0-9)
This is the capstone course for the Nursing program and is the
critical portion of the NUR 227 leadership course. The
primary goal of this structured capstone clinical experience
is to facilitate the role transition of student nurse to gradu-
ate nurse. The student nurse, under the direct guidance of a
selected staff (preceptor), with faculty as a resource, applies
theory to practice in real-life work situations. The student is
required to complete 135 clinical hours for this course in an
acute care health facility.
Prerequisites: NUR 221, NUR 222, NUR 223, NUR 224, NUR 225,
NUR 226, NUR 227

(PED) PHYSICAL EDUCATION

PED 103 Body Mechanics/Aerobics 1(1-0)
Exercise through choreographed dancing. The course includes
an understanding of aerobic exercise, the proper approach to
physical fitness, and its effect on tension and better health.

PED 109 Beginning Dance Exercise 1.5(1.5-0)
This course utilizes aspects of the following: modern dance,
jazz dance, Duncan Dance, martial arts, yoga, and the Alexan-
der Technique. Students will become familiar with their own
inner rhythm and dance of fitness. The classes will stimulate,
condition and prepare the body through the use of movement
forms. This course will utilize the Nia Technique to combine
the components listed above, primarily through dance/exercise
routines, with very brief periods of verbal instruction.

PED 110 Beginning Body Dynamics 1(1-0)
This course combines elements of cardiovascular and strength
training, martial arts movement, pilates, yoga, and dance into
an integrated exercise routine. Through verbal instruction,
students will perform movements designed to increase basic
physical fitness. Knowledge of life-long fitness practices will
also be gained.

PED 118 Beginning Tennis 1(1-0)
This course is designed to introduce the student to the game
of tennis. Major emphasis is on basic strokes, scoring, etiquette,
and selection of equipment.

PED 119 Beginning Golf 1(1-0)
This course is designed to introduce students to the basic
principles of golf. In addition to learning and practicing the
golf swing, rules and etiquette of the game are discussed. Students may use their own equipment or rent from the golf
facility where the class is held.

PED 121 Introductory Scuba Diving 2(2-0)
Introductory SCUBA is designed to introduce students to
SCUBA diving. SCUBA equipment, water safety and the joys of
diving. This course is designed for students to learn the neces-
sary skills and knowledge to prepare for open water SCUBA
certification as a SCUBA schools international (SSI) open water
diver. Students will complete the academic and pool portions
of the basic three part SCUBA certification in this class. The
third part of certification entails the open water certification
dive that would be completed independently at a later date.
It is important to note that completion of the first two parts
of this class will not allow a student to dive with mot companies
until they have completed part three, which is not included in
this course. Please contact the instructor if you have questions.
Prerequisites: None, but students should be good swimmers,
understand that this is a gear intensive sport and that there
is a degree of physical fitness necessary to become a SCUBA
deriver. Medical clearance may be required prior to any water
work. Students must be capable of continuously swimming
200 yards and treading water/float for a period of 10 minutes
by the end of the course.

PED 124 Beginning Skiing 1(1-0)
This course is designed to introduce students to basic downhill
skiing on an established ski resort hill. Students may use their
own equipment or rent from the ski resort.

PED 126 Beginning Bowling 1(1-0)
This course is designed to introduce students to the basic game
of bowling. Open to all students; a fee is charged for rental of
bowling facilities. Students may use their own equipment or
rent from the bowling alley where the class is held.

PED 132 Beginning Karate 1(1-0)
This course has been designed to help the participating stu-
dent understand the art of karate, not only as a method of
self-defense but as a 2,000 year old art developed to better-
coordinate the body and mind. Emphasis is placed on physical
fitness, history of the art, self-discipline, and self-defense. In-
volved are body-movement principles, a progressive exercise
program, and other desirable health and mental aspects of
the art of karate.

PED 145 Beginning Snowboarding 1(1-0)
This is a course in basic snowboarding. The course includes
instruction in the proper use of equipment, safety consider-
ations, and the basic skills required to snowboard.

PED 203 Intermediate Body Mechanics/Aerobics 1(1-0)
A continuation of PED 103 with emphasis on developing in-
creased cardiovascular fitness.
Prerequisite: PED 103 or permission of the Instructor

ORT 100 College Navigation Course 0(0-0)
This course is designed to provide skills to students to navigate
the college systems. In addition, students will explore their
career options and develop an Education Plan, learn to manage
their financial aid, and develop success strategies.

PREREQUISITES

NUR 226, NUR 227

(ORT) ORIENTATION

Ped 126 Beginning Bowling 1(1-0)
This course is designed to introduce students to the basic game
of bowling. Open to all students; a fee is charged for rental of
bowling facilities. Students may use their own equipment or
rent from the bowling alley where the class is held.

Ped 132 Beginning Karate 1(1-0)
This course has been designed to help the participating stu-
dent understand the art of karate, not only as a method of
self-defense but as a 2,000 year old art developed to better-
coordinate the body and mind. Emphasis is placed on physical
fitness, history of the art, self-discipline, and self-defense. In-
volved are body-movement principles, a progressive exercise
program, and other desirable health and mental aspects of
the art of karate.

Ped 145 Beginning Snowboarding 1(1-0)
This is a course in basic snowboarding. The course includes
instruction in the proper use of equipment, safety consider-
ations, and the basic skills required to snowboard.

Ped 203 Intermediate Body Mechanics/Aerobics 1(1-0)
A continuation of PED 103 with emphasis on developing in-
creased cardiovascular fitness.
Prerequisite: PED 103 or permission of the Instructor

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**PED 207 Intermediate Kardio-Kickboxing 1(1-0)**
This course is a continuation of PED 107.
Prerequisite: PED 107 or PED 108

**PED 208 Intermediate Kardio-Kickboxing 1.5(1.5-0)**
This course is a continuation of PED 108.
Prerequisites: PED 107 or PED 108

**PED 210 Intermediate Body Dynamics 1(1-0)**
This is the second in a series of courses combine elements of cardiovascular and strength training, martial arts movement, pilates, yoga, and dance into an integrated exercise routine. Through verbal instruction, students will perform movements designed to increase basic physical fitness. Knowledge of life-long fitness practices will also be gained.
Prerequisite: PED 110

**PED 218 Intermediate Tennis 1(1-0)**
This course is a continuation of PED 118 with major emphasis shifting to singles and doubles play.

**PED 219 Intermediate Golf 1(1-0)**
A continuation of PED 119 with emphasis on the use of specific clubs and types of shots, e.g. woods, short irons, chipping, etc.

**PED 224 Intermediate Skiing 1(1-0)**
Students begin upper/lower body separation leading to steered turns and matching of skis before the fall line is emphasized.

**PED 226 Intermediate Bowling 1(1-0)**
A continuation of PED 126 with emphasis on spot bowling, consistency, and accuracy.

**PED 232 Intermediate Karate 1(1-0)**
The purpose of this course is to provide students already knowledgeable in the rudiments of the art with the opportunity to gain more substantial expertise in specific aspects of the art. These include self-defense, sport fighting, philosophy, and history.

**PED 248 Advanced Tennis 1(1-0)**
This course is designed primarily to improve a players court strategy. The volley net is emphasized.

**PED 249 Advanced Golf 1(1-0)**
A continuation of PED 219 with emphasis on accuracy, shot placement, selecting the right club, etc.

**PED 251 Advanced Body Dynamics 1(1-0)**
This is the third in a series of courses that combine elements of cardiovascular and strength training, martial arts movement, pilates, yoga, and dance into an integrated exercise routine. Through verbal instruction, students will perform movements designed to increase basic physical fitness. Knowledge of life-long fitness practices will also be gained.
Prerequisites: PED 110, PED 210

**PED 252 Advanced Karate 1(1-0)**
This course is designed for the student who has completed PED 232 or who can perform the basic techniques of Moo Duk Kwan Tang Soo Do. Upon completion of the course the student should be prepared to earn an eighth gup purple belt under requirements set forth by the Karate Institute. Emphasis is on forms, hand and foot techniques, one-step sparring, and class sparring.

**PED 255 Physical Training 3(3-0)**
This course is designed to help students pass the M.C.O.L.E.S. physical training requirements. The objective is to teach the student to become physically and mentally fit to become a police officer.

**PHL 201 Introductory Philosophy 3(3-0)**
A problem approach organized to introduce the student to some of the thinkers, systems, and problems of philosophy facing humanity from ancient times to the present.

**PHL 205 Practical Reasoning and Argumentation 3(3-0)**
This course develops reasoning skills & equips students to recognize & analyze arguments as they occur in a variety of contexts (ie: editorials, critical discussions, quarrels, advertisements, speeches, academic inquiries, negotiations, legal deliberations, ethical debates, etc.). Study will focus on the features of good arguments, different types of arguments, ways arguments can go wrong, and techniques for criticizing & constructing effective arguments. Emphasis is not on theories but on developing tools for successful thinking in dialogue with others.

**PHL 210 Social Philosophy: Ideals & Realities 3(3-0)**
This course is an inquiry aimed at discovering which questions are the right ones to ask when evaluating a social system or when designing it. It covers several major social philosophies,
as reflected in utopian and dystopian writings, and focuses on issues such as human nature, freedom, rights, and obligations, and the relationship between individual and community.

**PHL 220 Ethical Issues 3(3-0)**

A study of ethical principles, reasoning and practice as it occurs in such areas as business, law, medicine, ecology, and government. A brief review of the historical development of ethical theory together with case studies will be the primary focus of the course. The main objective is to provide students with the intellectual tools for recognizing and analyzing such ethical issues as confront members of our society.

**PHL 250 Chinese Philosophies 3(3-0)**

This course surveys three branches of traditional Chinese philosophy—Confucianism, Daoism, and Buddhism—and includes comparisons with Western thought. Readings include translations of founding thinkers plus later commentaries. Emphasis will be on the relevance of these philosophies for thinking about how we should live.

Prerequisites: One philosophy course recommended, but not required.

**PHL 290-99 Selected Topics 3(3-0)**

These courses are designed to investigate various topics in Philosophy that are not included in current courses. Topics will be announced.

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**PHT) PHARMACY TECHNOLOGY**

**PHT 104 Orientation to Pharmacy/Community Pharmacy Practices 4(3-2)**

This course presents an orientation to the work of pharmacy technicians and the context in which technicians work is performed in a community pharmacy setting. The concept of direct patient care and the technicians' general role in delivery with particular emphasis on the complementary roles of pharmacists and technicians is presented and how they relate in a community pharmacy setting.

Corequisites: ALH 100, PHT 105, PHT 106

**PHT 105 Pharmacy Law 2(2-0)**

This course presents information on the influence that medication laws, standards, and regulations have on pharmacy practice. Federal and State regulations that govern medicine use and standards of practice are presented. Laws, regulations and standards which govern the preparation of non-compounded, cytotoxic and other hazardous medication products are emphasized.

Corequisites: ALH 100, PHT 104, PHT 106

**PHT 106 Pharmaceutical Calculations 3(3-0)**

This course will present applications of pharmaceutical dosage calculations using various systems of measurements including conversions and applications of equations. This course also introduces basic business math skills, such as calculating inventory, purchasing, and profit margins.

Corequisites: ALH 100, PHT 104, PHT 105

**PHT 113 Orientation to Institutional Pharmacy Practices 4(3-2)**

This course presents information on how to assist the pharmacist in an institutional pharmacy. Students will learn about the basic structure and functioning of an institutional pharmacy. Students will gain hands-on experience in sterile and non-sterile compound product preparation. Emphasis will be on aseptic technique and parenteral product preparation where students develop skills in the manipulation of parenteral drug products.

Prerequisites: PHT 104, PHT 105, PHT 106
Corequisite: PHT 114, SPE 101 or SPE 257

**PHT 114 Pharmacology for Pharmacy Technicians 4(3.5-1)**

This course presents information on the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the body systems. Students learn the brand and generic names, standard pronunciations, dosage forms, and routes of administration for medications.

Prerequisites: PHT 104, PHT 105, PHT 106
Corequisite: PHT 113, SPE 101 or SPE 257

**PHT 115 Pharmacy Technician Clinical 7(0-15)**

Skills and knowledge acquired during the first two semesters of the Pharmacy Technician program are applied in community and institutional pharmacy settings. All internship experience is under the supervision of a registered pharmacist. 160 hours will be completed in a community pharmacy setting and 160 hours will be completed in an institutional pharmacy setting for a total of 320 hours of internship experience.

Prerequisites: PHT 113, PHT 114, SPE101 or SPE 257

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**PHY) PHYSICS**

**PHY 101 Introductory Physics (non-Lab) 3(3-0)**

A general non-mathematical physics presentation stressing a conceptual as opposed to laboratory approach. Some topics of discussion are mechanics, sound, heat, electricity, light, nuclear concepts, and everyday encounter of principles governing these topics. (Not recommended for students majoring in science.)

**PHY 103 Applied Physics 4(3-2)**

This course is designed for students enrolled in technical education programs. The purpose of the course is to provide an understanding of physical principles and their application
to industry. The course content includes a study of precision measurements; properties of solids, liquids, and gases; force and motion; work energy and power; vectors; analysis of basic machines; temperatures and heat.

Corequisite: MAT 104 or MAT 170

**PHY 105 Introductory College Physics I 5(4-2)**
This course focuses on the study of motion, forces, energy, sound, wave motion and heat. Students should have had or be currently taking a class in trigonometry.

Corequisite: MAT 124 or equivalent

**PHY 106 Introductory College Physics II 5(4-2)**
Continuation of PHY 105. Topics studied include optics, electricity and magnetism, atomic and nuclear theory and relativity.

Prerequisite: PHY 105

**PHY 211 University Physics I 5(4-2)**
This course covers mechanics, sound, and heat. It is a mathematical treatment of problems of force, motion, and energy designed for pre-engineering students and physics or mathematics majors. Not open to students with credit in PHY 105 or PHY 106.

Prerequisite: MAT 124 with a C or better

Corequisite: MAT 126 recommended

**PHY 212 University Physics II 5(4-2)**
Electricity, magnetism, light, relativity, and nuclear structure are discussed. Designed for pre-engineering students and physics majors. Not open to students with credit in PHY 105 or PHY 106.

Prerequisite: PHY 211

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**PLT 111 Plastics and Polymer Materials Testing 3(2-2)**
In this course students will be introduced to the ASTM (American Standards and Testing Methods) and ISO (International Standards Organization) testing procedures commonly used in the plastics manufacturing industry. Students will conduct physical and mechanical tests in accordance with the different test standards, including all pre and post analysis and report generating.

Corequisite: PLT 110

**PLT 120 Plastics Manufacturing Processes I 4(2-4)**
In this course students will study Injection Molding, Blow Molding and the Extrusion processes. This course will cover material and design differences for each application, processing difference and will include a concise review of pre and post molding activities for each process.

Prerequisite: PLT 101

**PLT 130 Thermoforming I 2(1-2)**
This course is an introduction to the plastics thermoforming process. Topics include health and safety of the thermoforming process, common materials, types and methods of thermoforming processes (i.e.: thick and thin gauge forming), machinery and the economics of the thermoforming industry as a whole.

Prerequisite: PLT 101 or permission of instructor

**PLT 135 Thermoforming II 2(1-2)**
This course is an advanced continuation of PLT 130: Thermoforming I. Advanced processing, trimming and forming techniques will be explored throughout the courses, including but not limited to, tooling, part/product development, processes troubleshooting, and equipment troubleshooting and machinery maintenance.

Prerequisite: PLT 130 or permission of instructor

**PLT 180 Plastics Internship I 3(3-0)**
This course is intended to provide students an on-site work experience in a plastics manufacturing company. Under cooperative supervision by the College and the work site Supervisor, students will further develop skills and gain training in the plastics engineering technology career field.

Prerequisite: 15 PLT Credits and permission of instructor

**PLT 215 Secondary Operations in Plastics Manufac 3(2-2)**
This course provides the student with basic knowledge of secondary processes associated with plastic product manufacturing. Common processes used in assembly, decorating, trimming, joining and packaging of plastic parts will be covered. Emphasis will be placed on the complete manufacturing process.

Prerequisite: PLT 101, PLT 110, PLT 120 & PLT 130 (If students from other disciplines such as DRT and IND, Permission of Instructor is required)
PLT 225 Production Planning and Control 3(3-0)
This course will introduce students to the basic fundamentals of production planning, scheduling and controlling, such as the development and application of software solutions, inventory management, and lean production concepts. Topics include: forecasting, sales and operations, scheduling, materials requirements, capacity management, production control, "partnering" activities, and system integration. The materials presented in the course are applicable in many different disciplines and manufacturing facilities beyond Plastics that involve the planning, scheduling and controlling of production.
Prerequisite: PLT 101 or Permission of Instructor

PLT 235 Manufacturing Quality Systems 3(3-0)
This course is designed to prepare students with modern concepts of quality control and assurance techniques as a body of managerial, technical, behavioral and economic knowledge. This course will introduce Lean, TQM, Kaizen, ISO and other waste reduction and quality operating systems to improve efficiency and effectiveness in manufacturing operations.
Prerequisite: PLT 101 or Permission of Instructor

PLT 250 Plastics Product Development 4(3-2)
This course is designed to provide students with the basic elements of plastic part design, mold design, tool design and how it differs from the concepts and principles of metal forming, fabrication, and etc. This course will use a variety of software, hardware and graphical design methods as well as traditional print reading, part identification and problem-based case studies. Special emphasis will be given to understanding the role of the following critical elements in plastics product and tool design, plastics material selections, mold fill analysis, finite element analysis, components and functions.
Prerequisite: PLT 101, PLT 110, PLT 120 & PLT 130 (If students from other disciplines such as DRT and IND, Permission of Instructor is required)

POL 201 Introduction to American Government 3(3-0)
The emphasis of this course is the structure and function of our national government, understanding the processes of decision-making, and assessing the political importance and role of the individual citizen. The student is also introduced to some political theory as applicable to the American experience.

POL 250 International Relations 3(3-0)
A study of the nature of the international community and the forces which produce cooperation and conflict. Particular attention is given to analyzing power in terms of its acquisition and uses.

PSY 101 Introduction to General Psychology 3(3-0)
This class introduces students to the scientific discipline of psychology. This course will include a comprehensive coverage of basic concepts and principles, terminology, important trends in psychological research, and the application of this research. Emphasis will be placed on contemporary perspectives of psychology, including biological, learning, cognitive, sociocultural, psychodynamic, and humanistic perspectives in understanding normal and abnormal behavior and mental processes.
Prerequisite: PSY 101

PSY 103 Human Relations 3(3-0)
This is an applied social science course. Focus will be on theory and research from the social sciences (primarily psychology) that apply to an individual's personal and professional development. This course is not intended solely for psychology or other social science majors, but for any student who is interested in improving psychological well-being.

PSY 205 Abnormal Psychology 3(3-0)
This course introduces students to abnormal psychology issues, including the criteria, nature, development, classification and causes of mental disorders. Perspectives from each of the major contemporary perspectives in psychology will be included. In addition, major theories, significant research, and methods of treatment associated with each of these approaches are presented.
Prerequisite: PSY 101

PSY 212 Developmental Psychology 3(3-0)
This course introduces students to the description and explanation of changes in an individual's behavior that are a result of
maturation and experiences that fall within the life span concept; e.g. behavior-genetics, critical periods, learning cognition, and abnormal development. In addition, this course provides the student with an introduction into methodological research.

Prerequisite: PSY 101.

**PSY 220 Introduction to Psychological Testing 3(3-0)**
This course is designed to introduce the student to the basic principles of psychological testing. The course will cover the history of psychological testing, assessment in a variety of areas including intelligence testing, personality assessment, neurological assessment, and vocational assessment, and issues relating to test development and review.

Prerequisite: PSY 101.

**PSY 240 Theories of Personality 3(3-0)**
This course presents issues in the measurement & research of personality. Historical and contemporary theories and theorists from each of the major domains of psychology will be critically examined regarding each of the domains' emphasis on development and assessment of personality. Application of course material will be emphasized.

Prerequisite: PSY 101

**PSY 250 Clinical Interviewing and Counseling 3(3-0)**
This course is an introduction to theories of counseling as well as the techniques and processes of client and counselor communication. Students explore attitudes, values, and motivation for counseling. Emphasis is placed on the role of the counselor in various agency capacities as well as the development of empathetic and listening skills.

Prerequisite: PSY 101 or permission of the Instructor

**PSY 281 Behavior Modification 3(3-0)**
This course is an introduction into a survey of developments in behavior alteration. Specifically, emphasis is on behavior modification techniques in the areas of motivation, elimination of undesirable behaviors, an increase of desirable behaviors, and the promotion of academic and social participation in education and other environments.

Prerequisite: PSY 101

**PSY 283 Forensic Psychology 3(3-0)**
This course introduces students to the nature, development, and application of Forensic Psychology. Students will examine the field of Forensic Psychology and the many applications it has within the legal system and our society.

Prerequisite: PSY.101 Recommended: PSY.205

**PSY 285 Research Methods 3(3-0)**
This course provides an introduction to research methods in the social sciences. Research designs, data collection methods, basic statistical procedures, and ethical issues in research will be included. An APA-style research proposal will be completed.

Prerequisite: PSY 101, MAT 212

**PSY 290-99 Selected Topics 3(3-0)**
These courses are designed to investigate various topics in Psychology that are not included in current courses. Topics will be announced.
proper body mechanics are emphasized.

Prerequisites: Admission into the program
Corequisites: PTA 105, 106, 110, 115 & 116

PTA 115 Clinical Kinesiology 1.5(1.5-0)
This course provides an in-depth review of functional human anatomy with an emphasis on the neuromusculoskeletal system. Students will develop an understanding of normal and abnormal movement patterns and gait. A thorough understanding of kinesiology is essential to the Physical Therapist Assistant in understanding pathologies and injuries and providing appropriate and effective treatment for their patients.

Prerequisites: Admission into the Program
Corequisites: PTA 105, 106, 110, 111 & 116

PTA 116 Clinical Kinesiology Lab (0-3)
This lab is coordinated with the lectures presented in Clinical Kinesiology and provides practical observation, palpation and identification skills of basic anatomical landmarks, especially bones, joints and muscles. Normal movement patterns, functional activity analysis, and gait characteristics are included.

Prerequisites: Admission into the Program
Corequisites: PTA 105, 106, 110, 111 & 115

PTA 125 Measurement Techniques 1(1-0)
Students are presented with the assessment techniques most commonly used in physical therapy. Treatment plans are based upon the objective findings of this data collection. Techniques of goniometry, muscle testing, sensory assessments, gait/posture analysis and balance assessment are presented.

Prerequisites: PTA 105, 106, 110, 111, 115 & 116
Corequisites: PTA 126, 130, 131, & 140

PTA 126 Measurement Techniques Lab (0-6)
This lab is coordinated with lectures presented in Measurement Techniques and allows for hands-on practice. Students participate in guided practice with the assessment techniques of goniometry, muscle testing, sensory assessments, gait/ posture analysis and balance assessments.

Prerequisites: PTA 105, 106, 110, 111, 115 & 116
Corequisites: PTA 125, 130, 131, & 140

PTA 130 Advanced Therapeutic Exercise 2(2-0)
This course presents the principles and guidelines for treating musculoskeletal conditions. Normal and abnormal tissue healing of musculoskeletal structures is emphasized as well as appropriate physical therapy interventions at different stages of healing. Other therapeutic exercises are presented for vascular disorders and improper posture.

Prerequisites: PTA 105, 106, 110, 111, 115 & 116
Corequisites: PTA 125, 126, 131, & 140

PTA 131 Advanced Therapeutic Exercise Lab (0-6)
This lab is coordinated with the lectures presented in Advanced Therapeutic Exercise. Students participate in guided practice in providing physical therapy interventions for musculoskeletal conditions, as well as additional exercises for improper posture. Previous course information about basic therapeutic exercise and fitness are integrated into lab sessions.

Prerequisites: PTA 101, 105, 106, 110, 111, 115, & 116
Corequisites: PTA 125, 126, 130, & 140

PTA 140 Clinic I 4(0.5-10)
The full time clinical education experience offers students opportunities to observe, assist with and implement treatment techniques which have been introduced in prior lecture and practiced in lab courses. The students are under direct supervision of a clinical instructor (physical therapist or physical therapist assistant) who facilitates learning. Students will be assigned to hospitals, outpatient clinics, nursing and rehabilitation centers, or home care settings for four weeks.

Prerequisites: PTA 105, 106, 110, 111, 115, 116
Corequisites: PTA 125, 126, 130, & 131

PTA 205 Modalities II 2(2-0)
The basic concepts, terminology and physiology of electrotherapeutic agents are introduced. The course guides the student in understanding treatment parameters and the safe management of equipment for pain control, edema/swelling reduction, muscle spasm relief and strengthening.

Prerequisites: PTA 125, 126, 130, 131 & 140
Corequisites: PTA 206, 207 & 208

PTA 206 Modalities II Lab 1.5(0-4.5)
This lab is coordinated with the lectures presented in Modalities II. Students participate in guided practice of safe and effective delivery of electrotherapeutic agents. The students use a variety of modalities for decreasing pain, increasing strength, reducing edema/swelling, and muscle spasm relief. Documentation skills are reinforced.

Prerequisites: PTA 125, 126, 130, 131 & 140
Corequisites: PTA 205, 207 & 208

PTA 207 Rehabilitation Techniques 2(2-0)
Rehabilitation techniques are introduced for neurological and pathological conditions. Normal growth and development, as well as orthotics, prosthetics and airway clearance techniques are covered.

Prerequisites: PTA 125,126, 130, 131 & 140
Corequisites: PTA 205, 206 & 208

PTA 208 Rehabilitation Techniques Lab 2(0-6)
This lab is coordinated with the lectures presented in Rehabilitation Techniques. Rehabilitation treatments are practiced for
common neurological and pathological conditions. Students also gain hands-on experience with orthotics, prosthetics, adaptive equipment, airway clearance techniques and normal growth and development.

Prerequisites: PTA 125, 126, 130, 131 & 140
Corequisites: PTA 205, 206 & 207

**PTA 210 Clinical Forum 3(3-0)**

This seminar course offers networking with classmates and instructors to solve clinical problems, improve communication skills, and reinforce professional behavior. Emphasis is on evidence-based clinical decision making, ethical practice, planning for future employment, and professional growth.

Prerequisites: PTA 205, 206, 207 & 208
Corequisites: PTA 240

**PTA 240 Clinic II 12(0-15)**

Full-time clinical assignments provide a broad range of practice opportunities with patient/clients. Students will be assigned to hospitals, out-patient centers, nursing homes, schools or rehabilitation centers for 40 hours/week for 13 weeks. The students are under the direct supervision of a clinical instructor (physical therapist or physical therapist assistant.)

Prerequisites: PTA 205, 206, 207 & 208, all with a minimum grade of B-, and Obtain/keep a current First Aid Certificate and CPR Certificate for the Health Care Provider or an AED/CPR Certificate for the Professional Rescuer.
Corequisites: PTA 210

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**RAD (RAD) RADIOGRAPHY**

**RAD 100 Introduction to Radiologic Technology 3(2-2)**

This course is an introduction to the radiologic technology profession. Also presented are an introduction to the principles of radiographic exposure, digital imaging, and image processing. Practice in the fundamentals of equipment operation and image processing in the Campus x-ray lab provides the basis for developing initial psychomotor skills necessary to function as a radiologic technologist.

Prerequisite: Admission to the Program
Corequisite: RAD 110

**RAD 110 Radiation Physics 3(2-2)**

Radiation Physics (RAD 110) is a course designed to prepare students with a basic understanding of the principles of Radiation Physics, X-Ray Production and Interactions. Areas of concentration include Units of Measurement, Forces, Motion, Electrostatics, Magnetism, Basic Electrical Circuits, and Atomic and Nuclear Physics. Emphasis will be placed on the study of ionizing radiation which is especially important to the Radiographer. Two hours per week will be devoted to lecture and discussion and the remaining two hours will be spent in the laboratory conducting experiments associated with the lecture topics.

Prerequisite: Admission to the Radiography Program
Corequisite: RAD 100

**RAD 115 Principles of Radiographic Exposure 3(2-2)**

This course contains a study of the prime factors in radiographic techniques determination, the geometric and photographic basis of radiographic image formation, and how these relate to radiographic quality. Methods of technical conversions for adjusting radiographic technique to maintain radiographic quality are studied. An overview of the different systems of radiographic techniques is presented and students learn how to formulate a radiographic technique system. The basic principles of digital imaging are presented. Lab exercises augment the instruction.

Prerequisites: RAD 100 and RAD 110
Corequisites: RAD 130

**RAD 130 Radiographic Procedures I 4(2.5-3)**

An introduction to radiographic positioning fundamentals, terminology, and procedures. The study of the fundamentals of patient care is integrated with study of the basic radiographic procedures of the thorax, abdomen, upper and lower extremities, pelvic girdle, spinal column, cranium, facial bones, and sinuses. Digital imaging basics are studied as well. Practice of the basic skills required in these procedures will be done in the campus x-ray labs. A cumulative final will be given the last week of classes.

Prerequisites: RAD 100 and RAD 110
Corequisite: RAD 115

**RAD 175 Radiographic Procedures II 3(2-2)**

A continuation of Radiographic Positioning I Fundamentals, terminology and procedures. The study of the fundamentals of patient care is integrated with study of the basic radiographic procedures of the upper gastrointestinal system, lower gastrointestinal system, gall bladder and biliary ducts, urinary system, mammary gland, pediatric radiography, arthrography, and myelography. Practice of the basic skills required in these procedures will take place in the campus x-ray lab. A cumulative final will be given the last week of classes.

Prerequisites: RAD 115 and RAD 130
Corequisites: RAD 180

**RAD 180 Clinical Education I 6(0-15)**

The first phase of clinical practicum in the hospital environment. The students review the hospital organization and operation, become familiar with hospital policies and procedures and are introduced to and integrated into the Radiology Department operations. Opportunity to develop and perfect the initial skills needed to function as a radiologic technologist is scheduled,
and the basic radiographic procedures are practiced and assessed. Student film conferences are conducted and pertinent clinical issues are discussed. This course will meet for 19 weeks.
Prerequisite: Successful completion of all first-year requirements.
Prerequisite: RAD 115 and RAD 130
Corequisites: RAD 175

RAD 200 Clinical Education I 8(0-15)
The first phase of clinical practicum in the hospital environment. The students review the hospital organization and operation, become familiar with hospital policies and procedures and are introduced to and integrated into the Radiology Department operations. Opportunity to develop and perfect the initial skills needed to function as a radiologic technologist is scheduled, and the basic radiographic procedures are practiced and assessed. Student film conferences are conducted and pertinent clinical issues are discussed. This course will meet for 19 weeks.
Prerequisite: Successful completion of all first-year requirements.
Corequisites: RAD 201, RAD 215

RAD 201 Clinical Issues in Radiography I 2(2-0)
This course is the first in a series of courses intended to augment first year introductory courses and complement clinical education. Topics covered are medical legal issues, medical ethics, communication in radiology, and critical thinking/problem solving in radiography. In addition, students evaluate selected radiographs taken during clinical education. A semester project integrating didactic concepts with clinical education is conducted. Review is begun for the American Registry of Radiologic Technologists examination.
Prerequisite: RAD 175
Corequisite: RAD 200

RAD 205 Clinical Education II 7(0-15)
The second phase of clinical practicum in the hospital environment provides the opportunity for the student radiologic technologist to develop and perfect the skills to function as a radiologic technologist. Additional radiographic procedures are practiced and assessed. Student film conferences are again conducted. This course will meet for 20 weeks.
Prerequisite: RAD 215

RAD 211 Sectional Anatomy 1(1-0)
Content begins with a review of gross anatomy of the entire body. Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures and function. Gross anatomical structures are located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes. Illustrations and anatomy images will be compared with MR and CT images in the same imaging planes and at the same level when applicable. The characteristic appearance of each anatomical structure as it appears on a CT, MR and ultrasound image, when applicable, will be stressed.
Prerequisites: BIO 141, BIO 142, RAD 175, RAD 180
Corequisites: RAD 201, RAD 205, RAD 214, RAD 215, BIO 110.

RAD 213 Radiation Protection 1(1-0)
This course continues and summarizes the study of the principles of radiation protection included in previous program courses. The practical applications of radiation protection in the clinical setting are discussed. Minimizing patient exposure while maintaining image quality is emphasized, as is radiation safety for medical imaging and other medical professionals.
Prerequisites: RAD 175 and RAD 180
Corequisites: RAD 201, RAD 205, and RAD 215

RAD 215 Radiation Biology 1(1-0)
This course provides a study of the application of radiation and its effects. Areas of concentration are on the response and the biological effects of ionizing radiation on cells and tissues.
Prerequisites: RAD 175 and RAD 180
Corequisites: RAD 201, RAD 205, RAD 211, RAD 213, and BIO.110

RAD 217 Radiographic Techniques II 2(2-0)
A continuation of advanced study in radiologic technology. Radiographic procedures and imaging methods used to demonstrate special anatomical areas or systems are investigated. The pathological processes that necessitate radiological investigation are introduced and correlated with their diagnostic manifestation on the imaging format utilized.
Prerequisites: RAD 200, RAD 201, RAD 215
Corequisites: RAD 220, RAD 221

RAD 220 Clinical Education II 9(0-15)
The second phase of clinical practicum in the hospital environment provides the opportunity for the student radiologic technologist to develop and perfect the skills to function as a radiologic technologist. Additional radiographic procedures are practiced and assessed. Student film conferences are again conducted. This course will meet for 20 weeks.
Prerequisite: RAD 215

RAD 221 Clinical Issues in Radiography II 2(2-0)
This course is the second in a series of courses intended to augment first year introductory courses and complement clinical education. Topics covered are critical thinking and problem solving skills in radiography and communication in medical imaging, and career planning. In addition, students evaluate selected radiographs taken during clinical education. A capstone portfolio is produced. Review for the American Registry of Radiologic Technologists examination is continued. Students are required to pass a capstone simulated registry examination.
Prerequisites: RAD 201, RAD 205, RAD 211, RAD 213, and RAD 215.
Corequisites: RAD 217, RAD 230, and RAD 250

RAD 225 Clinical Education III 5(0-15)
The final phase of clinical practicum in the hospital environment designed to perfect the basic skills and develop the fundamental skills in more technically-exacting procedures. Remaining entry-level procedures are assessed, and student film conferences are conducted. This course will meet for 12 weeks. 
Prerequisites: RAD 220, RAD 221
Corequisite: RAD 225.

RAD 226 Clinical Issues in Radiography III 1(1-0)
This course is a third in a series designed to augment clinical education. Included in this course is a capstone component that requires successfully completing a simulated registry examination. Other topics include interviewing skills and continuing education professional requirements.
Prerequisites: RAD 220, RAD 221
Corequisite: RAD 225

RAD 227 Radiography Review Series Capstone 1(1-0)
This course is part of a series to be offered on an independent study basis for students who have previously completed a Radiography Program accredited by the Joint Review Committee on Education in Radiologic Technology. Students taking this course require a refresher or remedial course of study in order to re-qualify for the American Registry of Radiologic Technologists examination. The course primarily provides a review of all basic concepts on Radiography, as contained in the primary textbook. Other topics covered are preparation for review, American Registry of Radiologic Technologists examination procedure, and test-taking skills. As a capstone feature, students are required to take two simulated registry examinations, and must pass (75%) at least one of them.
Prerequisites: RAD 101, RAD 111, RAD 116, RAD 176
Corequisite: RAD 214

RAD 230 Radiographic Quality Assurance 1(1-0)
The course discusses the principles of a department wide quality assurance program. The concepts, instrumentation, and testing methods used in radiology departments for quality control of the radiographic imaging system(s) are also covered.
Prerequisites: RAD 201, RAD 205, RAD 211, RAD 213, RAD 215
Corequisites: RAD 217, RAD 221, RAD 250

RAD 240 Radiographic Review and Refresher 1(1-0)
A review and/or update course for practicing radiographers or for those who have not been practicing for a period of time. The content is mutually agreed upon by the individual students and program coordinator. The design and methods of implementation of the course are developed by the program coordinator and a contract is drawn up specifying the content, objective, time frame, credit hours, and requirements. The emphasis of the content is tailored to the needs of the individuals with emphasis placed on effective allocation and utilization of available resources to achieve the objectives established.

RAD 250 Clinical Education III 7.5(0-15)
The final phase of clinical practicum in the hospital environment designed to perfect the basic skills and develop the fundamental skills in more technically-exacting procedures. Remaining entry-level procedures are assessed, and student film conferences are conducted. This course will meet for 12 weeks. 
Prerequisites: RAD 220, RAD 221
Corequisite: RAD 225.

(REL) RELIGION

REL 111 Intro to Academic Study of Religion 3(3-0)
Major forms of world religions, religious activity, and experience studied as an essential element of human life. Dimensions of the academic study of religion covered include myth, meaning, ritual, symbolism, traditions, religious social institutions, comparative religious study, the sacred, civil religion, religious art, and the social creation of moral ideologies. REL 111 and SSC 111 are cross-listed. Students cannot receive credit for both courses.

REL 200 Religion, Race, Class & Discrimination 3(3-0)
An introduction for beginning students to the study of the experiences of Americans who have lived with race and class discrimination in American society. Native American, African-American, and Hispanic-American groups provide the focus for the class.

REL 225 Death & Dying 3(3-0)
Each of us must deal with a complex of personal responses to death and grief while ascribing meaning and purpose to our lives. In a rapidly changing social and cultural world, conceptualizations of death, living, and grieving often compete with traditional community relationships and meaning. Death, living, and dying will be examined using dimensions of the academic study of Religion, Social Sciences, and the humanities. Death, grieving, and images and ideas of life will be explored. Topics covered include cultural, personal, emotional, legal, philosophical, moral, medical, social, and religious conceptualizations of living and dying. Myth, meaning, visual culture, music, ritual, symbolism, traditions, religious social institutions, civil religion, and the social creation of religious moral ideologies will be examined in the course. REL 225 and SSC 225 are cross-listed. Students cannot receive credit for both courses.
REL 250 African-American Religion 3(3-0)
An introduction for beginning students to the study of African-American Religion from African religious expression, syncretic expressions, Christianity, and Islam to contemporary religious movements.

REL 290-99 Special Topics 3(3-0)
These courses are designed to investigate various topics in Religion that are not included in current courses. Topics will be announced.

(SCI) SCIENCE

SCI 200 Science, Technology, & Society 3(2-2)
This course is designed to introduce students from a variety of programs to the sciences. This introduction will focus on the way science and technology impacts each person's everyday life and their particular role in the environment. Knowledge will be gained for individuals to achieve scientific literacy sufficient to understand public issues. The course will stress interaction through student presentations and student-led discussions.
Prerequisites: Level I General Education courses (ENG 111; SPE 101 or SPE 257)

SCI 290-299 Selected Topics 3(3-0)
These courses are designed to investigate various topics in Science that are not included in current courses. Topics will be announced.

(SOC) SOCIOLOGY

SOC 101 Principles of Sociology 3(3-0)
This course discusses the principles governing relationships among human beings & the organization of human societies. Primary emphasis on contemporary American society with integration of classical theories of sociology.

SOC 200 Contemporary Social Problems 3(3-0)
This course identifies the factors and issues in humanity's quest of a high quality of life in a changing technological society. The nature, extent, and consequences of major social problems are examined in terms of underlying social processes as well as specific factors.
Prerequisite: SOC 101 recommended.

SOC 202 Social Psychology 3(3-0)
This course examines the relationship between the individual and society. Contemporary theory and research are applied to areas such as symbol interaction, self, socialization, conformity, aggression and violence, group behavior, the social construction of reality, etc. Students are also introduced to the basic methods in social psychology and their application in everyday life.
Prerequisite: SOC 101 recommended.

SOC 220 Sexuality and Society 3(3-0)
This course analyzes the impact of society on sex and sexuality. Emphasis is on interpersonal relationships and factual information necessary to enable students to understand better their own sexuality. Topics including sex roles, sexual interaction, sexual physiology, and public issues related to sex are discussed utilizing contemporary research and cultural definitions.
Prerequisite: SOC 101 recommended.

SOC 222 Juvenile Delinquency 3(3-0)
This course provides the student with a concentrated overview of theory and research in the field of juvenile delinquency. Students will review research findings on various aspects of juvenile delinquency, of the characteristics of young offenders, and of the results of different forms of judicial and therapeutic interventions designed to prevent or control delinquent activities.
Prerequisite: SOC 101

SOC 250 The American Family 3(3-0)
This course analyzes the development of the family as a contemporary social-institution. Factors which influence the makeup, stability, and the cultural and interpersonal contributions of the modern American family are discussed.
Prerequisite: SOC 250 recommended

SOC 289 Gender Studies 3(3-0)
This course is an analysis of the impact of gender throughout the social world. The impact of gender in social institutions, cultural definitions, & interpersonal relationships will be explored. Gender inequality & its reproduction will be a focus. Emphasis will be on the relationship of gender to other aspects of social location and diversity.
Prerequisite: SOC 101 recommended

SOC 290-299 Current Topics in Sociology 3(3-0)
Courses designed to investigate current topics of sociological relevance not included in courses currently listed. Topics will be announced.

(SPE) SPEECH

SPE 101 Fundamentals of Communications 3(3-0)
A basic course in interpersonal communication & public speaking. Through observation, presentation, games, role play, valuing, & personal encounter, the student learns to encode & receive messages, verbal & nonverbal, with confidence & empathy. Skills in perception & concentration are emphasized.

SPE 105 Basic American Sign Language I 3(3-0)
This course is designed to give students a basic introduction to American Sign Language which includes signing and finger spelling, expressive and receptive, and information about deaf culture and different sign systems.
SPE 195 Intercultural Communication 3(3-0)
This course introduces the student to the field of intercultural communication, emphasizing the way in which culture influences perception of yourself and others and the manner in which it affects communication behaviors and expectations. In addition, this course provides an opportunity to explore other cultures, heighten cultural awareness and sensitivity, and develop communication skills to successfully negotiate through diverse cultural experiences. In that culture refers not only to national differences, but to differences of all types (e.g., values, gender, race, communication patterns), this course will focus on the way we can manage the differences between ourselves and others in a mutually satisfying manner.

SPE 205 Basic American Sign Language II 3(3-0)
Continuation of SPE 105. This course increases the student's receptive and expressive skills while continuing to provide information and knowledge of deaf culture. Prerequisite: SPE 105 or permission of the instructor

SPE 215 Basic American Sign Language III 3(4-0)
This course continues to increase students sign vocabulary and knowledge of the grammatical structure of American Sign Language (ASL). English and ASL idioms are explored, as well as additional uses of classifiers. Students will begin to develop skills in changing English text to ASL.

SPE 225 Basic American Sign Language IV 3(4-0)
This course will build upon previously learned American Sign Language (ASL) vocabulary, grammar, and structure. Students will continue to increase their understanding of and correct use of ASL. Special emphasis will be placed on developing skills in signing English texts in ASL. Prerequisite: SPE 215

SPE 251 Foundations of Communication 3(3-0)
This course concerns itself with theories and research in the field of human communication. There will be three segments to this course. The first will consider preliminary issues of definitions of communication and theory and broad theoretical approaches to communication. The second will consider theories specific to elements of the communication process (such as persuasive outcomes and verbal/nonverbal behaviors). The final segment will focus on context-specific theories. Prerequisite: 9 hours of SPE completed

SPE 253 Small Group Communication 3(3-0)
This course examines the major concepts, principles, and theories associated with human communication behavior in small groups and provides practice with effective group communication skills. This course will enable you to be better able to analyze and evaluate your own participation in groups and to engage in competent communication practices in the group context. Since both interpersonal processes and problem-solving features of groups are important determinants of the group's overall effectiveness, this course will focus on both these areas.

SPE 257 Public Speaking 3(3-0)
This course is designed to build and refine the students overall communication skills, with special emphasis given to public speaking contexts. Students will examine theories and techniques for creating public speaking and apply these principles in class activities.

SPE 261 Interpersonal Communication 3(3-0)
This course is designed to build and refine the student's interpersonal communication skills. Special emphasis will be given to understanding how relationships form and the role of communication in initiating, maintaining, and terminating relationships. Students will examine and develop skills in interpersonal communication for both personal and professional contexts. Although the central theme of the course will remain consistent for all students, assignments and communication activities will be adapted to each students chosen professional emphasis.

SPE 263 Professional Interviewing 3(3-0)
This course is designed to build and refine the students overall communication skills, with special emphasis given to various professional interviewing situations (employment, counseling, etc.). Students will examine the concepts and theories relevant to interview communication practices, apply these principles to communication issues and problems encountered in interview situations, and, through continued practice, set and achieve goals essential to preparing for and conducting successful interviews. Although the central theme of the course will remain consistent for all students, assignments and communication activities will be adapted to each students chosen professional emphasis.

SPE 264 Organizational Communication 3(3-0)
This course is designed to introduce the student to the current theories and practices relevant to the management of communication systems in formal organizations and provide the student with a practical understanding of organizational communication.

SPE 265 Theories of Persuasion 3(3-0)
This course is structured to give the student an understanding of persuasion theory and how it functions within society. Specifically, this course will focus on the principles of attitude formation and change, its relationship to behavioral outcomes, and the role of communication in actuating those outcomes.

SPE 267 Nonverbal Communication 3(3-0)
This course is designed to increase awareness of the different concepts and theories associated with nonverbal communication and to allow the student to improve skills in this area of communication. Throughout the course, students will examine the different elements which make up the nonverbal message.
system and, within each area, talk about some of the current social and communication issues relevant to today’s world.

**SPE 285 Directed Activities in Forensics 3(3-3)**

This course is designed to build and refine the student’s overall communication skills, with special emphasis given to public speaking contexts and interactions that go beyond those traditionally available in a classroom setting. Students may choose to compete (at the local, state, and/or national level) in debate, individual events (persuasive speaking, impromptu speaking, etc.), or both. Students will participate in forensics activities as part of the Central Michigan University Forensics Team.

Prerequisite: Permission of the Instructor

**SPE 290 Internship in Communication Studies 1(1-0)**

This course is designed to provide the student with real world experience in which to apply the knowledge and skills he/she has developed in studying communication. With an advisor, the student will arrange to work with an organization for college credit. The student will be expected to participate and process his/her experience with both the college advisor and the organizational supervisor. Students must obtain application forms and internship guidelines from the Chair of the Communication Studies program.

Prerequisite: Permission of Chair of the Communication Studies program.

**SPN) SPANISH**

**SPN 101 Elementary Spanish I 4(4-0)**

This course is designed to introduce students to basic conversational Spanish. It emphasizes essential grammar and touches on Hispanic culture since culture is an essential part in learning a new language. Student should, upon course completion, have the ability to speak, write, and understand basic Spanish conversation.

**SPN 102 Elementary Spanish II 4(4-0)**

SPN 102 is a continuation of SPN 101; therefore, it will begin with a review of the material covered in SPN 101. Students in SPN 102 will continue the study of grammar and vocabulary and will use these to communicate utilizing speaking, writing, listening, and reading skills. The course is designed to provide the basis for further study of Spanish at an intermediate level. Students are expected to study the material outside of class and come to class prepared to participate.

Prerequisite: SPN 101 or equivalent or 1 year of high school Spanish.

**SPN 201 Intermediate Spanish I 4(4-0)**

SPN 201 is a course designed to help students in the acquisition of language skills necessary for verbal communication, grammar, reading, and writing at the intermediate level in Spanish.

Cultural themes of the Hispanic world will be discussed in order to have a better cultural understanding.

Prerequisite: SPN 102 or equivalent course, or 2 years of High School Spanish

**(SSC) SOCIAL SCIENCE**

**SSC 111 Introduction to Religion 3(3-0)**

Major forms of world religions, religious activity, and experience studied as an essential element of human life. Dimensions of the academic study of religion covered include myth, meaning, ritual, symbolism, traditions, religious social institutions, comparative religious study, the sacred, civil religion, religious art, and the social creation of moral ideologies.

SSC 111 and REL 111 are cross-listed. Students cannot receive credit for both courses.

**SSC 200 The Social Sciences & Contemporary America 3(3-0)**

This course will introduce each of the various social sciences and demonstrate their respective and unique perspectives on the human experience. It will also endeavor to help the student to understand the scientific method of inquiry and its advantages, as well as other ways of knowing. Finally, through a thematic approach, the student will seek to apply the various social science perspectives to illuminate understanding of his/her world.

Prerequisites: Level I General Education courses (ENG 111; SPE 101 or SPE 257)

**SSC 225 Death & Dying 3(3-0)**

Each of us must deal with a complex of personal responses to death and grief while ascribing meaning and purpose to our lives. In a rapidly changing social and cultural world, conceptualizations of death, living, and grieving often compete with traditional community relationships and meaning. Death, living, and dying will be examined using dimensions of the academic study of Religion, Social Sciences, and the humanities. Death, grieving, and images and ideas of life will be explored. Topics covered include cultural, personal, emotional, legal, philosophical, moral, medical, social, and religious conceptualizations of living and dying. Myth, meaning, visual culture, music, ritual, symbolism, traditions, religious social institutions, civil religion, and the social creation of religious moral ideologies will be examined in the course.

SSC 225 and REL 225 are cross-listed. Students cannot receive credit for both courses.

**(TAI) THEATRE**

**TAI 204 Theatre-Musical 3(3-0)**

Discussion of musical theatre including all aspects of a production. A musical production is included as part of the course.
TAI 205 Children's Theatre 3(3-0)
Discussion of theatre for children including all aspects of a production. A children's theatre production is included as part of the course.

TAI 206 Theatre-Mystery 3(3-0)
Discussion of mystery as a form of theatre including all aspects of a production. A mystery production is included as part of the course.

TAI 207 Theatre - Comedy 3(3-0)
Discussion of comedy theatre including all aspects of a production. A comedy production is included as part of the course.

TAI 208 Theatre-Serious Drama 3(3-0)
Discussion of serious drama including all forms of tragedy. A serious dramatic production is included as part of the course.

TAI 275 Appreciation of the Theatre 3(3-0)
A survey of theatre history and an introduction to basic types of plays; concepts of professional and amateur; and principles of play selection, casting, and promotion are covered in this course.

TAI 277 Stagecraft and Stagelighting 4(4-0)
This course includes the basic principles of scenery construction and the theory and practice of stage lighting.

TAI 287 Costuming 3(3-0)
This course is a survey of costume history, Egyptian to the present, and includes an introduction to design and construction techniques.

(WLD) WELDING TECHNOLOGY

WLD 126 Sense IA 3(2-2)
Fundamentals of oxy-acetylene cutting, oxy-acetylene brazing, ARC welding, MIG welding, TIG welding, F.C.A.W, manual plasma cutting, carbon arc gouging and safety procedures are included in this course. Emphasis is placed on safe welding procedures in Flat, Horizontal positions and a variety of joint types.

WLD 127 Sense IB 3(2-2)
Fundamentals of oxy-acetylene cutting, ARC welding, MIG welding, TIG welding, F.C.A.W, manual plasma cutting, carbon arc gouging and safety procedures are included in this course. Emphasis is placed on safe welding procedures in all positions, a variety of joint types and in materials Steel, Stainless Steel and Aluminum
Prerequisite: WLD 126

WLD 130 Metal Fabrication 3(2-2)
Fundamentals of metal fabrication procedures and metal layout procedures are covered in this course. Pipe layout and procedures are also covered.
Prerequisites: WLD 127 and DRF 101

WLD 150 Non-Destructive Testing I 3(3-0)
A course to familiarize the student with the theory, technique, and equipment used for magnetic particle and liquid penetrant test methods as they are applied to inspection and nondestructive testing in the metal fabrication industry for quality control.

WLD 225 Advanced Welding 8(12-0)
Multi-position welding will be emphasized. The use of arc, TIG, and MIG welding equipment and weld-testing devices are covered. Reading of welding prints and use of A.W.S. welding symbols are also included. This course prepares students to pass A.W.S. structural code welding tests on plate.
Prerequisite: WLD 127

WLD 226 Industrial Welding 8(12-0)
This course builds further proficiency in manual welding processes along with the associated welding theories. The welding processes in this course include submerged arc welding, TIG, MIG, SMAW, and pattern layout; and operation of multi-oxyacetylene electric-eye cutting torches.
Prerequisite: WLD 225

WLD 227 Advanced Industrial Welding 8(12-0)
A further study of destructive and nondestructive testing, study and operation of plasma-arc welding (PAW) and plasma-arc cutting (PAC) are included in the course. The students also become more proficient in their chosen areas of manual welding processes.
Prerequisite: WLD 226

WLD 245 Pipe Welding 3(4-0)
This course is designed to prepare students to meet the requirements of the A.W.S. D1.1-79 (American Welding Society) and A.S.M.E. Section 9 code (American Society of Mechanical Engineers) for power piping. This course includes safety in welding and cutting; pipe beveling; preparation of beveled or branch pipe; electrode selection; butt weld-vertical fixed position 2G; butt weld-horizontal fixed position 5G; and pipe layout.
Prerequisite: WLD 125 or WLD 127.

WLD 246 Advanced TIG Pipe Welding 3(4-0)
This course is designed for the individual who is interested in becoming proficient in the TIG process in all welding positions for pipe welding. Students weld ferrous and nonferrous piping in horizontal and vertical fixed positions as required of A.W.S. D1.1-79 (American Welding Society), A.S.M.E. Section 9 code (American Society of Mechanical Engineers), and A.P.I. Standard 1104, 15th Edition (American Petroleum Institute).
Prerequisite: WLD 245
**WLD 249 Beginning Robotics 3(4-0)**
This course will enable students to set-up and teach the robot to weld parts or assemblies in an efficient manner. Students will learn the appropriate safety techniques required to operate and maintain the robot. Students will learn to write and copy various programs utilizing the World Coordinate System, and they will edit and test these programs.
Prerequisites: WLD 126 and WLD 127 with a grade of C or better

**WLD 281 Spec Projects - Welding I 2(2-2)**
Students engage in intensive practice in a chosen welding technique or process such as MIG or TIG welding.
Prerequisite: WLD 127 or equivalent experience as determined by the Instructor

**WLD 282 Spec Projects - Welding II 2(2-0)**
Continuation of WLD 281.
Prerequisite: WLD 281

**WLD 290 Special Topics: Begin. Metal Sculpture 3(3-3)**
This course is designed to introduce students to the art of shaping and joining various types of metal to create works of art. They will learn how to gas weld, braze, solder, and arc weld many types of metals to create class projects. They will also learn how to fabricate, cut, bend and roll all types of metals. This course will also prepare students to continue in a specific area of concentration or interest in Advanced Metal Sculpture II.
Customized Workforce Training
Mid Michigan Community College is committed to providing highly effective training solutions for business and industry throughout the Mid Michigan area. We will help your organization develop a training plan and identify highly qualified practitioners with industry experience and training expertise to meet your specific needs. We provide training that is available when and where you need it, day or night, on-site at your facility or at one of our two campus locations.

A sample of common courses:
- CAD/CAM/Product Lifecycle Management
- Courseware Development and Technical Writing
- Environmental Safety
- Information Technology
- Leadership and Supervisory Skills
- Logistics and Supply Chain Management
- Manufacturing (Welding, CNC, etc.)
- Program and Project Management
- Quality/Lean/Six sigma/ISO
- Sales and Customer Service

MMCC offers more than 1200 classes that can be customized to meet your needs.

Continuing Education & Professional Development
We offer a wide range of classes and programs designed to meet the ever-changing needs of our community members. Whether you are looking for personal or professional learning opportunities, we can assist you with:
- Computer Skills Workshops
- Management Workshops
- 250 Clarity Online Courses

Short-Term Health Care Programs
Phlebotomy (193 Hours): This 8.5 week program will prepare students to function as phlebotomists whose responsibilities include; venipuncture and blood draw micro-collection techniques. The procedures are performed on patients of all ages at clinics, hospital labs, outpatient care centers and nursing homes.

Certified Nurse Aide (112 Hours): This 6 week program is divided into two parts, and includes classroom activities, skill practice time in the laboratory, and supervised clinical practice at an area health care agency.

PART ONE (60 Hours): Classroom education at the Harrison or Mt. Pleasant Campus of Mid Michigan Community College.

PART TWO (52 Hours): Clinical/Lab “hands on” training at a local health care facility. The training is designed to prepare the individual to fulfill the role of direct care giver/nurse aide in a health care setting. The CNA program introduces scientific principles and skills which will optimize the client’s functional independence and support, and promote their individual rights.

Electrical Apprenticeship
Under new regulations established by Michigan’s Electrical Administrative Board, all electrical apprentices must participate in an approved electrical training program. Apprentices are required to complete 144 hours of training per year until they have attained the 576 hours required by the Electrical Apprenticeship Bureau and the Department of Labor.

Electrical apprentices in the construction and industrial fields are currently required to register with the state. Now, in addition to registering, electrical apprentices will have to document their continuing education.

Mid Michigan Community College is an approved provider of related technical instruction that will meet the education requirements of apprentices. MMCC, through its Technical Education Center, offers both on-campus and online courses that meet the State’s standards.

Rapid Response Welding: This 120 hour program was designed in conjunction with business and industry to provide an entry-level training program in basic welding. The program consists of a series of seven (7) modules designed to provide students with the basic skills, knowledge and ability for an entry level position in any number of welding occupations. Course modules include: safety and Health for Welders, Blueprint Reading and Welding Symbols Interpretations, Welding Inspection and Testing, thermal Cutting, Welding I – Shielded Metal Arc, Welding II – GMAW and FCAW Welding and Welding III – GTAW Welding. The program uses a combination of classroom instruction and “hands-on” lab training.

Rapid Response CNC Operations: This 160 hour program was designed in conjunction with business and industry to provide an entry-level training program in the area of basic CNC machining. The program consists of six (6) modules designed to provide students with the basic skills, knowledge and abilities for an entry level position in any number of machining occupations. Course modules include: Industrial Blueprint Reading, Instrumentation and Measurement, Metal Machining Basics, Precision Machining, CNC I – Theory & Operations and CNC II – Operation and Programming. The program uses a combination of classroom instruction and “hands-on” lab training.
The Michigan Small Business Development Center (MI-SBTDC) enhances Michigan’s economic well-being by providing counseling, training, research and advocacy for new ventures, existing small businesses and innovative technologies. This service includes creating new jobs, retaining existing jobs, and assisting companies.

**ONE-ON-ONE COUNSEL**

When you contact the MI-SBTDC, you will receive counseling services from a well-trained business consultant who will coach you throughout the various stages of business operation; including both starting your business and challenges and opportunities faced by existing ventures.

Common areas that a business consultant may provide assistance:
- Business Planning
- Business Plan Development
- Licensing Information
- Linkage to Sources of Capital
- Financial Statement Preparation
- Strategic Planning

The MI-SBTDC provides advice, tools, guidance, information and critiquing services related to the subject matter above. The MI-SBTDC does not write business plans on behalf of our clients.

**BUSINESS EDUCATION TRAINING**

**Fundamental Workshops:**
- Starting a Business
- Writing a Business Plan
- Marketing Your Business

**Advanced Training:**
- Know Your Numbers
- Accessing Capital
- Transition and Succession Planning

**MARKET RESEARCH CAPABILITIES**

In addition to local resources, the MI-SBTDC provides a full range of information services through the State Headquarters.

- Industry Reports, including trends
- Consumer Expenditure Trends
- Demographic Information
- Financial Management Assistance
- Marketing Plan Development
- Human Resources
- Operations
- Information Technology
- Referrals to Public and Private Sector Resources
- Financial Management
- Legal Aspects
- Business Research
- Internet Marketing
- Business Social Media
- Census Trends and Projections
- Federal Statistics
- Lifestyle Market Analyst Reports

Call us at 989.317.4623 or visit us at www.misbtdc.org/midmichigan


You may be required to submit a draft business plan or attend a business workshop prior to meeting one-on-one with a business consultant.

www.SBDCMichigan.org
### Four customer groups are served by the Michigan SBDC:
- New Venture
- Existing Business
- Growth Company
- Advanced Technology Company

### Four core services are offered by the Michigan SBDC:
- Counseling
- Business Education (Training)
- Information Based Planning
- Technology Commercialization

### Four teams of consultants are available through the Michigan SBDC:
- Small Business Team
- Business Growth Team
- Export Specialist Team
- Technology Commercialization Team

<table>
<thead>
<tr>
<th>Customer</th>
<th>SBDC Team</th>
<th>Products and Services</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| New Venture       | Small Business Team        | • 1:1 Counsel  
|                   |                            | • Start Smart Online  
|                   |                            | • Market Research                                           | • Assess business idea  
|                   |                            |                                                             | • Prepare business plan  
|                   |                            |                                                             | • Determine cash flow issues  
|                   |                            |                                                             | • Define and quantify marketing initiatives  
|                   |                            |                                                             | • Develop sales strategies  
|                   |                            |                                                             | • Access to capital  
| Existing Business | Small Business Team        | • 1:1 Counsel  
|                   |                            | • Strategic Needs Assessment  
|                   | Business Growth Team       | • ProfitCents  
|                   | Export Specialist Team     | • Know Your Numbers  
|                   |                            | • Strategic Financial Planning  
|                   |                            | • Information Based Planning (Market Research)  
|                   |                            | • Venture Forward  
|                   |                            | • Export Diversification  
|                   |                            | • SEO Analysis  
|                   |                            |                                                             | • Access to capital  
|                   |                            |                                                             | • Analyze financials  
|                   |                            |                                                             | • Prepare for funding  
|                   |                            |                                                             | • Implement action plan  
|                   |                            |                                                             | • Executive coaching  
|                   |                            |                                                             | • Monitor growth  
|                   |                            |                                                             | • Increase sales through exporting  
| Growth Company    | Business Growth Team       | • 1:1 Counsel  
|                   | Export Specialist Team     | • Strategic Needs Assessment  
|                   |                            | • Strategic Actioning  
|                   |                            | • ProfitCents  
|                   |                            | • Know Your Numbers  
|                   |                            | • PeerSpectives  
|                   |                            | • Venture Forward  
|                   |                            | • Information Based Planning (Market Research)  
|                   |                            | • Advanced Training  
|                   |                            | • Export Diversification  
|                   |                            | • SEO Analysis  
|                   |                            |                                                             | • Prepare for the next stage of growth  
|                   |                            |                                                             | • Assess and improve operations  
|                   |                            |                                                             | • Analyze financials  
|                   |                            |                                                             | • Evaluate SWOT  
|                   |                            |                                                             | • Access to capital  
|                   |                            |                                                             | • Executive coaching  
|                   |                            |                                                             | • Market diversification  
|                   |                            |                                                             | • Increase accountability for outcomes  
|                   |                            |                                                             | • Increase sales through exporting  
| Advanced Technology Company | Technology Commercialization Team | • 1:1 Counsel  
|                   |                            | • Technology Roadmapping  
|                   |                            | • SBIR/STTR Assistance  
|                   |                            | • Business Risk Assessments  
|                   |                            | • Investor Readiness  
|                   |                            | • Information Based Planning (Market Research)  
|                   |                            |                                                             | • Access to capital  
|                   |                            |                                                             | • Financial analysis  
|                   |                            |                                                             | • Prepare for funding  
|                   |                            |                                                             | • Implement growth plan  
|                   |                            |                                                             | • Executive coaching  
|                   |                            |                                                             | • Access to resources  

[www.SBDCmichigan.org](http://www.SBDCmichigan.org)
ADVANCED CREDIT

Advanced credit indicates that credit will be received without enrolling in the course provided the student demonstrates expertise as evidenced by successful completion of an equivalent high school course and/or applicable exam. A recording fee may be charged at the time of transferring the advanced credit, please contact the Office of Enrollment Services for more information on applicable fees.

ADVANCED PLACEMENT PROGRAM

College course credit will be granted to students who participate in the Advanced Placement Program (AP) and pass the Advanced Placement examinations with a score of 3 (qualified), 4 (well qualified), or 5 (extremely well qualified) in College approved AP exams. Only those AP courses approved by MMCC faculty will transfer in as MMCC credit. AP exam scores should be sent directly to the Office of Enrollment Services.

The AP exams measure the college level learning experience that takes place in a high school AP course, honors class, an intensive regular course, or an independent study. Grade comparability studies in various AP subject examinations have compared to college student's performance in similar courses.

ARTICULATION

Articulation is a term used to describe the process that facilitates the transition of a student from one educational institution to another, or from one level of education to the next with minimum duplication of coursework. High school students successfully completing career/technical training may receive college credit through articulation. For more information please contact Office of Enrollment Services.

CREDIT BY EXAMINATION

A registered student who has had experience or background comparable to a course offered at Mid Michigan Community College may wish to receive credit for the course through the Credit by Examination procedure. The procedure should be initiated with The Library Learning Services on the Harrison or Mt. Pleasant campus to complete the Credit by Examination permission form. It is recommended to see an advisor if the Credit by Examination process is an option for the specific program.

The student will then pay a set fee ($15.00 per credit for general education courses and $20.00 per credit for non-general education courses) to cover testing costs. The Library Learning Services will make the necessary arrangements for the examination. It should be clearly understood that the student will receive credit upon successful completion of the exam and not a grade for the class in which the examination is taken. Students should be advised that MMCC Credit by Examination is unlikely to transfer to another college.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) sponsored by the College Board affords students the opportunity to demonstrate their academic proficiency in specific subjects. After completing the CLEP exam(s), students should have their scores sent directly to the Office of Enrollment Services for evaluation. Policies concerning the use of CLEP examinations at MMCC are developed and controlled by the Office of Enrollment Services. The minimum scores for CLEP subject examinations are determined by the department authorizing credit for the subject. Credit will be awarded for German Level 2 with a score of 63, French Level 2 with a score of 52 and for all other approved exams with a score of 50 or above. See the Office of Enrollment Services for a detailed list of CLEP subject exams accepted for credit, as well as their critical cut scores.

To be eligible for credit for CLEP scores, a student must have been granted regular admissions at MMCC and an official score report must be sent directly from the College Board. CLEP examination credit may not be used to repeat any course(s) previously taken. Grades for the CLEP examination(s), where credit is granted, will be recorded as credit (CR) on a student’s transcript. MMCC currently does not proctor the CLEP examination. See the College Board website (www.collegeboard.com) for a list of testing centers.

MILITARY TRAINING CREDIT

Veterans are eligible to receive academic credit for their military experience. To have military experience evaluated for credit, veterans should send their certified DD 214 to the American Council on Education (www.acenet.edu). MMCC will follow the American Council on Education’s recommendations for evaluating credits. In addition, MMCC will grant veterans 2 Physical Education elective credits (PED XXX). Veterans planning to transfer from MMCC should be aware that other colleges/universities may not accept the credit for military training given by MMCC.

NON-TRADITIONAL CREDIT

Students possessing education experiences or skills gained through non-traditional sources (i.e. work experience, life experience, etc.) may request such experiences be evaluated for credit. Students may obtain a Non-Traditional Credit Application in the Office of Enrollment Services. The completed Application should be returned to the Office of Enrollment Services with any and all supporting documentation for evaluation. If credit is granted, a $20 per credit hour fee will be charged at the time the non-traditional credit is recorded. Students should be aware that non-traditional credit typically does not transfer to other colleges/universities.

TRANSFER CREDIT

Mid Michigan Community College will accept transfer credit from other accredited institutions within the following guidelines:
An evaluation will only be done from an official transcript. An official transcript bears the appropriate signatures and seals and is sent directly to MMCC from the issuing institution. Transcripts not sent directly from an issuing institution will be considered unofficial and will not be evaluated.

Credits are transferred for courses with a minimum grade of “C” or better. Grades from transfer courses are not calculated in the Mid Michigan Community College cumulative grade point average.

Transfer credits will be shown on the student’s academic record.

A minimum of one-half of the student’s credits toward a program must be taken at MMCC to be eligible to graduate from MMCC with honors.

Students who transfer to MMCC after completing a degree at an accredited institution will be given the following exemptions from MMCC’s General Education requirements:

1. From a Two-Year Institution: Students transferring to MMCC with a two-year degree from an accredited institution will be exempt from 100 Level General Education requirements with the exception of math. 200 Level requirements will be determined in the transcript evaluation process.

2. From a Four-Year Institution: Students transferring to MMCC with a four-year degree from an accredited institution will be exempt from both the 100 and 200 Level General Education requirements with the exception of math.

Normally, evaluation of transcripts takes four to six weeks after the transcript is received by the Registrar; therefore, students planning to transfer into Mid Michigan Community College should have transcripts from other institutions sent to the College well in advance of the first semester of attendance.

CAREER EXPLORATION AND PLANNING

Career planning activities are designed to assist students who are undecided at the time of registration or who are considering changing career plans during their enrollment period. Students may meet with the Career Coordinator and/or participate in career exploration workshops.

PERSONAL COUNSELING

The college does not provide personal counseling services. The College maintains a list of resources for referral purposes to local crisis centers and mental health clinics for personal counseling needs.

DISABILITY SERVICES OFFICE

Mid Michigan Community College is committed to making accommodations and providing services to students with documented disabilities, which interfere with the learning process. Accommodations will vary and depend on the specific disability. Services may include: readers, note-takers, interpreters, books on CD’s, adaptive equipment, assistive technology, alternative testing methods, assistance with accessibility and referrals to college and community resources.

Students must provide written verification of their disability before accommodations can be made. In addition, students must register for services and reapply each semester for continued support. To inquire about these services, please contact Disability Services Office at 989.386.6636.

VOCATIONAL EDUCATION ASSISTANCE PROGRAM (VEAP)

The Carl D. Perkins Grant is a federal program designed to help MMCC students who are enrolled in a two-year state approved occupational programs. Special population students must qualify under one or more of the following categories: single parent, displaced homemaker, non-traditional career choice, documented disability, limited English or economically disadvantaged.

Students who are eligible must apply for financial aid (Pell) and have an unmet need as defined by financial aid. Assistance may be in the form of: academic and career counseling, col-
lege and community agency referrals, registration assistance and financial assistance - which may include help with transportation, child care, books and tuition. Assistance is limited and interested students are required to submit an application each semester by the application deadline to be considered. Priority consideration will be given to those students who have the greatest unmet need and are closest to completing their degree. For additional information please contact the Vocational Educational Assistance Coordinator at (989) 386-6622, ext. 394.

ENROLLMENT SERVICES

REGISTRATION

Returning Students
1. Students who have at least 12 credit hours recorded on their transcript, have no current registration blocks and are in good academic standing may register in person or on MidWeb. All others must see an advisor.
2. Pay tuition in full, enroll in the NBS (Nelnet Business Solutions) Tuition Management Plan, or have sufficient Financial Aid awarded by the Tuition due date. A non refundable enrollment fee ($50 or $25) is included in the tuition and fees.

New & First Time Students
1. Complete an application for admission. (Admissions Application available online at www.midmich.edu/admissions)
2. Schedule an Assessment.
3. Complete the College Student Inventory.
4. Schedule appointment with an advisor.
5. After advising appointment, register for classes.
6. Pay tuition in full, enroll in the NBS (Nelnet Business Solutions) Tuition Management Plan, or have sufficient Financial Aid awarded by the Tuition due date. A non refundable enrollment fee ($50 or $25) is included in the tuition and fees.

Guest Students
Guest students are those attending other colleges who wish to take courses at MMCC for transfer credit. Note: Financial aid is not available to guest students. Guest students should follow these easy steps for admission and registration:
1. Complete an application for admission. (Admissions Application available online at www.midmich.edu/guest)
2. Complete our Accuplacer assessment if you intend on taking a Math or English course for the first time in college.
3. It is highly recommended that guest students schedule a brief meeting with an academic advisor to verify the credits transfer to the home institution and for a demonstration of online services - MidWeb, Moodle, and midmich email.
4. Verify MMCC prerequisites through your institution's unofficial transcript. See Enrollment Services website (www.midmich.edu/enrollment) for more information.
5. Pay your tuition by the tuition due date. A nonrefundable enrollment fee is included in the fees.

ADDING COURSES
Students may add courses to their schedule during the schedule adjustment period by completing the Drop/Add form obtained in the Office of Enrollment Services or by utilizing the MidWeb system (if eligible to do so).

DROPPING COURSES
Students may drop courses from their schedule by completing the Drop/Add form obtained in the Office of Enrollment Services or by utilizing the MidWeb system (if eligible to do so). Refund of tuition will be based on the Tuition and Fee Refund Schedule. Courses that are dropped after the schedule adjustment period will be assigned a grade of “W” with no grade point average penalty. Students will not be allowed to drop courses after the posted last day to drop date.

INSTITUTIONAL DROP
MMCC can drop a student who has never attended any classes, or has quit attending classes during a semester. Institutional considerations, including reporting requirements, will guide the utilization of this policy. If a student feels they have been identified in error, they may contact the Office of Enrollment Services.

AUDITING A COURSE
A course in which a student enrolls for no grade and no credit is regarded as an Audit. Student must pay the regular tuition and fees. Audited courses are not computed into the GPA and do not count toward graduation. A course cannot be changed from audit to credit or from credit to audit after the official schedule adjustment period is over.

REPEATING A COURSE
When a course is repeated for the purpose of improving a grade, the lower grade with its credit hours and points will be removed from the existing grade point average (GPA); the higher grade with its credit hours and honor points will be computed into the GPA. The GPA is found by dividing the total honor points earned by the GPA hours. Credit cannot be earned more than once for any given course. An equivalent course taken at another institution will not remove the MMCC equivalent from the MMCC transcript.

SAME COURSE RE-ENROLLMENT
In an effort to avoid potential same course re-enrollment abuse, the following conditions apply:
1. Regardless of grade(s) earned in a course(s) previously, a student will be allowed to re-enroll for this same course for a second time without conditions unless it is in a restricted enrollment program which requires written approval to re-enroll by the Program Director.
2. Regardless of grade(s) earned in course(s) previously, a student will be allowed to re-enroll for a course for a third time but must complete a Same Course Enrollment Form in consultation with an advisor prior to registering.

3. For a student to re-enroll in a course for a fourth time or more the student must make a request in writing and receive approval from the Executive Dean or Associate Dean of Student and Academic Support Services plus agree, in writing, to pay the complete course cost and an additional $50 per contact hour fee.*

* The purpose for requiring this fee is to ensure the student pays the total course cost thus, freeing the local and state taxpayers of any financial contribution.

WITHDRAWING FROM COLLEGE

Students who withdraw totally from the College must initiate formal withdrawal procedures with the Office of Enrollment Services to avoid the posting of failing grades for all courses not completed.

Students who receive Title IV Federal Student Aid funds and withdraw totally prior to completion of 60% of a semester or session may have to repay a portion of the aid they received. Please see Return of Title IV Funds Policy.

STUDENT CREDIT HOUR LOAD

Twelve or more credit hours are considered full-time, 9-11 credit hours are considered three-quarter-time, and 6-8 credit hours are considered half-time.

The normal credit hour load for a full-time student consists of 15-17 semester credit hours. A student may not elect more than 18 semester credit hours without special permission from the Associate Dean of Student and Academic Support Services. Students wishing to enroll in more than 20 semester credit hours must receive special permission from the Vice President of Academic Services.

Students earning 0 through 23.9 credit hours are designated as “freshmen”; students earning 24 through 62 credit hours are designated as “sophomores”; students earning 63 or more credit hours are designated as “other”.

HONORS SECTION

Students with a minimum of a 3.0 GPA may elect to register for a course in the honors section. Honors classes are intended to challenge highly motivated and academically talented students. Permission of instructor is required.

HONORS OPTION

Students may apply to take a course with an honors option. The student meets with the instructor one additional hour per week in addition to the regularly scheduled class. The student and the instructor will develop an extra project together. Such options will also be marked “Honors” on the student’s transcript. Only a minimum number of honors options will be permitted each year. Students interested in this option should contact both the individual instructor and the Instructional Administrator, and must apply and be approved prior to the beginning of the semester the honors option will be taken.

INDEPENDENT STUDY COURSE WORK

A student may, at the discretion of the instructor, register for a course as an independent study. Independent study courses contain the same learning objectives and expectations as courses taught through in-class or online instructional formats. Independent study courses should only be used after all other instructional methods have been considered. All independent study coursework must be approved by the appropriate faculty member AND their Instructional Administrator.

CHANGE OF PROGRAM

At the time of application, the student is required to declare a program and is given a student program guide to follow, which outlines all courses required for completion of the degree or certificate. If a student decides to change his/her program of study, the Office of Enrollment Services must be notified and a new student program guide should be picked up to assure that the student completes the necessary courses required on the new program.

<table>
<thead>
<tr>
<th>GRADES</th>
<th>GRADING SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Significance</td>
</tr>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Z</td>
<td>Deferred Grade</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>CR/NC</td>
<td>CR=&quot;C&quot; or better, NC=&quot;C-&quot; or below</td>
</tr>
<tr>
<td>CR</td>
<td>Transfer credit, Advanced credit, Articulation credit, Credit by Examination and Non-Traditional credit</td>
</tr>
</tbody>
</table>

Not included in computing hours and points
The Grade Point Average (GPA) is found by dividing the total honor points earned by the GPA hours.

Instructors may choose whether or not to use the +/- option for their students.

**INCOMPLETE GRADES**

In order to qualify for an incomplete contract the student must have completed at least 75% of the course work. It is at the discretion of the instructor to grant an incomplete grade (I).

Upon completion of the course requirements, said instructor will change the student’s grade from an “I” (Incomplete) to the regular letter grade earned by the student in the course. Failure of the student to comply with these requirements by the due date will result in an automatic change of the incomplete grade to a grade of “F” (Failure).

The following is the maximum timeline for completing an incomplete contract. If the incomplete is for the Fall semester, all course requirements must be completed by the end of the next Winter Semester. An incomplete for Winter semester, must be completed by the end of the next Fall semester. An incomplete for the Spring/Summer semester must be completed by the end of the next Fall semester.

**CREDIT / NO CREDIT**

A student may take courses on a Credit/No Credit basis subject to regulations summarized here. The option is elected (or removed) by submitting a Credit/No Credit Request on a Drop/Add form to the Office of Enrollment Services during the official schedule adjustment period for a semester.

The instructor is not notified when a course is taken credit/no credit and assigns the student a letter grade. The grade is converted to credit or no credit according to the following guidelines. The student earns credit (CR) for the course and credit toward graduation when a grade of "C" or better is assigned. No credit (NC) is recorded when the assigned grade is a "C-" or below. The course appears on the student’s permanent records with the CR or NC grade, but the grade has no effect on the grade point average.

Departments designate which of their courses may be taken on a credit/no credit basis. A department may offer certain courses exclusively on a credit/no credit basis after approval by the appropriate curricular authorities and noted on MidWeb.

A maximum of 12 semester hours of credit earned under the credit/no credit option may be applied toward a degree. Courses exclusively offered on this basis are not included in the 12-hour restriction.

A student who officially elects the credit/no credit option for a course may not change the registration to a letter grade designation after the schedule adjustment period.

**GRADE REPORTS**

Grade reports can be obtained on MidWeb which can be accessed through Mid Michigan Community College’s website at www.midmich.edu.

Grade reports will not be released for students who have outstanding bills in the Business Office or who have overdue books in the Library Learning Services.

**GRADE CHANGE AND REVIEW PROCEDURES**

Responsibility for resolving grade disputes is shared among the instructor, the student, the appropriate Academic Administrator, and the Vice President of Academic Services.

Under Mid Michigan Community College policy, it is the instructor’s prerogative to determine student grades. If a student has a question about a grade, the student must first discuss the matter with the instructor. The instructor should discuss the matter willingly and provide clear evidence for the basis of the grade issued. In turn, the student should provide a valid basis for grieving the grade.

If the instructor agrees at this point to make a grade change, a Change of Grade form must be completed by the instructor, approved by the appropriate Academic Dean, and submitted to the Associate Dean of Student and Academic Support Services.

If the instructor determines the grade should remain unchanged, and the student believes there is valid justification for a grade grievance, the student should contact the appropriate Academic Administrator. This would typically be the Associate Dean having responsibility for the course in which the disputed grade occurred. The Academic Administrator shall arrange an informal conference with the instructor and the student for purposes of resolving the conflict.

If, after such a conference, the student still believes there is valid justification for a grade grievance, the student must write a formal letter of grievance to the Vice President of Academic Services fully explaining the rationale for the grievance along with all relevant information pertaining to the matter. Upon receipt of the letter from the student, the Vice President of Academic Services will review the facts presented and make a determination of whether the case warrants a formal hearing. This step of the procedure may include a conference between the student and the Vice President of Academic Services. If the Vice President determines there is no valid justification for the grievance, he/she will inform the student that the grade issued will stand unchanged. If the Vice President determines there is valid justification for the grievance, he/she will call the Grade Review Committee into session. This committee is composed of three faculty members, the Executive Dean of Student Services or his/her representative, and the appropriate Academic Administrator. The Vice President of Academic Services shall chair the committee and appoint a recording secretary.

The grievance session shall be informal in nature with all the relevant facts being presented by the instructor and the student. After presentation of the facts, the Grade Review Committee will deliberate in closed session with the Vice President. The Vice President shall consider the assessment of the Grade Review Committee in rendering a decision to maintain or change the grade in question.

Prior to informing the student of the decision, the Vice President
of Academic Services shall review the details of the grade grievance with the President or his/her designee. Within seven days of the conclusion of the hearing, the student shall be notified in writing of the decision. This written decision provided to the student is the final disposition of any grade grievance. No additional appeals are available.

Grade grievances must be initiated within 60 days after the last day of the class in which the grade was received.

### ACADEMIC PROBATION AND DISMISSAL POLICY

Academic Probation or Academic Dismissal occurs when a student’s cumulative grade point average falls below the following scale:

<table>
<thead>
<tr>
<th>Attempted Academic GPA Hours</th>
<th>Probation Point</th>
<th>Dismissal Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 17</td>
<td>0.00 - 1.99</td>
<td></td>
</tr>
<tr>
<td>18 - 37</td>
<td>1.00 - 1.99</td>
<td>less than 1.0</td>
</tr>
<tr>
<td>38 - 50</td>
<td>1.50 - 1.99</td>
<td>less than 1.5</td>
</tr>
<tr>
<td>51 - 63</td>
<td>1.60 - 1.99</td>
<td>less than 1.6</td>
</tr>
<tr>
<td>64 or more</td>
<td>1.70 - 1.99</td>
<td>less than 1.7</td>
</tr>
</tbody>
</table>

Students who are on Academic Probation will be required to see their Academic Advisor for assistance and must follow the prescribed procedure(s) prepared by their Academic Advisor. A student will be subject to academic dismissal if there is scholastic evidence that he/she can no longer benefit from or successfully work toward the completion of a program at MMCC. When this happens, they will be dematriculated for a minimum of one enrollment period (not counting spring/summer semesters) or until such time as they demonstrate a willingness to participate in activities that are designed to improve their academic records.

### ACADEMIC PROBATION & DISMISSAL PROCEDURES

1. Academic Probation/Dismissal notification letters are mailed to students after grades are submitted. Students are prevented from registering or making schedule adjustments until contact is made with an Advisor.

2. The procedure(s) for working with students on Academic Probation are:
   - If a student is placed on probation their Academic Advisor will, in consultation with the student, identify specific activities designed to assist academic progress. These activities are not limited to, but may include:
     1) additional assessment
     2) registering for a specific class
     3) repeating courses
     4) reducing credit hour load
     5) career exploration
     6) program change
     7) workshops
     8) tutoring

3. Students on academic probation who fall below the dismissal level as stated will be dismissed and will not be allowed to register for a minimum of one enrollment period (not counting spring semester).

4. Students who are dismissed may appeal the decision. The appeal must be initiated by the student prior to the start of the next semester. An official letter of appeal must be sent to the Associate Dean of Student and Academic Support Services. The Associate Dean will review the appeal and letter and if warranted, will convene a dematriculation committee to officially review the appeal.

5. Students who continue on academic probation can re-enroll, but will be required to meet with an advisor.

6. A dematriculated student who wishes to register for any future semester(s) must first meet with an advisor.

### ACADEMIC HONESTY

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature.

#### MMCC POLICY ON ACADEMIC DISHONESTY AND PLAGIARISM

**Academic Dishonesty:** includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**Plagiarism:** Plagiarism is using another’s ideas as one’s own. Plagiarism has two forms, unintentional and intentional. Unintentional plagiarism is usually the result of students being unfamiliar with the academic conventions of citation and documentation. Intentional plagiarism is the result of students knowingly submitting the work of others as their own. This includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
All acts of plagiarism and academic dishonesty will first be dealt with by the instructor. Penalties may range from revision to failing the assignment or the course. Instructors must report all acts of intentional dishonesty or plagiarism, or any penalty resulting in a failure of the course, to the Associate Dean of Student and Academic Support Services. Repeated violations may result in further discipline, up to and including dismissal.

Students may appeal any grade affected by a charge of academic dishonesty or plagiarism through the Grade Grievance Procedure.

**ACADEMIC AMNESTY**

Academic Amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at MMCC. Through Academic Amnesty, a student will be awarded a “second opportunity” to achieve success at MMCC by removing the negative impact of less than “C” grade courses on the student’s academic transcript.

To be eligible for Academic Amnesty, a student must have:

1. A cumulative grade point average (GPA) of less than 2.0 for the period in question.
2. Recently completed at least 6 credit hours or more and have maintained a current 2.00 GPA or higher.
3. Allowed five (5) years to lapse between the poor academic performance and requirement number 2 listed above.

Once eligible, a student may petition the Academic Amnesty Committee by submitting a completed Application for Academic Amnesty form to the Office of Enrollment Services.

The Academic Amnesty Committee will review all requests. If Academic Amnesty is granted by the Committee it must be for one continuous enrollment period in a program at MMCC, as indicated by the courses taken by the student that are directly attributable to that program.

Once Amnesty has been approved by the committee and applied by the Associate Dean of Student and Academic Support Services to the student’s (petitioner’s) transcript, the student will not be permitted to rescind the application of Amnesty on his/her academic record. Other conditions include:

1. No course work will be removed from the transcript.
2. A special notation explaining Amnesty approval will be placed on the student’s transcript.
3. Honor points and credit hours attempted during the amnesty period will be subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average will then be established.
4. Courses successfully completed with a grade of “C” or better during the amnesty period can be used toward the student’s certificate or degree requirements.
5. A student receiving Academic Amnesty will not be allowed to graduate with honors.
6. Academic Amnesty, when granted, applies only to Mid Michigan Community College courses. There is no guarantee, expressed or implied, that Academic Amnesty will be recognized by any other college or university.
7. Courses previously counted to fulfill degree requirements on a completed degree cannot be considered for Academic Amnesty.
8. Academic Amnesty can be granted only once to any student.

The Associate Dean of Student and Academic Support Services has the responsibility of implementing Amnesty as stated in the Academic Amnesty Policy when it is granted to a student.

**GRADUATION REQUIREMENTS**

Graduation requirements for a certificate or associate degree are based on the regulations and requirements printed in the Mid Michigan Community College catalog in effect at the time of a student’s initial registration. A catalog published after initial registration may be chosen by the student when it is to his or her advantage, provided that the student has attended at least 1 semester per academic year. If a student stops out for a period of one year or more, the student will need to follow the catalog in effect at the time they reenter the college. For students with continual enrollment, there is a seven year time limitation on the use of a selected catalog; the time limitation on this is so that no student may graduate under the requirements of a catalog published more than seven calendar years prior to the date of graduation. Graduation requirements for certificate or associate degrees in limited seat programs are based on the regulations and requirements printed in the MMCC catalog in effect at the time the student is officially accepted into the program of study and is in effect for two years from that date. This time line is in effect because of the rapidly changing requirements in these specialized programs for job placement. Candidates for degrees or certificates must meet all of the following requirements to be eligible for graduation:

1. Apply for graduation prior to registration for your last semester. Students should apply by October 1 for Winter graduation (May) and March 1 for Spring/Summer/Fall graduation. Only students applying for Associate Degrees or Certificates of Achievement can participate in Commencement.
2. Earn a minimum of 15 credit hours at MMCC for an Associate’s Degree and 6 credits for a Certificate of Achievement or Training Credential.
3. Complete the number of credit hours required for each degree. A minimum of 62 is required for an Associate’s Degree and 31 for a Certificate of Achievement.
4. Maintain a 2.0 GPA or higher. Some programs require students to get a minimum grades in many or all of their courses. Students are expected to be aware of program specific grade requirements.
5. Courses numbered below 100 do not count toward graduation.

6. For each additional Associate Degree, a student must take an additional 12 credits at MMCC. For each additional Certificate of Achievement, a student must take an additional 6 credits at MMCC.

7. If a student has taken classes from another college, the transcript must be received by MMCC within six weeks after the scheduled gradation date in order to allow the student to graduate in said semester.

MMCC reserves the right to make changes in academic programs, graduation requirements, or grading policy at any time.

GRADUATING WITH HONORS OR HIGH HONORS

Graduation with honors or high honors is determined by the student’s cumulative GPA at the end of the last semester prior to graduation.

A student must have a cumulative GPA of 3.500 through 3.899 to graduate with Honors and cumulative GPA of 3.900 through 4.000 to graduate with High Honors.

Substitutions are not encouraged and should be considered only under the most unusual circumstances. Students should be aware that course substitutions may not transfer to another institution. Students planning to transfer are strongly encouraged to consult with the transfer receiving institution for specific course requirements.

COURSE SUBSTITUTIONS

Students are expected to take the required courses prescribed on the program of study they have declared. Occasionally, however, circumstances necessitate a substitution. If this should become necessary, the student should obtain a Waiver/Substitution form from the Office of Enrollment Services. This form should be completed by the student in consultation with an academic advisor, or with a faculty member from the program that would be accepting the substituted course. A clear rationale for the substitution must be provided. This substitution must then be approved by the Instructional Dean, and by the Registrar. If any of the three disapproves the action, it will be necessary for the student to take the required course.

Substitutions are not encouraged and should be considered only under the most unusual circumstances. Students should be aware that course substitutions may not transfer to another institution. Students planning to transfer are strongly encouraged to consult with the transfer receiving institution for specific course requirements.

SUPPLEMENTAL SERVICES

BOOKS & BEANS ESPRESSO CAFÉ

Books & Beans Espresso Café is located at the Harrison Campus on the first floor. Coffee, specialty drinks, iced smoothie drinks, bottled soft drinks, juices and waters are available. Also available are quick snacks including: fresh baked pizza slices, homemade sandwiches, muffins, bagels and yogurt. Hours of operation are posted at Books & Beans.

COMPUTER LABORATORIES

All enrolled students have free access to an open computer lab for academic pursuits.

LIBRARY (LLS)

The Charles A. Amble Library/Media Center at Mid Michigan Community College provides services that are designed to meet the academic, general and technical needs for students, faculty, and administration at MMCC. In addition to serving the college’s academic community, the library is proud to offer information services and programs to members of the general public as well.

The Harrison campus library contains a collection of informational material. All of the information that is housed in the library is cataloged under the Library of Congress Classification System. Other resource holdings include a collection of numerous periodicals and newspaper subscriptions, along with an audio and video collection that is approaching 2,000 titles.

The library staff at both campus locations can provide upon request, bibliographic instruction, library tours, and research tutorials for instructional purposes. In addition to this, staff members strive to satisfy any other informational needs for members of our academic and non-academic community.

Both campus library locations provide the most up to date technology and services. Some of the technical services include, free wireless internet, check-out laptops for both in house and take-home use, viewing facilities for students who need to watch a DVD for course related purposes, and desktop computers for both student and community member use.

In order to meet the research needs of our student population, an array of online academic databases are available. Some of the academic databases that can be found at both campus locations are JSTOR, ProQuest, Ebsco, ECO, The Gale Reference Library, Info Trac, and MEDLINE. Other online services include
the Oxford Dictionary Online, The Routledge Encyclopedia Online, online tutorials for all of the academic styles of writing, tutorials on how to effectively avoid plagiarism, and interactive research tutorials.

MMCC’s Charles A. Amble Library is a member of the Michigan Electronic Library (MEL) and the Valley Library Consortium. These partnerships give both students and community members InterLibrary Loan (ILL) access to the majority of college, university, and public libraries around the state of Michigan. This computerized resource sharing system allows users to navigate the databases of over 1 million items held by these various libraries by author, title, subject and keyword searches. All of MMCC’s ILL and online services are available for on or off campus users. (Note: off campus access is restricted to library card holders).

Hours for the Harrison campus library location are Monday through Thursday from 8:00 a.m. until 8:00 p.m., Friday from 8:00 a.m. until 4:30 p.m., during the academic year. Library hours between academic sessions and summer are 8:00 a.m. until 4:30 p.m. Monday through Friday. Hours for the Mt. Pleasant library service desk are Monday through Friday 8:00 a.m. until 4:30 p.m.

CONTINUING EDUCATION NON-CREDIT COURSES

In an effort to meet special interests and needs of the non-academic and academic community, MMCC provides an array of continuing education classes, lectures, and special events. Courses and events falling under the following major headings – professional development and personal interest are offered each enrollment period at both campus locations.

LEARNING SERVICES (LLS)

The Library Learning Services (LLS) is available to all MMCC students for a host of success-oriented services. LLS classes give students the option of taking entry-level Math and English in a more personalized and collaborative environment. In addition, if students are having difficulty in a class, they may take advantage of our additional support services. LLS writing and reading assistance is designed to help students with their writing and reading needs in any class. Whatever stage of the writing process a student may be at (ideas, drafts, finals), he/she may set up an appointment for consultation. Students can also get help with academic and textbook reading.

Any MMCC student may use all Math Lab services, multimedia, and self-instructional materials, even if he/she is not enrolled in an LLS Math course. Videotapes with lectures are available for Math 101, 104, and 105. They may be viewed in the lab or at home. Also, students from any math class may go to the lab for assistance with assignments from lecture classes; simply bring an assignment and textbook for help.

Peer tutoring and Supplemental Instruction (free services to students) are also set up through the The Library Learning Services. If students are falling behind in their course work, they are encouraged to talk to their instructors first. Instructors are usually very eager to help students. At peak times, tutoring is provided on a first-come/first-serve basis, but our goal is to provide assistance to all students needing help. If we cannot provide you with a tutor, please talk to the LLS staff for other types of assistance.

In addition to these services, the The Library Learning Services is also the testing center for assessment testing, make-up and Internet classes, Credit by Exam classes, and the media site for research.

ASSESSMENT

Mid Michigan Community College uses Accuplacer as an Advising tool. Accuplacer is not an admissions test. It is an assessment that helps students identify their present strengths and needs information that is necessary for accurate placement in the basic areas of language usage, reading, and numerical skills. Students must complete Placement Testing if they are seeking any MMCC degree, certificate, or training credential. The only individuals who would not have to complete Placement Testing are those who have successfully completed Mathematics and English Composition at other institutions or who have taken the ACT within the past 3 years and attained a score of 21 or higher for Reading and Math. Walk-in testing may be available, but it is preferable to schedule an appointment for testing.

ACCESS TO CAMPUS FACILITIES

The College will post its official hours for its buildings each enrollment period. Students and non-College employees shall have access to the building only during these hours, unless an approved (by the Vice President of Finance and Administrative Services or his/her designee) written exception is in effect. During times when the College is not officially open, employees or individuals entering the facility should ensure that all entries are secured.

HEALTH CARE SERVICES

At present, Mid Michigan Community College does not provide or operate any health care services. The student’s responsibility is to maintain their own health care support services. Health care services are limited to Basic First Aid.

HOUSING

Mid Michigan Community College does not maintain housing for students on the campus.

STUDENT ACTIVITIES

STUDENT IDENTIFICATION CARDS

Student ID cards are issued for students who are registered for any MMCC class. Your original ID card is free but you can get a replacement card for only $5.

MMCC LAKER ATHLETICS

The Mid Michigan Community College Lakers are part of the National Junior College Athletic Association (NJCAA) as a Divi-
sion III community college. As a DIII college, the Lakers cannot offer athletic scholarships, but the program offers an opportunity to compete after high school. A number of students have even transferred on to play at colleges and universities after playing for the Lakers.

Funded by the student activity fee and fundraising events, the MMCC Lakers made their debut with a men’s soccer team in Fall 2008. Today, the Lakers have men’s and women’s basketball teams that play home games at Morey Courts in Mt. Pleasant. Visit www.midmich.edu/athletics for more information.

STUDENT CLUBS

MMCC has a number of recognized student clubs that allow students to gather together, share experiences, and connect with their peers. All student clubs have MMCC advisors that help them organize and grow. Clubs can be formed around almost any topic and the student activity fee can even help with initial funding for the club. For more information, visit www.midmich.edu/studentlife.

MID’S CAMPUS COUNCIL (MC²)

MC² functions as an advisory body to provide activities and services to students of the college. It is also the student council and programming board of MMCC. The council is composed of an executive board and any student who wishes to participate is eligible to attend. The Board strives to offer student activities that meet a variety of interests. It also funds and supports student groups and athletics. Announcements of meetings are posted. Students and groups may present proposals requesting funding or council support for activities on campus. All proposals will be reviewed and voted on by the council. Students interested in being elected to MC² should contact the advisor at 989-386-6634 or a council member. Elections take place yearly or as needed to fill vacancies.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY ALPHA OMICRON OMICRON CHAPTER

Phi Theta Kappa is the international honor society of the two-year college. Phi Theta Kappa has recognized academic excellence since 1918 and has become the largest, and one of the most prestigious, honor societies in higher education. More than 2.5 million members have been inducted at 1,275 colleges. Distinguished alumni include businessman H. Ross Perot, former UN Ambassador Jeanne Kirkpatrick, Apollo 13 Astronaut Fred Haise, Grammy-winning entertainer Rudy Gatlin and Emmy Award-winning actress Sela Ward.

Membership is primarily based upon academic achievement. Invitations to membership are extended twice a year to MMCC students who have completed at least twelve hours of coursework at MMCC and have a GPA of 3.5 or better. Involvement with Mid’s Phi Theta Kappa chapter offers a myriad of opportunities for intellectual enrichment, fellowship, community service, personal development and development of leadership skills. In addition, members are eligible for scholarships on the campuses of most four-year colleges and universities.

MMCC’s Phi Theta Kappa chapter is extremely active and is committed to the society’s four Hallmarks: Scholarship, Leadership, Service and Fellowship, and to serving the college and surrounding communities.

CAMPUS CRIME PREVENTION AND SECURITY REGULATIONS

Mid Michigan Community College pledges to comply with the regulations as specified by the Crime Awareness and Campus Security Act of 1990, as amended by Public Law 105-244 under the Department of Education’s Student Assistance General Provisions 34 CFR Part 668.

CRIME PREVENTION

Mid Michigan Community College asks that students consider campus crime prevention as a shared responsibility between the College and its campus community members.

CAMPUS LAW ENFORCEMENT

Campus law enforcement is provided by STT Security.

CRIME REPORTING AND EMERGENCY PROCEDURES

If you are a victim of a crime or suspect a crime, notify the campus security officer located in room 252 on the Harrison Campus or the cashier’s Office across from the Bookstore. If
they are not available call 989-339-4204 (Harrison Campus), 989-339-7323 (Herbert D. Doan Center), or call the local police department at 989-539-7166 (Clare County) or 989-773-1000 (Isabella County).

DISCIPLINARY ACTION

Mid Michigan Community College abides by all Local, State, and Federal laws and will ask an appropriate agency to impose any necessary sanctions should a violation occur. Students are expected to respect the laws governing the community, as well as the MMCC rules and regulations governing student conduct as set forth in this catalog and other policy manuals. All rules and regulations apply on all College property and at all College sponsored events.

SUBSTANCE ABUSE POLICY AND PROCEDURE

The following information is presented in accordance with the Drug-free Schools and Communities Act Amendments of 1989.

STANDARDS OF CONDUCT

The Mid Michigan Community College (MMCC) Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on MMCC’s campuses. Alcohol is prohibited on campus except when a written exception request is submitted to, and approved by MMCC’s Board of Trustees for consideration.

LEGAL SANCTIONS

MMCC abides by all local, State and Federal laws and will ask an appropriate agency to impose any necessary sanctions should a violation of any stated law take place on MMCC campuses. Any person who illegally sells, provides, transports, possesses or consumes alcoholic beverages or controlled substances on college property may face immediate arrest and prosecution under applicable federal, state and local laws. Penalties under these laws may include fines, imprisonment or both. More information is available at www.justice.gov/dea/druginfo/ftp3.shtml

HEALTH RISKS

Various health risks are associated with the use of illicit drugs, the misuse of prescription drugs and/or and the abuse of alcohol. Addiction to alcohol or other drugs is a progressive disease which, if untreated, may be fatal. Health risks of alcohol and drug abuse have a wide range of consequences including but not limited to liver damage and disease, psychosis, brain damage, and heart disease. The physical consequences of such abuse are serious and can be life threatening.

The psychological and social consequences of substance use and abuse can be equally devastating. Loss of friends, loss of job, divorce, and the creation of a dysfunctional family system are common consequences of substance abuse. Substance abusers often experience feelings of depression, anxiety, low self-esteem, guilt and loneliness. Additional information about the physical and psychological consequences of substance abuse is available in the MMCC library and through the Substance Abuse Coordinator as well as various Substance Abuse Agencies.

AVAILABLE COUNSELING AND TREATMENT PROGRAMS

All MMCC students will have access to substance abuse awareness literature at the college. A student or employee who voluntarily seeks assistance to overcome substance abuse problems will be referred to a community agency for assessment, prescribed treatment, and follow-up.

Local Assistance is available from:
Ten Sixteen, Inc. (989) 631-0241 or (989) 773-9655 or (989) 802-0742 or (989) 426-8886

Students and employees participating in counseling or a prescribed program are not exempt from college policies, procedures or rules.

DISCIPLINARY SANCTIONS

Students and employees who illegally use alcoholic beverages or controlled substances on college property face disciplinary action, suspension from the college, and/or prosecution under the law.

SMOKING POLICY

To promote the health and well-being of its students, faculty and staff, and reduce involuntary exposure to second hand smoke, the College established a smoke and tobacco free environment. Smoking and/or the use of any tobacco product is prohibited within or outside of all facilities, vehicles, and grounds owned, leased or operated by Mid Michigan Community College. No designated areas will be provided by the college for smoking or the use of tobacco products. Staff and visitors may continue to smoke and/or use tobacco products in their personal vehicles when working or visiting any MMCC campus location.

STUDENT COMPLAINT POLICY

Mid Michigan Community College is committed to helping students. Should a student have a concern/complaint, he/she is encouraged to discuss it with appropriate MMCC personnel. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

If you have a concern, here are the numbers to contact:
• Billing Office: (989) 386-6611
• Bookstore: (989) 386-6639
• Distance Education: (989) 317-4602
• Equal Opportunity/Affirmative Action: Human Resources Department (989) 386-6621
• Financial Aid Office: (989) 386-6664
If you have a complaint or concern regarding an instructor you should first discuss the matter with the instructor. If you do not feel comfortable discussing the issue with the instructor, please complete a Student Instructor Concern Form.

For Registration problems contact the Associate Dean of Student and Academic Support Services Office at (989) 773-6622 ext. 230.

### STUDENT CODE OF CONDUCT

#### PREAMBLE

MMCC Mission: The purpose of Mid Michigan Community College is to provide educational and community leadership for the development of human ability. To this end the College provides post-secondary education and services to enable students and the community to achieve success in a global society.

As a member of this academic community, each student enjoys the right to learn. Mid Michigan Community College has a duty to promote this learning. The student, in turn, has duties and responsibilities to other members of the Mid Michigan Community College community. The most important is to refrain from interfering with the rights and responsibilities of others to learn, teach, and effectively manage the institution. Students are required to engage in responsible social conduct and to model good citizenship in any community. Students are expected to act in a responsible manner that promotes the environment for learning. The three forms of misconduct subject to disciplinary action are 1) violations of civil/criminal law, 2) disruption of the educational process, and 3) violation of College rules, regulations and policies.

#### ARTICLE I: DEFINITIONS

The term College means Mid Michigan Community College.

The term “student” includes all persons taking courses at the College, either full-time or part-time, taking courses either for credit or not for credit. The term also includes persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission, even though they are not enrolled in this institution. This Student Code applies at all locations of the College, and to off-campus locations related to College activities including, but not limited to, internships, study abroad courses, athletic events, etc.

The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by the College.

The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

The term “organization” means any number of students/student groups who have complied with the formal requirements for College recognition/registration.

The term “Student Oversight Committee” means any person or persons authorized by the Executive Dean of Student and Academic Support Services to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

The term “Disciplinary Records” means documentation of any student’s code violations, assessed sanctions, and completion of said sanctions. Disciplinary records are maintained separately from the student’s academic record but are part of the student’s overall educational record.

The Executive Dean of Student and Academic Support Services is that person designated by the College President to be responsible for the administration of the Student Code. The Executive Dean of Student and Academic Support Services is . . .

- Authorized on a case-by-case basis to impose sanctions upon any student(s) found to have violated the Student Code.
- Selects the members of the Student Oversight Committee and the Appeals Board.
- Authorizes designated College officials to impose sanctions in all cases.

The term “Appellate Board” means any person or persons authorized by the Executive Dean of Student and Academic Support Services to consider an appeal of a decision by the Student Oversight Committee.

The term “shall” is used in the imperative sense.

The term “may” is used in the permissive sense.

The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, the College’s Title IX Policy, the Non-Discrimination Policy, the College web page and computer use policy, and the College Catalog.

The term “Academic Dishonesty” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to
a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

The term "Accused Student" means any student accused of violating this Student Code.

ARTICLE II: STUDENT CODE AUTHORITY

The Executive Dean of Student and Academic Support Services shall determine the composition of the Student Oversight Committee and the Appellate Board and determine which group or College official shall be authorized to hear each matter.

The Executive Dean of Student and Academic Support Services shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Oversight Committee Hearings that are consistent with provisions of the Student Code of Conduct and that work in concert with the policies of the Board of Trustees.

Decisions made by the Student Oversight Committee and/or Executive Dean of Student and Academic Support Services shall be final, pending the appeal process as described in this Student Code of Conduct.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Executive Dean of Student and Academic Support Services shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   • Cheating, plagiarism, or other forms of academic dishonesty.
   • Furnishing false information to any College official, faculty member, or office.
   • Forgery, alteration, or misuse of any College document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse, verbal abuse, bullying, threats, stalking, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Any sexual harassment or sexual misconduct or any other violation of the College's Title IX policy.

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

9. Violation of any College policy, rule, or regulation
published in hard copy or available electronically on the College website.

10. Violation of the MMCC Smoking and Tobacco Use Policy, which states: To promote the health and well-being of its students, faculty and staff, and reduce involuntary exposure to second hand smoke, the College has established a smoke and tobacco free environment. Smoking and/or the use of any tobacco product is prohibited within or outside of all facilities, vehicles, and grounds owned, leased or operated by Mid Michigan Community College. No designated areas will be provided by the college for smoking or the use of tobacco products. Staff and visitors may continue to smoke and/or use tobacco products in their personal vehicles when working or visiting any MMCC campus location.

11. Violation of any federal, state or local law.

12. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

13. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Behavior must also comply with provisions of the College’s Substance Abuse Policy.

14. Possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

15. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

17. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

18. Theft or other abuse of computer facilities and resources, including but not limited to:
   - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   - Unauthorized transfer of a file.
   - Use of another individual’s identification and/or password.
   - Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
   - Use of computing facilities and resources to send obscene or abusive messages.
   - Use of computing facilities and resources to interfere with normal operation of the College computing system.
   - Use of computing facilities and resources in violation of copyright laws.
   - Any violation of the College Computer Use Policy.

19. Abuse of the Student Conduct System, including but not limited to:
   - Failure to obey the notice from a Student Oversight Committee or College official to appear for a meeting or hearing as part of the Student Conduct System.
   - Falsification, distortion, or misrepresentation of information before the Student Oversight Committee.
   - Disruption or interference with the orderly conduct of the Student Oversight Committee proceeding.
   - Initiation of a student conduct code proceeding in bad faith.
   - Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct System.
   - Attempting to influence the impartiality of a member of a Student Oversight Committee prior to, and/or during the course of, the Student Oversight Committee proceeding.
   - Harassment (verbal or physical) and/or intimidation of a member of the Student Oversight Committee prior to, during and or after a student conduct code proceeding.
   - Failure to comply with the sanction(s)
imposed under the Student Code.

• Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

20. Children on Campus Policy

The college environment is not well suited to the presence of young children; generally, bringing children to campus shall be discouraged. However, should circumstances arise that a child must be brought to campus the following expectations will hold:

• Children must be with a responsible adult (parent/guardian), which means at the adult’s side.
• Children are not permitted in classrooms.
• Children must remain quiet, controlled, and non-disruptive.

Failure to comply with the above may result in a directive for the adult and the child to leave campus; further incidents may result in further disciplinary action against the adult student.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Executive Dean of Student and Academic Support Services. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Oversight Committee Hearings

1. Any member of the College community may file a complaint against a student for violations of the Student Code. A complaint shall be submitted through the online reporting system (Maxient) or prepared in writing and directed to the Student Oversight Committee. Any complaint should be submitted as soon as possible after the event takes place.

2. The Executive Dean of Student and Academic Support Services may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Executive Dean of Student and Academic Support Services. Such disposition shall be final and there shall be no subsequent proceedings. If the complaints are not admitted and/or cannot be disposed of by mutual consent, the Executive Dean of Student and Academic Support Services may later serve in the same matter as the Student Oversight Committee or a member thereof. If the student admits violating the Student Code, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All complaints shall be presented to the Accused Student in written form. A time shall be set for a Student Oversight Committee Hearing, within fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Oversight Committee Hearings may be extended at the discretion of the Executive Dean of Student and Academic Support Services.

4. Student Oversight Committee Hearings shall be conducted by the Student Oversight Committee according to the following guidelines except as provided by article IV(A)(7) below:

a. Student Oversight Committee Hearings normally shall be conducted in private.

b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Oversight Committee Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Oversight Committee Hearing shall be at the discretion of the Student Oversight Committee and/or the Executive Dean of Student and Academic Support Services.
c. In Student Oversight Committee Hearings involving more than one Accused Student, the Executive Dean of Student and Academic Support Services, in his or her discretion, may permit the Student Oversight Committee Hearings concerning each student to be conducted either separately or jointly.

d. The hearing is entirely administrative in nature and is not considered a legal proceeding. All parties involved in the complaint have the right to an advocate, which could be a member of the college community (student, faculty member, academic advisor, or other staff member). Legal counsel may be present (at the expense of the individual parties) at the hearing on behalf of either party. Such counsel may privately consult with and advise the parties during the proceeding but may not examine witnesses or otherwise directly participate on behalf of either party. No audio or video recording will take place. Anyone disrupting the hearing may be removed. The complainant, respondent, and witnesses will be questioned separately by the Hearing Board and will not be allowed the opportunity to cross examine other parties. All parties have a right to be heard and to present evidence (including witnesses); however, if any party chooses to have an advocate or invite witnesses, notice must be provided to the SOC office no later than two business days prior to the hearing. The college will maintain documentation of all hearing proceedings.

e. The Complainant, the Accused Student and the Student Oversight Committee may arrange for witnesses to present pertinent information to the Student Oversight Committee. The Complainant and/or Accused Student must identify possible witnesses during the initial investigation; the College will try to arrange the attendance of possible witnesses who are members of the College community. Witnesses will provide information to and answer questions from the Student Oversight Committee. The Student Oversight Committee may consider suggested questions from the Accused Student and/or the Complainant; however, the Committee does not obligate itself to use any such questions. In the event that suggested questions are used, such questions shall be directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Oversight Committee.

f. Pertinent records, exhibits, and statements may be accepted as information for consideration by the Student Oversight Committee at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Oversight Committee.

h. After the portion of the Student Oversight Committee Hearing concludes in which all pertinent information has been received, the Student Oversight Committee shall determine (by majority vote if the Student Oversight Committee consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is accused of violating.

i. The Student Oversight Committee's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as an audio recording, of all Hearings before the Student Oversight Committee (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College.

6. If an Accused Student, with notice, does not appear before the Student Oversight Committee Hearing, the information in support of the charges shall be presented and considered.

7. The Student Oversight Committee may accommodate concerns for the personal safety, well being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witnesses during the hearing by providing alternative methods of communications, where and as determined in the sole judgment of the Executive Dean of Student and Academic Support Services to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning—A notice in writing to the student
that the student is violating or has violated institutional regulations.

b. No Contact – A notice that a student or students are not to approach each other, speak to each other, contact using phone, email, text, social media, or third party individuals. Violation of the No Contact order can result in further sanctions.

c. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

d. Loss of Privileges—Denial of specified privileges for a designated period of time.

e. Fines—previously established and published fines may be imposed.

f. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

g. Referral/Assessment – Students may be required to arrange external assessment, counseling or treatment programs and to release results to the College. Continued enrollment may be dependent on the results of such referrals.

h. Contract – A student may be required to refrain from (or to perform) specific activities; continued enrollment may be dependent on reports of success in meeting the stated criteria.

i. Discretionary Sanctions—Work assignments, essays, service to the College, or other related discretionary assignments. For academic matters such as plagiarism or academic dishonesty, sanctions may include, but are not limited to, failure of the course, failure of the assignment, or resubmission of work.

j. Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

k. Expulsion—Permanent separation of the student from the College.

l. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

m. Withholding Degree or Transcript —The College may withhold awarding a degree otherwise earned or fulfilling a request for a transcript until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

n. Immediate Removal from Classroom -- If misconduct warrants an immediate removal from the class for the remainder of the class period, the instructor may do so without a prior hearing. If the student resists, the instructor may ask for assistance from campus security or contact law enforcement by calling 911. The instructor shall, as soon as practical, provide written certification to the Dean of Student and Academic Support Services and/or the Associate Dean of Student and Academic Support Services that the student has violated any college policies, rules, or regulations and has refused to leave the classroom.

More than one of the sanctions listed above may be imposed for any single violation.

(i) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student's disciplinary record. The student’s disciplinary record may be expunged of disciplinary actions other than suspension, expulsion, or revocation or withholding of a degree, upon application to—and approval by— the Executive Dean of Student and Academic Support Services

(ii) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

2. The following sanctions may be imposed upon groups or organizations:
a. Those sanctions listed above.

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time, including permanently.

3. In each case in which the Student Oversight Committee determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Executive Dean of Student and Academic Support Services. In cases in which persons other than, or in addition to, the Executive Dean of Student and Academic Support Services have been authorized to serve as the Student Oversight Committee, the recommendation of the Student Oversight Committee shall be considered by the Executive Dean of Student and Academic Support Services in determining and imposing sanctions. The Executive Dean of Student and Academic Support Services is not limited to sanctions recommended by members of the Student Oversight Committee. Following the Student Oversight Committee Hearing, the Student Oversight Committee and the Executive Dean of Student and Academic Support Services shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Executive Dean of Student and Academic Support Services, or a designee, may impose a College suspension prior to the Student Oversight Committee Hearing.

Interim suspension may be imposed when the Executive Dean determines such suspension is necessary:

1) to ensure the safety and well-being of members of the College community or preservation of College property;

2) to ensure the student’s own physical or emotional safety and well-being; or

3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

   a. The student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

   During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Executive Dean of Student and Academic Support Services may determine to be appropriate.

   The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Oversight Committee Hearing, if required.

D. Appeals

1. A decision reached by the Student Oversight Committee or a sanction imposed by the Executive Dean of Student and Academic Support Services may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Executive Dean of Student and Academic Support Services or his/her designee.

   a. To determine whether the Student Oversight Committee Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing...
If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Oversight Committee and Executive Dean of Student and Academic Support Services for re-opening of Student Oversight Committee Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the Executive Dean of Student and Academic Support Services or his or her designee for final determination.

B. The Student Code shall be reviewed every year under the direction of the Executive Dean of Student and Academic Support Services.

TITLE IX POLICY

Clery
Title IX Law
Campus Sexual Violence Act (Save)
Violence Against Women Act (VAWA)
Policy

PART 1 INTRODUCTION

Policy Statement
Mid Michigan Community College (MMCC) is committed to maintaining a positive learning environment for students, faculty, staff, and visitors. Our primary concern is for the safety of our students, staff, and visitors. As such, all members of the campus community (including students, employees, staff, faculty, guests, vendors and visitors) have the right to be free from all forms of gender and sex-based discrimination; examples of which include acts of sexual violence including but not limited to sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid Michigan Community College has adopted a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy reaffirms these principles and provides recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Duty to Report
All MMCC employees have an obligation to report allegations of sexual misconduct or other violations of this policy to the Title IX Coordinators or their designees as soon as possible. All complaints of sexual misconduct, investigative documents and materials relative to the resolution of the matter will be maintained electronically in the appropriate office. All documents will be confidential to the extent allowed under state and federal law.

Retaliation:
No person shall be penalized for good faith utilization of channels available for resolving complaints of sexual misconduct, gender discrimination or Title IX issues. Retaliation includes but is not limited to intimidation, threats, harassment, and any other adverse action threatened or taken against any person for engaging in protected activity.

Anyone who believes he or she has been the victim of retaliation for opposing discriminatory behavior or reporting sexual misconduct, or participating or cooperating in an investigation, should immediately contact one of the Title IX Coordinators listed herein. Any person found to have retaliated against a person for engaging in protected activity will be in violation of this Policy and will be subject to disciplinary action.

False Statement:
Should the College’s investigation reveal that a complaint was knowingly false and/or that false evidence was knowingly and willfully provided, the complaint will be dismissed and the person who knowingly filed the false complaint and/or provided the false evidence may be subject to disciplinary action.

Confidentiality:
MMCC college faculty and staff have a duty to report incidents of sexual violence and/or misconduct when such information is revealed to them. All complaints of sexual violence and/or misconduct will be promptly and thoroughly investigated by one of the College’s Title IX Coordinators or designees. The College will make reasonable and appropriate efforts to ensure an individual’s privacy and protect confidentiality when conducting an investigation and resolving a complaint, expect as otherwise required by law. Should a complainant request confidentiality or ask that a complaint not be investigated, the request will be considered, but the College cannot guarantee that said request will be honored. If a complainant insists that his/her name not be disclosed to the respondent, the College’s ability to respond may be limited. The College reserves the right
to investigate despite a complainant’s request for confidentiality in limited circumstances involving serious or repeated conduct or where the respondent may pose a continuing threat to the campus community. The College is required by the federal Clery Act to report certain types of crimes, including certain types of sexual misconduct, in statistical reports. When filing the report confidentiality is maintained and no personal information about the complainant or respondent is revealed, only the type of incident is reported in the Annual Security Report.

PART II DEFINITIONS

Title IX forbids sex discrimination in all college services and programs and includes sexual misconduct, the failure to provide equal opportunity, and discrimination based on pregnancy.

Sexual Misconduct

Under Title IX sexual misconduct is prohibited. The following terms and definitions are provided as an overview:

Consent: Consent is clear, knowing, and voluntary; active, not passive; and silence, in and of itself, cannot be interpreted as consent. Additionally, consent to any one form of sexual activity cannot automatically imply consent to any other form of activity, nor can previous consent be construed to imply current consent. Consent cannot be given by someone who is not of legal age, or by someone who is reasonably known to be (or should have been known to be) mentally or physically incapacitated. The State of Michigan does not have one single definition of consent. However the following applies to consent in criminal cases in Michigan: Consent is a clear, freely given, verbalized “yes” to sexual activity. The absence of “no” is not consent. Silence, in and of itself, cannot be interpreted as consent. A verbalized “yes” which has been coerced, does not constitute a freely given “yes”. Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if they are under the age of 16, if they are legally mentally incapable, mentally incapacitated or physically helpless.

Force: Use of physical violence and/or physically imposing on someone to gain sexual access. Force includes threats and intimidation.

Coercion: Unreasonable pressure for sexual activity. When someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercion.

Sexual Misconduct is a general term that includes, but is not limited to the following:

Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from the college’s educational program and/or activities. There are three types of sexual harassment:

• Hostile Environment: Includes any situation in which there is harassing conduct that is sufficiently severe, persistent, pervasive, and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (alleged victim) and an objective (reasonable person) viewpoint;

• Quid Pro Quo: Exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct results in adverse educational or employment action;

• Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Assault (any Non-Consensual Sexual Contact including Rape):

• Sexual Contact: Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, even if not involving contact with/ of/by breasts, buttocks, groin, genitals, mouth or other orifice.

• Non-Consensual Sexual Intercourse: Any sexual intercourse, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation: Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, the following:

• Invasion of sexual privacy
• Prostitution of another student
• Non-consensual video- or audio-taping of sexual activity
• Going beyond the boundaries of consent (such as letting others hide in a closet and watch while engaging in consensual sex)
• Engaging in voyeurism (deriving sexual satisfaction by secretly watching others undress or engage in sexual activity)
• Knowingly transmitting an STD or HIV to another student
• Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
• Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Other examples of sexual misconduct include but are not limited to the following:
• Sexual violence, including sexual assault, rape, sexual battery and sexual coercion
• Threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the College
• Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient and/or sexually explicit emails or text messages
• Sexual conduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism
• Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research or other College programs or activities
• Repeatedly using sexually degrading words or sounds to describe a person
• Unwanted and unnecessary touching, patting, hugging, or other physical contact
• Recurring comments or questions about an individual’s sexual prowess, sexual deficiencies, or sexual behavior.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
• The existence of the relationship shall be determined based on the reporting party’s statement and with consideration given to the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
• Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
• A current or former spouse or intimate partner of the victim;
• A person with whom the victim shares a child in common;
• A person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;
• A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
• Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress. (MMCC considers cyberstalking, recording or transmitting sexual images, and voyeurism to be a form of stalking and a violation of this policy.)
• Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third party, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
• Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.
• Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Pregnancy**
The College will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's actual or potential parental, family, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the College.

The College will not deny such a student access to or participation in classes, extracurricular programs, athletics, honor societies, opportunities for student leadership or other activities. The College will excuse such a student’s absences for as long as the student’s doctor deems it medically necessary. When the student returns, the student will be allowed to return to the same academic and extracurricular status, as before the
medical leave began and the College will make reasonable efforts to allow the student with the opportunity to make up any work missed in a manner selected by the student within one calendar year of the initial leave date and according to program schedule.

The College may require a pregnant student or a student who has given birth to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

PART III EDUCATION AND PREVENTION

MMCC prohibits acts of sexual discrimination and misconduct, along with acts of dating violence, domestic violence, sexual assault and stalking and as such brings comprehensive educational and prevention awareness programs to the campus community. These programs are made available to all incoming students and new employees, along with ongoing awareness and prevention campaigns which are offered to students, faculty and staff by Human Resources and Student and Academic Support Services, throughout the year and which:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- Define what behaviors constitute domestic violence, dating violence, sexual assault and stalking
- Define what behaviors and actions constitute consent to sexual activity in Michigan, and the definition used by MMCC
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against a person other than the bystander
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Reporting obligations, options, and rights to report; including how to report sexual misconduct and/or violence on campus or to local law enforcement
- Complaint investigation and resolution process used at MMCC
- Consequences of violating MMCC Policy, Student Code and State Law as related to sexual misconduct.

PART IV PROCEDURES IN THE EVENT OF SEXUAL MISCONDUCT:

- An individual who has been the victim of sexual harassment, domestic violence, dating violence, sexual assault, stalking or any other form of sexual misconduct is encouraged to report the incident immediately to one of the College's Title IX Coordinators or designee.
- Delayed reporting may limit the College's ability to investigate and remedy the sexual misconduct.
- MMCC strongly encourages reports of sexual misconduct be reported to law enforcement, but recognizes that it is the victim's choice and that he/she has the right to decline police involvement.
- Victims of sexual misconduct are encouraged to preserve evidence by making sure that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order.
- Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and if necessary, a rape examination has been performed. Clothes should not be changed. When necessary should seek immediate medical attention at a local hospital and take a full change of clothing, for use after the medical exam.
- In instances of stalking, evidence is more likely to be in the form of letters, e-mails, text messages, etc., rather than physical, but it is still necessary to take steps to preserve evidence in these instances as well.
- All reports of domestic violence, dating violence, sexual assault and stalking made to a member of the campus community will automatically be referred to one of the Title IX Coordinators for investigation regardless of complainant's desire to file criminal charges. As the Title IX Coordinator is a Campus Security Authority, he/she will report that the incident occurred, eliminating any personal information about the complainant and respondent, for purposes of Clery Crime Reporting.
- The Title IX Coordinator will provide the following additional information to the complainant:
  - Information on existing external agencies for counseling services, healthcare, mental health services, legal assistance, victim advocacy and remedies to prevent contact between the complainant and respondent.
  - Information and assistance for internal remedies that could include making changes to academic schedule, transportation, work schedule/conditions, so long as reasonable and available.
  - Information on Complaint Investigation and Resolution Procedures. (See part V below)
  - Provide a reference guide with commonly asked questions and answers regarding Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence, and Stalking. (See part VI below)
  - Provide students and employees a written explanation of their rights and options, as stated herein, whether the offense occurred on or off campus.
PART V COMPLAINT INVESTIGATION AND RESOLUTION PROCEDURES

Complaints

Mid Michigan Community College strongly encourages anyone who experiences or observes any gender-based discrimination or sexual misconduct to promptly report the incident(s) and seek assistance from the College. The College can only take corrective action when it becomes aware of the problem.

The College reserves the right to act as a complainant and to initiate conduct proceeding without a formal complaint by the victim of discrimination.

Any student, staff member, or other member of the college community who experiences, observes, or hears about any gender-based discrimination or sexual misconduct is requested to report it immediately in any of the following manners (listed below in the preferred order of reporting, with the top option being the most preferred):

1. The on-line reporting form is the most effective reporting method. While it is helpful to have the name of the reporter if follow up is necessary, reports may be submitted anonymously.
   
   www.midmich.edu/incidentreport

2. Reports may also be made directly to Mid Michigan Community College's Title IX Coordinators for students:

   **Kim Barnes**
   Executive Dean
   Student/Academic Services
   Title IX Coordinator
   Mid Michigan Community College
   1375 S. Clare Avenue
   Room 111
   Harrison, MI 48625
   kbarnes@midmich.edu
   989-386-6622 ext. 236

   **Scott Mertes, Ph.D.**
   Dean
   Liberal Arts
   Title IX Coordinator
   Mid Michigan Community College
   2600 S. Summerton Road
   Room 244
   Mt. Pleasant, MI 48858
   smertes@midmich.edu
   989-773-6622 ext. 230

For complaints involving employees:

**Gail Nunamaker**
Executive Director
Human Resources
Title IX Coordinator
Mid Michigan Community College
1375 S. Clare Avenue
Room 118
Harrison, MI 48625
gnunamaker@midmich.edu
989-386-6622 ext. 692

If the complaint involves both students and employees, a joint investigation will occur involving both student and employee Title IX Coordinators. The lead investigator will be determined by the source of the original complaint. If the complaint originates with the student, the lead investigators will be the student Title IX Coordinators. If the complaint originates with the employee, the lead investigator will be the employee Title IX Coordinator. Investigations involving third parties will be handled by the employee Title IX Coordinator. All Title IX investigators will receive yearly training on issues related to sexual discrimination, sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, and stalking, along with how to conduct an investigation and implement processes that protect the safety of victims and promote accountability.

When filing a complainant it should completely and concisely describe the alleged incident(s) including date, time and location. Any supporting documentation should be included with the complaint. The names of potential witnesses should also be included.

Upon receipt of the complaint, an immediate initial investigation will commence to determine if there is reasonable cause to believe any Title IX policy has been violated. If so, the College will initiate a prompt, thorough and impartial investigation, and, if appropriate, impose interim sanctions. These interim sanctions may include separating the parties, placing limitations on contact between the parties, suspension, or making alternate class-placement or workplace arrangements.

Investigation of the complaint is designed to provide a fair and reliable determination about whether any Title IX policy has been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects on the complainant and others, as appropriate. For sexual harassment findings, including sexual misconduct, the College will take these actions regardless of whether or not the sexual violence is the subject of a criminal investigation.
This procedure is intended to apply to Title IX offenses; all other grievances involving students will be addressed through the Code of Conduct.

**Investigations**

All reports and complaints of Title IX violations received by the Title IX Coordinators will be promptly investigated and appropriate action will be taken as quickly as possible. A final resolution will be determined within 60 days, excluding appeal, using a preponderance of the evidence standard (more likely than not). Mid Michigan Community College will make every effort to protect the rights and privacy of the complainant as well as the respondent. While confidentiality cannot be guaranteed, the College will make every effort to protect the complainant’s identity during the investigation.

As part of the investigative process, the investigator will promptly meet with the complainant to obtain all of the necessary and relevant information, including a detailed description of the incident(s) and the identity of any witnesses. Any person(s) against whom a complaint is made will be notified within 10 business days of the complaint and will have the opportunity to respond to the allegations, present any and all relevant information, including witness statements or other evidence.

Appropriate documentation of the complaint and the investigation will be maintained by the investigator and will only be disclosed to others on a need-to-know basis consistent with state and federal law. If appropriate, the investigator may refer the case to a criminal justice/law enforcement agency for additional investigation.

After concluding the investigation, the investigator will simultaneously notify the complainant and the respondent, in writing, of the results. If either party is unsatisfied with the results of the investigation, they have the right to request a hearing and should do so within five (5) business days of receiving the written findings after investigation. [See “Right to Hearing”]

If through the investigation or the hearing it is determined that a Title IX violation has occurred, the College will take necessary steps to prevent the recurrence of said discrimination. Corrective action will be taken as appropriate and sanctions may be imposed, including but not limited to: No-contact orders, classroom reassignment, verbal warning, written warning, probation, restitution, suspension, recommendation for external counseling, establishment of a behavior contract, loss of college computer use and/or network; revocation of degree, expulsion.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), the College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation. In the case of a significant and articulable health and/or safety risk, the College may contact parents/family/guardians to inform them of the situation and/or gather information.

**Right to Hearing**

The hearing is entirely administrative in nature and is not considered a legal proceeding. Once a finding after investigation has been rendered, either party may request a formal hearing, before the hearing board, and must do so within five (5) business days of receiving the written notification of finding after investigation. All parties involved in the complaint have the right to have a “support person” present during the interview and hearing process, so long as he/she is not a potential witness. The support person does not serve as an advocate on behalf of the complainant or respondent, may not actively participate in the proceeding, and he/she must agree to maintain the confidentiality of the process. No audio or video recording will take place. Anyone disrupting the hearing may be removed. The complainant, respondent, and witnesses will be questioned separately by the Hearing Board and will not be allowed the opportunity to cross examine other parties. All parties have a right to be heard and to present evidence (including witnesses); however, if any party chooses to invite witnesses, notice must be provided to the Title IX Coordinator’s office no later than two business days prior to the hearing. The college will maintain documentation of all hearing proceedings.

**Rights of the Parties**

During the investigation and through resolution of a complaint, both the complainant and the respondent shall have equal rights, which include:

- Equal opportunity to present witnesses and other relevant evidence
- Similar and timely access to all information considered by the Title IX Coordinator in resolving the complaint
- Equal opportunity to review statements or any evidence provided by the other party
- Equal opportunity to review and comment upon information independently developed by the Title IX Coordinator through the investigation process

**Right to Appeal**

Either the respondent or the complainant may appeal a decision of the hearing board by filing a petition with the appeals board (comprised of the VP of Academic Services, the VP of Finance, and the VP of Community Relations). This petition must be filed within five business days of receiving the written decision from the original hearing board. Any party who files an appeal must do so in writing to the Title IX Coordinator, who will then notify the other parties that an appeal has been filed and forward the request to the appeal board for consideration. The appeals board will determine within 15 business days if the request is timely and has merit; the appeals board will deliver a decision on the appeal within an additional 15 business days.

The original findings and sanctions are presumed to have been decided reasonably and appropriately. Therefore the only grounds for appeal are as follows:

- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from
established procedures, etc.)

- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

Sanctions imposed by the hearing board, post-investigation, can be appealed by either party.

All sanctions imposed after the hearing are in effect during the appeal. Circumstances such as graduation, internships, or study abroad do not automatically exempt students from the sanctions. In cases where the appeal results in removal of sanctions, all reasonable attempts will be made to restore the student to their prior status, recognizing that some lost opportunities may be irretrievable. The College will maintain documentation of all appeal proceedings.

Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under FERPA. However, the College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.

Office of Civil Rights

A complaint can be filed by anyone who believes that a school that receives Federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age. The person or organization filing the complaint need not be a victim of the alleged discrimination, but may complain on behalf of another person or group. For information on how to file a complaint with OCR, visit http://www2.ed.gov/about/offices/list/ocr/complaintintro.html or contact OCR’s Customer Service Team at 1-800-421-3481.

Office of Civil Rights

Cleveland Office
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970; Facsimile: 216-522-2573
Email: OCR.Cleveland@ed.gov

PART VI REFERENCE GUIDE OF COMMONLY ASKED QUESTIONS AND ANSWERS FOR SEXUAL MISCONDUCT, SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

What Should I Do If I Am Victim?

Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm or threat of harm.

If you have been a victim of sexual violence, domestic violence, dating violence, or stalking you are encouraged to seek immediate assistance from police and healthcare providers for your physical, emotional and medical care. You have the option to notify police and seek medical attention, one of the College’s Title IX Coordinators can assist you in notifying the police if you choose. Any delay in reporting may limit the College’s ability to investigate and remedy the affects.

Should I Preserve Evidence?

It is important to take steps to preserve and collect evidence, as it may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and if necessary, a rape examination has been performed. Clothes should not be changed. When necessary seek immediate medical attention at a local hospital and take a full change of clothing, for use after the medical exam. In instances of stalking, evidence is more likely to be in the form of letters, e-mails, text messages, etc., rather than physical, but it is still necessary to take steps to preserve evidence in these instances as well.

What Should I Report? And Who Do I Report To?

All forms of gender and sex-based discrimination, including sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking should be reported to one of the College’s Title IX Coordinators. The Title IX Coordinators have received special training on the College’s policies and procedures, along with annual training on issues related to dating violence, domestic violence, sexual assault and stalking. They are available to explain and discuss your rights to file a complaint, your right to receive assistance
Title IX Coordinators:

**Kim Barnes**  
Executive Dean  
Student/Academic Services  
Title IX Coordinator  
Mid Michigan Community College  
1375 S. Clare Avenue  
Room 111  
Harrison, MI 48625  
kbarnes@midmich.edu  
989-386-6622 ext. 236

**Scott Mertes, Ph.D.**  
Dean  
Liberal Arts  
Title IX Coordinator  
Mid Michigan Community College  
2600 S. Summerton Road  
Room 244  
Mt. Pleasant, MI 48858  
smertes@midmich.edu  
989-773-6622 ext. 230

For complaints involving employees:

**Lori Fassett**  
Executive Director  
Personnel Services  
Title IX Coordinator  
Mid Michigan Community College  
1375 S. Clare Avenue  
Room 118  
Harrison, MI 48625  
lfassett1@midmich.edu  
989-386-6622 ext. 692

What Happens After A Complaint is Made?
The Title IX Coordinator will open an investigation into the complaint and issue a finding within 60 days. This process will include gathering of evidence, taking of statements from the complainant, respondent, and any witnesses to the incident.

What Rights Do I have?
During the investigation and through resolution of a complaint, both the complainant and the respondent shall have equal rights, which include:
- Equal opportunity to present witnesses and other relevant evidence
- Similar and timely access to all information considered by the Title IX Coordinator in resolving the complaint
- Equal opportunity to review statements or any evidence provided by the other party
- Equal opportunity to review and comment upon information independently developed by the Title IX Coordinator through the investigation process

If I File A Complaint, Will My Name Be Released?
The College will make reasonable and appropriate efforts to ensure an individual's privacy and protect confidentiality when conducting an investigation and resolving a complaint, expect as otherwise required by law. Should a complainant request confidentiality or ask that a complaint not be investigated, the request will be considered, but the College cannot guarantee that said request will be honored. The College reserves the right to investigate despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the respondent may pose a continuing threat to the campus community.

Can I Have A Support Person With Me During the Investigation?
Yes! Both the complainant and respondent may have a “support” person present during the interview and at the hearing, should a formal hearing be requested. The support person cannot be a potential witness in the matter, cannot serve as an advocate, may not actively participate in any proceeding, and he/she must agree to maintain confidentiality of the process.

What Are the Possible Outcomes of an Investigation and How Will I be Notified?
After concluding the investigation, the investigator will simultaneously notify the complainant and the respondent, in writing, of the results. The outcome will be determined using a preponderance of the evidence standard and should the evidence not support a finding that an incident occurred then the complaint is resolved in favor of the respondent and the matter dismissed. However, if through the investigation or the hearing it is determined that a Title IX violation has occurred, the College will take necessary steps to end the discrimination. Additionally, the College will take all necessary steps to prevent the reoccurrence of said discrimination. Corrective action will be taken as appropriate and sanctions may be imposed. (Examples of sanctions include, but are not limited to: No-contact orders, classroom reassignment, verbal warning, written warning, probation, restitution, suspension, recommendation for external counseling, establishment of behavior contract, loss of college computer use and/or network; revocation of degree, expulsion)

What If I Don’t Agree With the Outcome, Can I Appeal?
Either the respondent or the complainant may appeal a decision of the hearing board by filing a petition with the appeals
board. This petition must be filed within five business days of receiving the written decision from the original hearing board, in writing to the Title IX Coordinator. The original findings and sanctions are presumed to have been decided reasonably and appropriately. Therefore the only grounds for appeal are as follows:

- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

**What Should I Do If I Am Retaliated Against For Making a Complaint?**

Anyone who believes he or she has been the victim of retaliation for opposing discriminatory behavior or reporting sexual misconduct, or participating or cooperating in an investigation, should immediately contact one of the Title IX Coordinators. Any person found to have retaliated against a person for engaging in protected activity will be in violation of this Policy and will be subject to disciplinary action.

**How Do I know If I am Victim Of ……..?**

**Dating Violence**-can be physical, sexual, verbal or emotional. Ask yourself the following questions:

- Does your partner insult or make fun of you?
- Is your partner jealous when you want to see your family, friends or be in certain social situations?
- Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?
- Has your partner forced you to have sex or perform sexual acts when you didn’t want to?

**Domestic Violence**-is a pattern of assaultive and coercive behaviors, including physical, sexual, psychological attacks, as well as economic threats that adults or adolescents use to control their intimate partners. Ask yourself the following questions:

- Has your partner discouraged you from taking classes or getting a job?
- Does your partner not let you take the car?
- Does your partner say no one would ever want you if you left him/her?
- Does your partner act like two different people?
- Has your partner ever hit, choked, pushed, bitten, or slapped you?

**Stalking**-is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested. Ask yourself the following:

- Has someone been repeatedly following you?
- Has someone been repeatedly approaching or confronting you in a public place or on private property, unwantedly and despite request to stop?
- Has someone unwantedly been appearing at your place of employment, despite request to stop?
- Contacting you by phone? Sending e-mail, text messages?

(The above are just a sampling of questions and not intended to be the sole determining factors for identifying dating violence, domestic violence, sexual violence or stalking)

If you answered yes to any of the above questions, are frightened about something in your relationship, and want to learn more: for confidential information and help call the NATIONAL DOMESTIC VIOLENCE HOTLINE: 800-799-7233 or contact the local Woman’s Aid at (989) 773-7960 for Isabella and Clare County and in Gladwin County contact Shelter House at (989) 835-6771, or visit www.michigan.gov/domesticviolence for additional information and resources.

**I’ve Heard Mention of a Personal Protection Order, Can You Provide Some Information?**

A Personal Protection Order (PPO) is a document that is obtained through the Court, and orders another person to stop threats or violence against you. A PPO can help protect you from someone who is threatening, hurting or harassing you. You may petition the Court for a PPO if you have reasonable fear for your personal safety. There are three types of Personal Protection Orders: Domestic Relationship, Non-Domestic (Stalking), and Non-Domestic (Sexual Assault). For more information, paperwork, and assistance on obtaining a PPO visit: http://michiganlegalhelp.org/ or contact the local Woman’s Aid at (989) 773-7960, for Isabella and Clare County and in Gladwin County contact Shelter House at (989) 835-6771.

**How Can I Help a Friend Who Has Been a Victim of Violence?**

There are a lot of ways you can help a friend that has been a victim of sexual violence, domestic violence, dating violence, or stalking. The most important thing is to be a good listener, be there for them and to educate yourself and those around you on the warning signs of these various acts of violence and the resources that are available in your community. To learn about resources in your community visit: www.michigan.gov domestivviolence

Do not pass judgment, try to understand what they are saying,
be supportive, remind him/her they are not responsible for the abuse, of options available, that you will protect their privacy and help them no matter what decision they make.

Any Advice You Can Give On How To Avoid Becoming A Victim of Violence?

To help reduce one’s risk of falling victim to violence here are some good things to remember:

- Let friends and or family members know where you are going, who you will be out with, and what time you will return.
- Be aware of your surroundings. Know where you are and who is around you.
- Have a cell phone with you and make sure it is charged.
- Take care of your friends and ask that they take care of you. If you arrive at an event together, make sure you leave that event together.
- Take responsibility for your alcohol intake and acknowledge that it lowers your sexual inhibitions and may make you vulnerable to someone who views a drunk person as a “sexual opportunity”.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Trust your instincts. If a situation feels unsafe or uncomfortable, remove yourself.
- In an emergency call 9-1-1!

PART VII MICHIGAN DEFINITIONS OF VAWA CRIMES

Domestic Violence (includes dating violence) – MCL § 750.81

Domestic Violence = assault or assault and battery of
- spouse or former spouse,
- an individual with whom he or she has or has had a dating relationship,
- an individual with whom he or she has had a child in common, or
- a resident or former resident of his or her household.

“Dating relationship”[1] means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.


Aggravated Domestic Violence (includes dating violence) – MCL § 750.81a

Assaults any of the following individuals, without a weapon, and inflicts serious or aggravated injury (without intent to commit murder or inflict great bodily harm less than murder):
- spouse or former spouse;
- an individual with whom he or she has or has had a dating relationship;
- an individual with whom he or she has had a child in common, or
- a resident or former resident of his or her household.

Domestic Violence (includes dating violence) – MCL § 750.81

Sexual Assault = Criminal Sexual Conduct – MCL § 750.520

“Sexual assault” includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:
- Revenge
- To inflict humiliation
- Out of anger

“Sexual penetration” means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.
- First Degree – MCL § 750.520b
- Second Degree – MCL § 750.520c
- Third Degree – MCL § 750.520d
- Fourth Degree – MCL § 750.520e

Consent

In Michigan, consent is not an element of criminal sexual conduct that prosecutors are required to disprove beyond a reasonable doubt.[1] Rather, consent is an affirmative defense available for defendants who are charged with committing criminal sexual conduct under some of the provided-for circumstances. For example, consent may be used to negate the elements of ‘force or coercion’ under MCL 750.520b(1)(d) (ii); however, it is not available for criminal sexual conduct occurring “under circumstances involving the commission of any other felony” as provided in MCL 750.520b(1)(c).[2] Michigan's standard criminal jury instructions state that

[a] person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced. It is not necessary to show that the complainant resisted the defendant to prove that this crime was committed. Nor is it necessary to show that complainant did anything to lessen the damage to him/herself.[3]

Therefore, consent is likely to be defined as a free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless.

Note: in regards to criminal sexual conduct crimes, consent is not defined within statutory law.


[3] Mich. CJI2d 20.27(1)-(2) (see attached documents for further delineation of factors a jury may consider when determining whether consent or force or coercion is present); see People v. Khan, 80 Mich. App. 605, 619, fn. 5; 264 N.W.2d 360 (1978) (“Although the statute is silent on the defense of consent, we believe it implicitly comprehends that a willing, noncoerced act of sexual intimacy or intercourse between persons of sufficient age who are neither “mentally defective”, “mentally incapacitated”, nor “physically helpless” is not criminal sexual conduct.”)(internal citations omitted) and People v. Hale, 142 Mich. App. 451, 452; 370 N.W.2d 382 (1985) (upholding a trial court’s definition of consent as a “willing act of sexual intimacy or intercourse between persons of sufficient age who are neither mentally defective, mentally incapacitated nor physically helpless is not criminal sexual conduct”).

Stalking – MCL § 750.411h

“Harassment”[1] means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

“Stalking”[2] means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

“Unconsented contact”[3] means any contact with another individual that is initiated or continued without that individual’s consent or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that individual.
- Approaching or confronting that individual in a public place or on private property.
- Appearing at that individual’s workplace or residence.
- Entering onto or remaining on property owned, leased, or occupied by that individual.
- Contacting that individual by telephone.
- Sending mail or electronic communications to that individual.
- Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.


[3] M.C.L. § 750.411h(1)(e)

Aggravated Stalking – MCL § 750.411i

An individual who engages in stalking is guilty of aggravated stalking if the violation involves any of the following circumstances:

- At least 1 of the actions constituting the offense is in violation of a restraining order and the individual has received actual notice of that restraining order or at least 1 of the actions is in violation of an injunction or preliminary injunction.
- At least 1 of the actions constituting the offense is in violation of a condition of probation, a condition of parole, a condition of pretrial release, or a condition of release on bond pending appeal.
- The course of conduct includes the making of 1 or more credible threats against the victim, a member of the victim’s family, or another individual living in the same household as the victim.
- The individual has been previously convicted of a violation of this section or section 411h.

“Credible threat”[1] means a threat to kill another individual or a threat to inflict physical injury upon another individual that is made in any manner or in any context that causes the individual hearing or receiving the threat to reasonably fear for his or her safety or the safety of another individual.

“Harassment”[2] means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

“Stalking”[3] means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

“Unconsented contact”[4] means any contact with another individual that is initiated or continued without that individual’s consent or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that individual.
- Approaching or confronting that individual in a public place or on private property.
- Appearing at that individual’s workplace or residence.
- Entering onto or remaining on property owned, leased, or occupied by that individual.
- Contacting that individual by telephone.
• Sending mail or electronic communications to that individual.
• Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.


PART VIII CONCLUSION

MMCC is dedicated to promoting a culture of awareness, understanding, and reporting in order to create an environment where every member of the campus community can feel secure, valued, and encouraged to succeed. If you see something, sense something, say something!

If you have any questions please feel free to contact one of the Title IX Coordinators.

ACCESS TO RECORDS

Mid Michigan Community College policy grants access by students to their educational records under conditions which conform to the Family Education Rights and Privacy Act of 1974 as amended and regulated by the appropriate federal guidelines. A copy of this policy may be obtained upon request from the Office of Enrollment Services.

Directory information may be released unless a student informs the Office of Enrollment Services in writing that any or all items should not be released without the student’s prior consent. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

MMCC also reserves the right to release information without prior student consent under the following conditions:

1. Requests from faculty and staff who have a legitimate education interest on a “need to know” basis, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the Associate Dean of Student and Academic Support Services. See below for additional information on what constitutes legitimate educational interest. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student’s education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.

2. Requests in compliance with a lawful subpoena or judicial order.

3. Requests in connection with a student’s application for or receipt of financial aid.

4. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act—organizations conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.

5. Information submitted to accrediting organizations.

6. Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.

7. In the case of emergencies, MMCC may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

8. To authorized federal officials who have need to audit and evaluate federally-supported programs.

9. The results of any disciplinary proceeding conducted by the university against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

10. To verify the accuracy of any information contained in what purports to be an official college document (e.g. a transcript or diploma) or is provided to a third party.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day that MMCC receives a request for access.

Students should submit to the Associate Dean of Student and Academic Support Services written requests that identify the record(s) they wish to inspect. The Associate Dean of Student and Academic Support Services will make arrangements for access and notify the student of the time and place where the records may be inspected. Such requests should be sent to:

Associate Dean of Student and Academic Support Services
Mid Michigan Community College
2600 South Summerton Road
Mt. Pleasant, MI 48858

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Student/parents may ask the college to amend a record that they believe is inaccurate or misleading. They should
write the Associate Dean of Student and Academic Support Services; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student/parent, the college will notify the student/parent of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by MMCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

Federal law recognized the student’s Social Security Number (SSN) as personally identifiable information under the Family Education Rights and Privacy Act of 1974 (FERPA). However, the law allows Mid Michigan Community College to require and to use this information in compliance with state and federal guidelines. While you are not required to provide your SSN to be considered for admission to Mid Michigan Community College, you are strongly encouraged to do so, if you have one. Providing a SSN will speed up matching material such as transcripts and test scores with your application. A SSN is required if you are applying for financial aid or federal tax benefits, or for employment; it may be required for other purposes. The information may be disclosed only under certain circumstances, including the following:

• To other institutional officials
• To representatives of state and local educational authorities
• In connection with financial aid
• For research purposes to improve instruction
• To collection agents in connection with college-related businesses
• Pursuant to an order from the court of law
• Other circumstances are required by state or federal law

Mid Michigan Community College is committed to ensuring the privacy and confidentiality of student records.

VOTER REGISTRATION

Applications are available on both the Harrison and Mt. Pleasant campuses.
MISSION STATEMENT

The purpose of Mid Michigan Community College is to provide educational and community leadership for the development of human ability. To this end the College provides post-secondary education and services to enable students and the community to achieve success in a global society.

COLLEGE GOALS

Enduring Goal #1: Enabling Student Success

The success of MMCC is tied inexorably to the success of our students. To accurately assess our students’ success, we must recognize that students choose MMCC for a wide variety of reasons; consequently, we must first accurately identify individual student’s goals and then facilitate each student’s ability to attain those goals. To that end, we must provide relevant, high quality instruction, programming, and services that adapt to diverse learning styles, that enhance students’ ability to perform in a global society, that support career advancement, and/or that facilitate successful transfer to a senior institution. To maintain both efficiency and a student-centered learning environment, MMCC must thoughtfully balance a high tech/high touch approach.

Enduring Goal #2: Enhancing Employee Success

The success of MMCC depends on our employees. We must provide effective leaders who value and support high standards of performance using clear direction and open, honest com-
munication. We must work collaboratively to create, nurture, and sustain a culture of mutual support and service. To do so, we must align and support employees in positions that most effectively utilize, develop, and challenge their talents.

**Enduring Goal #3: Engaging the Community**

The success of MMCC depends on the support of the communities we serve. Consequently, we must continuously and deliberately develop and maintain mutually beneficial relationships with our multiple communities. At the same time, we must provide leadership in uniting our communities by positioning MMCC as a regional service provider. We must identify and prioritize the most significant needs of our communities, assuring that our activities align closely with our mission.

**Enduring Goal #4: Improving Institutional Effectiveness**

The success of MMCC depends on the way we work. In an unstable state and national environment, we must create our own stability yet be agile to serve the needs of both our internal and external customers. In times of economic uncertainty, we must develop and use our precious human, financial, and physical resources prudently and efficiently. We must ensure that our means of making decisions, communicating, and planning are streamlined yet inclusive. We must put the principles of the Academic Quality Improvement Program at the center of our operations, using data to guide our constant pursuit of excellence.

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**PROFILE OF MID MICHIGAN COMMUNITY COLLEGE STUDENTS**

As a community college, we are committed to assisting each student meet his/her unique goals. As illustrated by the Fall 2014 profile, our student body is diverse:

**Student Credit Hour Load**

- Male Full Time ......................................................... 26%
- Female Full Time ..................................................... 24%
- Male Part Time ....................................................... 18%
- Female Part Time ................................................... 31%

**Student Age Distribution**

- Under 18 ................................................................. 20%
- 18-25 ................................................................. 58%
- 26-40 ................................................................. 17%
- 41 & Over ......................................................... 5%

**Geographical Residence**

- Clare County ......................................................... 19%
- Gladwin County ..................................................... 11%
- Isabella County .................................................... 28%
- Gratiot County ..................................................... 9%
- Other Counties ................................................... 33%

**Gender of Students**

- Female ................................................................. 58%
- Male ................................................................. 42%

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**Declared Program Choices**

- General ................................................................. 39%
- Business & Public Service ........................................ 30%
- Trade, Industrial & Technical .................................... 5%
- Health Occupations .............................................. 26%

*Figures based on academic classes only

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**MMCC HISTORY**

The earliest activity in providing a community college to serve the Clare County/Gladwin County area began in 1962. Two years later the concept of the College was endorsed by the two local intermediate districts and the five local school districts within the two counties. As a result of the acceptance of this basic concept, a Citizens Advisory Council was formed to determine the feasibility of establishing a community college. The report of the Council, completed in 1965, recommended the formation of a local community college to serve the residents of the two-county area. The study report was then submitted to the Michigan Department of Public Instruction and notification of approval for the College was received in July, 1965.

In September, 1965, a special election was held to obtain community authorization for establishment of the College, to elect a governing Board of Trustees, and to approve construction and operating millage of 1.5 mills to be levied against the assessed property valuation in the voting district. The favorable response of the voters resulted in official approval by the Michigan State Board of Education to establish Michigan's 25th community college.

During 1966-67, an administrative staff was employed to develop the initial planning for the Campus and for the instructional program. At the same time, the architect was developing a master plan for building construction and development of the entire 560-acre site. Construction of the initial $1.5 million instructional facility began in May, 1968.

In the fall of 1968, the first university parallel and the non-technical classes began in temporary facilities in the Clare County Building in Harrison. The Practical Nursing Program was started at the Central Michigan Community Hospital in Mt. Pleasant and the vocational and technical courses were conducted at the Area Vocational School in Mt. Pleasant. Temporary facilities for the library and audio-visual materials were obtained from the Harrison Public Library. On September 15, 1969, the first classes moved to the present Campus location and on November 24, 1969, all of the remaining classes were moved. Meanwhile, classes continued to be held at the Mt. Pleasant locations.

Construction of the Food Service/Student Center was completed in 1972; the Goldberg Orientation Center, which originally housed the College's child care facilities, and a small engine repair building were added in 1973; the allied health facilities
and the Automotive Technology Center were completed in 1976; and the Climate Control Center was constructed in 1979. Technical Trades Center opened for classes in the fall of 1983. In December of 1993, the College purchased a three-story modern office building in Mt. Pleasant. The building was converted to a striking campus facility on an attractive site during 1994. The Mt. Pleasant Campus also serves the Isabella and Gratiot County areas.

In the fall of 1998, the College opened an extensive expansion with improvements on the Harrison Campus, adding new science and health education facilities.

In the fall of 1999, MMCC was granted funding for a Michigan Technical Education Center (M-TEC) to serve business, industry and the community. The Center was completed in 2001 and provides training for employees and potential employees of industrial and construction trades.

One of the main goals of the College is to better serve students, thus helping them achieve success. This goal was achieved with the addition of the Student Orientation and Academic Readiness (SOAR) Center which opened in August 2004. This Center consolidated student services and academic support in one building to provide more comprehensive, coordinated service centered on student needs. Students now have easier access to all services in an inviting atmosphere. Consolidation of services also provides more efficient utilization of human resources and for the first time exhibits an obvious front door for the College.

Recognizing the growing need for skilled healthcare professionals, MMCC opened the Herbert D. Doan Center for Science and Health Technologies in the Spring of 2008. Located on 44 acres in Mt. Pleasant, the Doan Center is a vital part of MMCC’s effort to expand its highly respected nursing program and establish new health science programs. The Center doubled MMCC’s available space in Mt. Pleasant and provided additional science labs, classrooms, and computer labs.

Further expansion continued at the site of the new Mt. Pleasant Campus. An addition to house student services (built on the same concepts as the Harrison Campus SOAR Center) was completed in March 2011. The Center for Liberal Arts and Business replaced the Pickard Campus in 2014. Students are now able to receive a full range of services at either location - Harrison or Mt. Pleasant. Finally, the Morey Technical Education Center opened in Fall 2014 on the Mt. Pleasant Campus. The technical center allows the college to meet the workforce demands of the region and compliment the technical training available on the Harrison Campus.

Since the College opened its doors to 196 students in the fall of 1968, it has worked to meet the needs of the community and is now serving more than 6,000 students annually on both a fulltime and part-time basis.

**ACCREDITATION**

Mid Michigan Community College is approved by the Department of Education of the State of Michigan and is Accredited by The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 1 (800) 621-7440, www.ncahigheredlearningcommission.org

The College also holds membership in:

- American Association for Higher Education
- American Association of Community Colleges
- Association of Community College Trustees
- Community College Consortium, U. of M.
- Consortium Eight (Northern Michigan Community Colleges)
- Council of North Central Community Jr. Colleges
- Michigan Community College Association

To view or obtain copies of MMCC accreditation and licensing documents, contact the Office of the Vice President of Academic Services at (989) 386-6607. Written requests may be mailed to 1375 S. Clare Avenue, Harrison, MI 48625.

A number of MMCC’s programs are also accredited by other organizations. These include:

The Associate in Applied Science: **Medical Assistant** program is accredited through CAAHEP - Commission on Accreditation of Allied Health Education Programs and (MAERB) - The Medical Assistant Education Review Board. Accreditation for this program was obtained on April 30th, 1999.

The Training Credential: **Pharmacy Technician** program accreditation process is currently under way through ASHP – Associate Society of Health-System Pharmacists.

The Associate in Applied Science: **PhysicalTherapistAssistant** Program at Mid Michigan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; Telephone: 703-706-3245; Email: accreditation@apta.org; Website: http://www.capteonline.org.

The Associate in Applied Science: **Radiography** program is accredited through the Joint Review Committee on Education in Radiologic Technology.
NON-DISCRIMINATION POLICY

Mid Michigan Community College does not discriminate on the basis of sex, age, race, color, ancestry, national origin, gender, disability, marital status, religion, veteran status, sexual orientation, gender identity and/or gender expression, or any other legally protected characteristic, in its education programs or activities in accordance with federal and state civil rights laws, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975.

This policy applies to employees, students, and the general public. The College’s policy on non-discrimination is available at the College, published in any College statement regarding the availability of educational services, and in the student and staff handbooks. If you have any questions regarding the college’s discrimination policy or want to file a complaint, please contact the Mid Michigan Community College Civil Rights/TitleIX Coordinators at TitleIXCoordinator@midmich.edu.

Inquiries and complaints related to harassment or discrimination may also be directed at any time to the Michigan Department of Civil Rights at www.michigan.gov/mdcr or the Office of Civil Rights (OCR) at (800) 421-3481 or OCR.Cleveland@ed.gov.

AMERICANS WITH DISABILITIES ACT

State and federal laws prohibit discrimination against individuals with disabilities. Mid Michigan Community College’s Office of Human Resources coordinates the College’s compliance with these state and federal nondiscrimination laws, including the Federal Vocational Rehabilitation Act of 1973, the Federal Americans with Disabilities Act, and the amended Michigan Handicappers Civil Rights Act. The Office of Human Resources is also the grievance office designated to handle any complaints or concerns regarding the College, its programs, procedures or employees. If you believe that a violation or potential violation of these state or federal nondiscriminatory laws has occurred, is occurring, or will occur, please notify the Department of Human Resources, Mid Michigan Community College, 1375 S. Clare Avenue, Harrison, MI 48625; or by phone at (989) 386-6621.
CURRICULUM CHANGES FOR 2015-2016

New Courses

• ALH 260 Review Clinical Procedures 5.5 (3-5)
• ALH 290 - Special Topics in Allied Health
• DRF 211 Advanced SolidWorks Applications 3 (3-0)
• ENG 289 Film, Filmmaking, and Culture 3 (3-0)
• HED 101 Introduction to the Health Professions 3 (3-0)
• HED 205 CPR and First Aid 2 (1-2)
• HED 285 Community Health 3 (3-0)
• HUM 253 American Culture 3 (3-0)

Changes to Courses

(Changed course descriptions will be found in the Course Description section of the catalog. Previous descriptions can be found in archived catalogs.)

• ALH 213 Pharmacology for Medical Assistants 3 (2-2) Description change.
• CJS 202 Juvenile Law and Procedures 3 (3-0) – Pre-requisite added: CJS 200
• CJS 204 Criminal Investigation 3 (3-0) -- Pre-requisite changed to CJS 201
• CJS 206 Police Patrol Operations 3 (-0) -- Pre-requisite added: CJS 200
• DRF 250 Drafting/CAD Co-Op – Pre-requisite change to include DRF 211, and to require 83% on the competency exam.
• DRF 280 CAD Software & Program Certification – Pre-requisite change to include DRF 211, and to require 83% on the competency exam.
• ECE 112 Infancy 4 (3-2) -- Co-requisite changed to: ECE 101 or permission of the Coordinator. Description changes.
• ECE 113 Early Childhood 4 (3-2) Co-requisite ECE 101 removed. Pre-requisites added: ECE 101 and ECE 112, or permission of Coordinator.
• ECE 114 Interacting with Children, Parent/Adult Relations 4 (3-2) Co-requisite ECE 101 removed. Pre-requisites added: ECE 101 and ECE 112
• ECE 150 Preparation for Child Development Associate Credential (CDA) Pre-requisite changed to: “Be employed in a licensed or registered child care setting, or be a regular volunteer in such a program able to accumulate 480 hours working with young children. (This requirement for the CDA must be accomplished in the three years prior to sending an application for assessment.) Have accumulated 120 clock hours of early childhood training, either through high school vocational classes, college courses, or in-service training with an early childhood agency. Be able to document these training hours by transcript, certificates or other acceptable means.”
• ECE 201 Creative Development of the Child 3 (2-2) – Co-requisites removed. Pre-requisite added: ECE 113 and ECE 114.
• ECE 202 Guidance and Implementation of Programs for Young Children 3 (2-2) -- Co-requisites removed. Pre-requisite added: ECE 113 and ECE 114.
• ECE 206 Parent, School and Community 3 (2-2) -- Co-requisites removed. Pre-requisite added: ECE 113 and ECE 114.
• ECE 207 Early Childhood Education Practicum 4 (1-6) -- Co-requisites removed. Pre-requisites changed to ECE 201, ECE 202, ECE 206 and ENG 111.
• ECE 208 Early Childhood Administration 4 (4-0) -- Co-requisites removed. Pre-requisites changed to ECE 201, ECE 202,
ECE 206 and ENG 111, or permission of the Coordinator.

- ENG 112 Introduction to Literature 3 (3-0) Pre-requisite set as ENG 111 with a minimum grade of C.
- ENG 213 Contemporary Literature – Pre-requisites changed to ENG 111 and SPE 101/257. Course will focus on cycle of special topics in contemporary literature.
- IND 101 CNC Machining 4 (4-0) Co-requisite added: IND 101.
- MAT 101 Basic Mathematics 3 (3-0) Description change.
- MAT 217 Business Calculus 3 (3-0) Pre-requisite added: MAT 107. (MAT 116 will be maintained as other pre-requisite.)
- PTA 101, 105, 106, 110, 111, 115, 116, 125, 126, 130, 131, 205, 207, 208, and 210 Description changes.
- PTA 140 Clinic I Credit hour change. Becomes 4 (0.5 – 10)
- PTA 206 Modalities II Lab Credit hour change. Becomes 1.5 (0 – 4.5)
- PTA 240 Clinic II Credit hour change. Becomes 12 (0-15)
- WLD 126 – Course Title change to SENSE 1a 4 (2-2)
- WLD 127 – Course Title change to SENSE 1b 4 (2-2)

Deactivated Courses

- WLD 125

Changes to Programs of Study

- Associate in Applied Science: Computer Assisted Drafting and Design Technology (AAS.DRF) – DRF 211 added as required course; DRF 220 removed as required course, but added as eligible elective; PLT coursework added as elective coursework option.
- Associate in Applied Science: Early Childhood Education (AAS.ECE) – ENG 281 and MUS 131 removed from Electives section. PSY 281 removed as a Group III choice. ART 110 and PSY 281 added to Elective section. Elective options changed to: ART 110, ART 245, ECE 150, EDU 107, ENG 222, PSY 281. ENG 104 and ENG 110 cannot be used as elective options.
- Associate in Applied Science: Physical Therapist Assistant (AAS.PTA/AAS.PTA1) Total credit hours change to 74.5.
- Associate in Applied Science: Plastics Engineering Technology (AAS.PLT) Elective options changed to 8-11 credits from any combination of the following options: ENG 222, Group III (ANT, ECO, PSY), Group IV (from MTA approved list), Group V (BIS, BUS, CIS, DRF, IND, WLD); Group II requirements changed to MAT 170 or 124, SCI 200 or CHM 111, and PHY 103 or PHY 105.
- Certificate of Achievement: Computer Assisted Drafting (DRF.C.CAD) – DRF 211 added as required course; DRF 220 removed as required course.
- Certificate of Achievement: Welding Technology (WLD.C) WLD 125 removed as requirement; WLD 126 and WLD 127 added as requirements.