Get more.
catalog 2014-2015
Mid Michigan Community College
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 July 2015.

For the most current information go to our website at www.midmich.edu.
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<tr>
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<td>386-6611</td>
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<td>386-6601</td>
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<td>386-6634</td>
<td>HC Room 152C</td>
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(Schedule Subject to Change)

**Fall Semester 2014**
- Classes Begin................................................................. August 23
- Labor Day/No Classes ......................................................... September 1
- College In-Service/No Classes ............................................. November 26
- Thanksgiving Break/No Classes ......................................... November 27-30
- Classes End ........................................................................ December 12

**Winter Semester 2015**
- Classes Begin................................................................. January 10
- College In-Service/No Classes ............................................ April 1
- Good Friday/No Classes .................................................... April 3
- Classes End ........................................................................ May 8
- Commencement .................................................................. May 9

**Spring Semester 2015**
- Classes Begin................................................................. May 18
- Memorial Day/No Classes ................................................ May 25
- Independence Day /No Classes .......................................... July 4
- Classes End ........................................................................ August 7

---

**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 Health Sciences Programs must complete a program-specific application in addition to completing a regular MMCC admission application. Students are considered for admissions to the program after their prerequisites are completed. In addition, all health career 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 website 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
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/financialaid. 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, and 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.

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<tr>
<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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**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>
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<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 fulltime 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, assisting with 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 & 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 Citizens’ Discount Awards:** 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 2014-2015 range from $602-5,730 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.midmich.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 halftime (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. 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 6.41%. 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 the 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 from the Financial Aid Office. 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. Get started today! Go to http://mmcc.starsscholarshipsonline.com/STARS and click “Start Here.”

Availability of all scholarships listed is subject to change to 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.

In-state tuition will be granted to an active duty armed forces member, spouse or dependent child. 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 students (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 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 as 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.

**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.

**Fee rates 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>
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<td>14 Week Classes</td>
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<td>11 Week Classes</td>
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</tbody>
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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 permission 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 web site 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 seminar

**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 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.
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

**Natural Science**: Two courses, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.

**Social Science**: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

**Humanities**: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200; PHL 210. The second course must be selected from either the Humanities GE Intensive list or 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

**Natural Science** -- 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.

**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; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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, 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; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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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Records Information Management Specialist (TC) ....................... 97
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>ENG 111</td>
<td>3 3</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>ENG 222</td>
<td>3 3</td>
<td>Expository Writing &amp; Research</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3 3</td>
<td>Fundamentals of Communication</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3 3</td>
<td>Public Speaking</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 Hours</th>
<th>Course Title Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107*</td>
<td>3 3</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR MAT 114</td>
<td>3 3</td>
<td>Mathematical Literacy</td>
</tr>
<tr>
<td>OR MAT 212</td>
<td>3 3</td>
<td>Introduction to Probability and Statistics</td>
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<tr>
<td></td>
<td>3 3</td>
<td>Select from Natural Science GE Intensive list</td>
</tr>
<tr>
<td></td>
<td>3 3</td>
<td>Selected from GE Intensive or Designated MTA Natural Science list</td>
</tr>
</tbody>
</table>

Social Sciences (Group III) - 9 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites/Notes</th>
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<tbody>
<tr>
<td>ECO 201</td>
<td>3</td>
<td>Principles of Economics (Macro)</td>
</tr>
<tr>
<td>ECO 202</td>
<td>3</td>
<td>Principles of Economics (Micro)</td>
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</table>

Humanities (Group IV) - 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites/Notes</th>
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<tbody>
<tr>
<td></td>
<td>3</td>
<td>Selected from Humanities GE Intensive list</td>
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<tr>
<td></td>
<td>3</td>
<td>Selected from GE Intensive or Designated MTA Humanities list</td>
</tr>
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</table>

Program Electives - 13 credits from ACC, BUS, CIS or BIS only

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites/Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>Elective (ACC, BUS, CIS or BIS only)</td>
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<tr>
<td></td>
<td>3</td>
<td>Elective (ACC, BUS, CIS or BIS only)</td>
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<td>Elective (ACC, BUS, CIS or BIS only)</td>
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<td>3</td>
<td>Elective (ACC, BUS, CIS or BIS only)</td>
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</tbody>
</table>

Maximum of 2 credit hours from HED or PED. EDU, MID, and courses below 100 level are not applicable.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Course Title Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>Elective</td>
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<tr>
<td></td>
<td>3</td>
<td>Elective</td>
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<td></td>
<td>3</td>
<td>Elective</td>
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<tr>
<td></td>
<td>3</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals. General Education Intensive, 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, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.

Social Science: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

Humanities: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200, 251, 252; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

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, 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; SSS 111, 200

**Humanities**
- Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213; FRN 101, 102; GER 101, 102; HUM 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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, SSS, 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 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.

### Credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<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>ENG 222</td>
<td>3 3 Expository Writing &amp; Research</td>
<td>Minimum grade of “C” in ENG 111</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>
</tbody>
</table>

### Communication Skills (Group I) - 9 credit hours

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

Select from Natural Science GE Intensive list

Selected from GE Intensive or Designated MTA Natural Science list

NOTE: Must be from different discipline than Natural Science GE Intensive selection

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

### Science and Mathematics (Group II) – 10 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 3 Select from Social Science GE Intensive list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 3 Selected from GE Intensive or Designated MTA Social Science list</td>
<td>NOTE: Must be from different discipline than Social Science GE Intensive selection</td>
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</tbody>
</table>

### Social Sciences (Group III) - 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 3 Select from Humanities GE Intensive list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 3 Selected from GE Intensive or Designated MTA Humanities list</td>
<td>NOTE: Must be from different discipline than Humanities GE Intensive selection</td>
<td></td>
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</tbody>
</table>

### Humanities (Group IV) - 6 credit hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
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<tbody>
<tr>
<td>3 3 CJS Elective</td>
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<tr>
<td>3 3 CJS Elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 3 Applied Science Elective</td>
<td></td>
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</tr>
</tbody>
</table>

### Criminal Justice and Applied Science Courses - 15 credit hours

(Minimum of 9 hours in CJS required) Students should select CJS courses in conjunction with an advisor to develop a plan that best meets the requirements of their chosen transfer institution.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 3 Elective</td>
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</table>

### Electives – credits to reach minimum of 62

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

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<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
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<tbody>
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<td>3 3 Elective</td>
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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. General Education Intensive, Distribution Group and Designated MTA course lists on reverse (print) or page two (digital).
## 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, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.

**Social Science:** Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

**Humanities:** Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200, 251, 252; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

### 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

**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; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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, 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 ARTS:  
LIBERAL 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>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
<td></td>
</tr>
<tr>
<td>Communication Skills (Group I) - 9 credit hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>3 3</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>ENG 222</td>
<td>3 3</td>
<td>Expository Writing &amp; Research</td>
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<tr>
<td>SPE 101</td>
<td>3 3</td>
<td>Fundamentals of Communication</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3 3</td>
<td>Public Speaking</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 Reasoning | 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 |

| Select from Natural Science GE Intensive list |

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

Social Sciences (Group III) - 6 credit hours

| 3 | Select from Social Science GE Intensive list |

| 3 | Selected from GE Intensive or Designated MTA Social Science list | NOTE: Must be from different discipline than Social Science GE Intensive selection |

Humanities (Group IV) - 6 credit hours

| 3 | Select from Humanities GE Intensive list |

| 3 | Selected from GE Intensive or Designated MTA Humanities list | NOTE: Must be from different discipline than Humanities GE Intensive selection |

Electives - credits to reach minimum of 62  
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.

- Elective
- Elective
- Elective
- Elective
- Elective
- Elective
- Elective
- Elective
- Elective
- Elective

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals.  
General Education Intensive, 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, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.
- **Social Science**: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.
- **Humanities**: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200, 251, 252; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

### 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 course work, 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; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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

<table>
<thead>
<tr>
<th>Group I</th>
<th>Communication Skills: ENG (104, 110, 111, 222, 225), JOR, SPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group II</td>
<td>Science and Mathematics: BIO, CHM, CIS (110, 111, 121, 131, 151, 152, 175, 176), GEL, PSC, PHY, SCI; MAT</td>
</tr>
<tr>
<td>Group III</td>
<td>Social Science: ANT, ECO, HIS (211, 212, 223, 251, 252), MTD (103 only), POL, PSY, SSC, SOC</td>
</tr>
<tr>
<td>Group IV</td>
<td>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)</td>
</tr>
<tr>
<td>Group V</td>
<td>Applied Arts &amp; 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</td>
</tr>
<tr>
<td>Group VI</td>
<td>Health/Physical Education: HED, PED</td>
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<tr>
<td>Group VII</td>
<td>Education: EDU</td>
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<tr>
<td>Group VIII</td>
<td>Personal Development: MID (except 103)</td>
</tr>
</tbody>
</table>
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>
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<th>Credit hours</th>
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<th>Course #</th>
<th>Course Title</th>
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<tr>
<td>Communication Skills (Group I) - 9 credit hours</td>
<td></td>
<td>ENG 111</td>
<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
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<tr>
<td></td>
<td></td>
<td>ENG 222</td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of &quot;C&quot; in ENG 111</td>
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<td>SPE 101</td>
<td>Fundamentals of Communication</td>
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<td></td>
<td>OR SPE 257</td>
<td>Public Speaking</td>
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</tr>
<tr>
<td>Science and Mathematics (Group II) – 10 credit hours</td>
<td></td>
<td>MAT 107*</td>
<td>College Algebra</td>
<td>Minimum grade of “C” in MAT 105 or equivalent</td>
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<td>OR MAT 114</td>
<td>Mathematical Reasoning</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
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<td>OR MAT 212</td>
<td>Introduction to Probability and Statistics</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
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<td></td>
<td>Select from Natural Science GE Intensive list</td>
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<td></td>
<td></td>
<td></td>
<td>Selected from GE Intensive or Designated MTA Natural Science list</td>
<td>NOTE: Must be from different discipline than Natural Science GE Intensive selection</td>
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<td>*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.</td>
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<tr>
<td>Social Sciences (Group III) - 6 credit hours</td>
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<td>3</td>
<td>Social Science GE Intensive: Select from Social Science GE Intensive list</td>
<td>NOTE: Must be from different discipline than Social Science GE Intensive selection</td>
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<td>3</td>
<td>Social Science Elective: Select from GE Intensive or Designated MTA Social Science list</td>
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<tr>
<td>Fine Arts and Humanities - 34 credit hours</td>
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<td>3</td>
<td>Humanities GE Intensive: Select from Humanities GE Intensive list</td>
<td>NOTE: Selection cannot carry HUM department designator</td>
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<td>ART 105</td>
<td>Drawing I - Introductory</td>
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<td>ART 115</td>
<td>Design I</td>
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<td>HUM 101</td>
<td>World of Creativity I</td>
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<td></td>
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<td>HUM 102</td>
<td>World of Creativity II</td>
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<td>ART 241</td>
<td>Portfolio</td>
<td>Permission of instructor</td>
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<tr>
<td></td>
<td>ART electives - 18 credit hours</td>
<td>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.)</td>
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<td></td>
<td>Electives - credits to reach minimum of 62</td>
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<td>Elective</td>
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</tbody>
</table>

Maximum of 2 credit hours from HED or PED. MID courses and courses numbered below the 100 level are not.

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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:

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Social Science: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

Humanities: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200, 251, 252; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

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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; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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, 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)
A minimum of 62 credits is required to complete this program.

<table>
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<th>Course #</th>
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<tbody>
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<td>ENG 111</td>
<td>3</td>
<td>3 Freshman English Composition 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>
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<td>OR SPE 257</td>
<td>3</td>
<td>3 Public Speaking</td>
</tr>
<tr>
<td>MAT 105</td>
<td>3</td>
<td>3 Intermediate Algebra OR 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 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 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 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 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 Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>ACC 201</td>
<td>4</td>
<td>4 Financial Accounting ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 205</td>
<td>3</td>
<td>4 Payroll Accounting ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 211</td>
<td>4</td>
<td>4 Managerial Accounting Minimum grade of &quot;C&quot; in ACC 211</td>
</tr>
<tr>
<td>ACC 231</td>
<td>3</td>
<td>3 Principles of Cost Accounting ACC 211</td>
</tr>
<tr>
<td>ACC 251</td>
<td>3</td>
<td>3 Tax Accounting I ACC 201 recommended</td>
</tr>
<tr>
<td>ACC 252</td>
<td>3</td>
<td>3 Tax Accounting II ACC 251</td>
</tr>
<tr>
<td>ACC 261</td>
<td>3</td>
<td>3 Computerized Accounting CIS 130, ACC 211</td>
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<tr>
<td>ACC 280</td>
<td>3</td>
<td>3 Co-op Accounting Completed at least 45 credit hours in the Accounting Program</td>
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<tr>
<td>BIS 264</td>
<td>3</td>
<td>3 Business Communications II BIS 164 or ENG 111</td>
</tr>
<tr>
<td>BUS 151</td>
<td>3</td>
<td>3 Introduction to Business Issues</td>
</tr>
<tr>
<td>BUS 153</td>
<td>3</td>
<td>3 Business Law</td>
</tr>
<tr>
<td>BUS 255</td>
<td>3</td>
<td>3 Entrepreneurial Finance</td>
</tr>
<tr>
<td>CIS 130</td>
<td>3</td>
<td>3 Applications with Microcomputers 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).
ASSOCIATE IN APPLIED SCIENCE
ACCOUNTING

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
ASSOCIATE IN APPLIED SCIENCE
AUTOMOTIVE 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 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>3 3 Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with minimum grade of “C”</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3 3 Fundamentals of Communication OR</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3 3 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>3 3 Basic Mathematics</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 SPE 257 (minimum grade of &quot;C&quot; in each)</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 SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>HUM 200</td>
<td>3 3 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>3 3 Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>AMS 104</td>
<td>2 3 Basic Automotive Electricity</td>
<td></td>
</tr>
<tr>
<td>AMS 110</td>
<td>4.5 7 Engine Fundamentals and Overhaul</td>
<td></td>
</tr>
<tr>
<td>AMS 125</td>
<td>5 8 Engine Performance I</td>
<td></td>
</tr>
<tr>
<td>AMS 116</td>
<td>3 4 Electrical Systems I: Electrical Accessories</td>
<td>AMS 104 (may be taken concurrently) or Instructor approval</td>
</tr>
<tr>
<td>AMS 124</td>
<td>4 5 Automotive Heating &amp; Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>AMS 126</td>
<td>5 8 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>4 6 Steering &amp; Suspension Systems</td>
<td></td>
</tr>
<tr>
<td>AMS 206</td>
<td>4 6 Brakes</td>
<td></td>
</tr>
<tr>
<td>AMS 223</td>
<td>4 6 Electrical Systems II: Engine Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>AMS 214</td>
<td>4.5 7.5 Automatic Transmissions</td>
<td></td>
</tr>
<tr>
<td>AMS 222</td>
<td>4 6 Manual Transmissions</td>
<td></td>
</tr>
<tr>
<td>AMS 232</td>
<td>4 4 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 110
AMS 124
AMS 205
AMS 206
AMS 214
AMS 222
AMS 223

AMS 104 & 125 can be concurrent

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>Contact/Billing Hours</th>
<th>Course #</th>
<th>Course Title Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ENG 111</td>
<td>3 Freshman English Composition Placement into ENG 111 or ENG 110 with a minimum grade of C.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPE 101</td>
<td>3 Fundamentals of Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR SPE 257</td>
<td>3 Public Speaking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCI 200</td>
<td>3 Science, Technology &amp; Society ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 101</td>
<td>4 College Biology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 131</td>
<td>3 Basic Anatomy and Physiology BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SSC 200</td>
<td>3 The Social Sciences &amp; Contemporary America ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HUM 200</td>
<td>3 Modernity &amp; Culture ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ALH 100</td>
<td>2 Medical Terminology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ALH 220</td>
<td>3 Medical Law and Ethics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CIS 100</td>
<td>3 Introduction to Information Systems Touch keyboarding skills recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 120</td>
<td>3 Office Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 126</td>
<td>3 Introduction to Medical Transcription BIS 140 or competency. Corequisite ALH100 recommended.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 136</td>
<td>3 Terminology and Proofreading BIS 164 or ENG 111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 142</td>
<td>3 Intermediate Word Processing/Keyboarding BIS 140 or equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 164</td>
<td>3 Business Communications I Recommended concurrent enrollment in BIS 140 or CIS 100 or knowledge of correct keyboarding techniques</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 236</td>
<td>3 Medical Transcription I ALH 100, BIS 142, BIS 230</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 240</td>
<td>3 Advanced Word Processing/Keyboarding ENG111, BIS 136, BIS 142, BIS 200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 246</td>
<td>3 Medical Transcription II BIS 236</td>
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<tr>
<td></td>
<td></td>
<td>BIS 254</td>
<td>3 Office Procedures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 256</td>
<td>3 Medical Transcription III BIS 246</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIS 260</td>
<td>4 Co-op 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
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 66 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<td>SPE 101</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td></td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 105</td>
<td>Intermediate Algebra</td>
<td>Minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td>OR MAT 116</td>
<td></td>
<td>Business Math I</td>
<td>Minimum grade of “C” in MAT 105 or equivalent</td>
</tr>
<tr>
<td></td>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td>ECO 201</td>
<td>Principles of Economics (Macro)</td>
<td></td>
</tr>
<tr>
<td>OR ECO 202</td>
<td></td>
<td>Principles of Economics (Micro)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td>HUM 200</td>
<td>Modernity &amp; Culture Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td>ACC 201</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACC 211</td>
<td>Managerial Accounting</td>
<td>Minimum grade of “C” in ACC 201</td>
</tr>
<tr>
<td></td>
<td>BIS 264</td>
<td>Business Communications II</td>
<td>BIS 164 or ENG 111</td>
</tr>
<tr>
<td></td>
<td>BUS 122</td>
<td>Management Theory &amp; Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 151</td>
<td>Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 153</td>
<td>Business Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 162</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 231</td>
<td>Principles of Advertising</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 255</td>
<td>Entrepreneurial Finance</td>
<td>Prerequisite: ACC 201 and MAT 105. It is recommended that students also have completed MAT 116, BUS 151, and either ECO 201 or 202.</td>
</tr>
<tr>
<td></td>
<td>BUS 289</td>
<td>Business Practicum</td>
<td>Prerequisites: CIS 100, ACC 201, BUS 122, BUS 151, BUS 153, BUS 162, BUS 231, and either ECO 201 or ECO 202.</td>
</tr>
<tr>
<td></td>
<td>BUS 291</td>
<td>Business Internship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td></td>
<td>CIS 130</td>
<td>Applications with Microcomputers</td>
<td>Minimum grade of “C” in CIS 100</td>
</tr>
</tbody>
</table>

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

- ACC 251
- ACC 252
- BUS 225
- BUS 250
- PSY 101
- BIS 140

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
ASSOCIATE IN APPLIED SCIENCE
BUSINESS

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)
### ASSOCIATE IN APPLIED SCIENCE

#### BUSINESS 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 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><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 &quot;C&quot;</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>
</tbody>
</table>

**Science and Mathematics (Group II) – 3 credit hours**

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

**Social Sciences (Group III) - 3 credit hours**

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

**Humanities and Fine Arts (Group IV) - 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>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>
</tbody>
</table>

**Applied Arts and Sciences (Group V) - 38 credit hours**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<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 127</td>
<td>4 4 Applied Office Accounting</td>
<td>BIS 120</td>
</tr>
<tr>
<td>BIS 136</td>
<td>3 3 Terminology and Proofreading</td>
<td>BIS 164, ENG 111 may be taken concurrently</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 200</td>
<td>3 3 Advanced Word Processing Applications</td>
<td>BIS 140 or equivalent, CIS 100 recommended</td>
</tr>
<tr>
<td>BIS 230</td>
<td>3 3 Transcription I</td>
<td>ENG 111, BIS 136, BIS 142, BIS 164, CIS 100</td>
</tr>
<tr>
<td>BIS 240</td>
<td>3 3 Advanced Word Processing/Keyboarding</td>
<td>ENG 111, BIS 136, BIS 142, BIS 200</td>
</tr>
<tr>
<td>BIS 250</td>
<td>3 3 Records Management</td>
<td>BIS 140 or equivalent, CIS 100 recommended</td>
</tr>
<tr>
<td>BIS 260</td>
<td>4 4 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>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 264</td>
<td>3 3 Business Communications II</td>
<td>BIS 164 or ENG 111</td>
</tr>
</tbody>
</table>

A minimum of 12 hours must come from a selected track

**General BIS Track**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 151</td>
<td>3 3 Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>CIS 130</td>
<td>3 3 App. with Microcomputers</td>
<td>CIS 100</td>
</tr>
<tr>
<td>BIS 234</td>
<td>3 3 Transcription II</td>
<td>BIS 200, BIS 230, BIS 240</td>
</tr>
<tr>
<td>BIS 254</td>
<td>3 3 Office Procedures</td>
<td></td>
</tr>
</tbody>
</table>

**Medical Office Track**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
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</thead>
<tbody>
<tr>
<td>ALH 100</td>
<td>2 2 Medical Terminology</td>
<td>ALH 100</td>
</tr>
<tr>
<td>ALH 112</td>
<td>3 3 Insurance Billing</td>
<td>BIS 140 or competency. Corequisite: ALH 100 recommended</td>
</tr>
<tr>
<td>BIS 126</td>
<td>3 3 Introduction to Medical Transcription</td>
<td>BIS 140 or competency. Corequisite: ALH 100 recommended</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 255</td>
<td>3 3 Medical Office Procedures</td>
<td>BIS 140, CIS 100</td>
</tr>
</tbody>
</table>

**Legal Office Track**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 138</td>
<td>3 3 Basic Legal Terminology</td>
<td>BIS 140 or equivalent or concurrent enrollment, BIS 164 recommended or concurrent enrollment</td>
</tr>
<tr>
<td>BIS 238</td>
<td>3 3 Legal Transcription</td>
<td>BIS 138, BIS 200, BIS 230, BIS 240</td>
</tr>
<tr>
<td>BUS 153</td>
<td>3 3 Business Law</td>
<td></td>
</tr>
<tr>
<td>BIS 254</td>
<td>3 3 Office Procedures</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

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 page2 (digital).

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
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</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
<td><strong>Pre-requisites</strong></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>SPE 101 OR SPE 257</td>
<td>Fundamentals of Communication OR Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 170 OR MAT 124</td>
<td>Technical Math II OR Pre-Calculus</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>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>PHY 103 OR PHY 105</td>
<td>Applied Physics OR General Physics I</td>
<td>Corequisite: MAT 104 OR MAT 170</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 Processing Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>DRF 101</td>
<td>Technical Drawing</td>
<td></td>
</tr>
<tr>
<td>DRF 105</td>
<td>Intro to Geometric Dimensioning &amp; Tolerancing</td>
<td>DRF 101 Technical Drawing; IND 101 recommended</td>
</tr>
<tr>
<td>DRF 120</td>
<td>Introduction to AutoCAD</td>
<td></td>
</tr>
<tr>
<td>DRF 201</td>
<td>Mechanical Detail Drafting w/CAD</td>
<td>DRF 101 &amp; DRF 120</td>
</tr>
<tr>
<td>DRF 210</td>
<td>Introduction to SolidWorks</td>
<td></td>
</tr>
<tr>
<td>DRF 220</td>
<td>Introduction to SoftPlan</td>
<td></td>
</tr>
<tr>
<td>DRF 250</td>
<td>Drafting/CAD Co-Op</td>
<td>Minimum grade of &quot;B&quot; in DRF 101, 105, 120, 201, 210 and IND 101, 113 OR successful completion of competency exam with minimum score of 80%</td>
</tr>
<tr>
<td>DRF 280</td>
<td>CAD Program and Software Certification</td>
<td>Minimum grade of &quot;B&quot; in DRF 101, 105, 120, 201, 210 OR successful completion of competency exam with minimum score of 80%</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 116</td>
<td>CNC Programming</td>
<td>IND 101, IND 113, minimum grade of &quot;C&quot; in MAT 105 OR MAT 170 OR equivalent</td>
</tr>
<tr>
<td>IND 140</td>
<td>Metallurgy and Industrial Metals</td>
<td></td>
</tr>
<tr>
<td>WLD Elective</td>
<td>Any WLD Elective</td>
<td></td>
</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 220 (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>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td></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>3</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>OR 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><strong>Science and Mathematics (Group II) – 6 credit hours</strong></td>
<td></td>
<td></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><strong>Social Sciences (Group III) - 3 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC 200</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary America</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</td>
<td>Modernity &amp; Culture</td>
</tr>
<tr>
<td><strong>Applied Arts and Sciences (Group V) - 46 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 201</td>
<td>4</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BIS 264</td>
<td>3</td>
<td>Business Communications II</td>
</tr>
<tr>
<td>BUS 151</td>
<td>3</td>
<td>Introduction to Business Issues</td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
</tr>
<tr>
<td>CIS 132</td>
<td>3</td>
<td>Microsoft Excel</td>
</tr>
<tr>
<td>CIS 135</td>
<td>3</td>
<td>Introduction to Website Design</td>
</tr>
<tr>
<td>CIS 270</td>
<td>3</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td><strong>Students must complete ONE of the following three CIS concentrations:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 255</td>
<td>3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CIS 190</td>
<td>3</td>
<td>Cisco I</td>
</tr>
<tr>
<td>CIS 195</td>
<td>3</td>
<td>Cisco II</td>
</tr>
<tr>
<td>CIS 290</td>
<td>3</td>
<td>Cisco III</td>
</tr>
<tr>
<td>CIS 295</td>
<td>3</td>
<td>Cisco IV</td>
</tr>
<tr>
<td>VB Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 221</td>
<td>3</td>
<td>Computers In Business</td>
</tr>
<tr>
<td>CIS 225</td>
<td>3</td>
<td>Database Systems</td>
</tr>
<tr>
<td>CIS 260</td>
<td>3</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>CIS 110</td>
<td>3</td>
<td>VB Programming I</td>
</tr>
<tr>
<td>CIS 111</td>
<td>3</td>
<td>VB Programming II</td>
</tr>
<tr>
<td>C++ Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 221</td>
<td>3</td>
<td>Computers In Business</td>
</tr>
<tr>
<td>CIS 225</td>
<td>3</td>
<td>Database Systems</td>
</tr>
<tr>
<td>CIS 260</td>
<td>3</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>CIS 175</td>
<td>3</td>
<td>C++ Programming I</td>
</tr>
<tr>
<td>CIS 176</td>
<td>3</td>
<td>C++ Programming II</td>
</tr>
<tr>
<td><strong>Students must complete 9 elective hours of additional CIS coursework.</strong></td>
<td></td>
<td></td>
</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>
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<td></td>
</tr>
</tbody>
</table>
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>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 &quot;C&quot;</td>
</tr>
<tr>
<td>ENG 222</td>
<td>Expository Writing &amp; Research</td>
<td>Minimum grade of &quot;C&quot; in ENG 111</td>
</tr>
<tr>
<td>SPE 101 OR 257</td>
<td>Fundamentals of Communication</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>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>3</td>
<td>Group II Elective</td>
<td></td>
</tr>
</tbody>
</table>

Social Sciences (Group III) - 9 credit hours
Courses must be taken in more than one discipline with at least 3 credits at the 200 level.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 220</td>
<td>Intro to Corrections</td>
<td></td>
</tr>
<tr>
<td>CJS 221</td>
<td>Legal Issues in Corrections</td>
<td></td>
</tr>
<tr>
<td>CJS 222</td>
<td>Corr. Facilities and Institutions</td>
<td></td>
</tr>
<tr>
<td>CJS 223</td>
<td>Client Growth &amp; Dev. in Corr.</td>
<td></td>
</tr>
<tr>
<td>CJS 224</td>
<td>Client Relations in Corrections</td>
<td></td>
</tr>
<tr>
<td>CJS 231</td>
<td>Local Detention Academy I</td>
<td></td>
</tr>
<tr>
<td>CJS 232</td>
<td>Local Detention Academy II</td>
<td></td>
</tr>
<tr>
<td>CJS 233</td>
<td>Local Detention Academy III</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>(8-14) Choose from Group III, IV, and VI (PED 255 recommended)</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)
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><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>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><strong>Science and Mathematics (Group II) - 6 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ MAT 105</td>
<td>3</td>
<td>Intermediate Algebra</td>
<td>Minimum grade of “C” 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 “C” in each)</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</td>
<td>3</td>
<td>The Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” 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</td>
<td>3</td>
<td>Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td><strong>Applied Arts and Sciences (Group V) – 42 credit hours</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>☐ CIS 200</td>
<td>3</td>
<td>Intro to Law Enforcement and Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>☐ CIS 201</td>
<td>3</td>
<td>Criminal Law for Police Officers</td>
<td>CJS 200</td>
</tr>
<tr>
<td>☐ CIS 202</td>
<td>3</td>
<td>Juvenile Law &amp; Procedures</td>
<td></td>
</tr>
<tr>
<td>☐ CIS 203</td>
<td>3</td>
<td>Fundamentals of Supervision &amp; Management in Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>☐ CIS 204</td>
<td>3</td>
<td>Criminal Investigation</td>
<td>CJS 200</td>
</tr>
<tr>
<td>☐ CIS 205</td>
<td>3</td>
<td>Evidence and the Police Officer</td>
<td>CJS 201</td>
</tr>
<tr>
<td>☐ CIS 215</td>
<td>21</td>
<td>Police Academy – Kirtland Community College or Delta College</td>
<td></td>
</tr>
<tr>
<td><strong>Health and Physical Education (Group VI) - 3 credit hours</strong></td>
<td></td>
<td></td>
<td></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.

<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>Communication Skills (Group I) - 6 credit hours</strong></td>
<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></td>
<td>SPE 101</td>
<td>3 3</td>
<td>Fundamentals of Communication</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td></td>
<td>OR SPE 257</td>
<td>3 3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) – 6 credit hours</strong></td>
<td>MAT 101</td>
<td>3 3</td>
<td>Basic Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCI 200</td>
<td>3 4</td>
<td>Science, Technology &amp; Society</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td><strong>Social Sciences (Group III) – 9 credit hours</strong></td>
<td>PSY 101</td>
<td>3 3</td>
<td>Intro to Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY 212</td>
<td>3 3</td>
<td>Developmental Psychology</td>
<td>PSY 101</td>
</tr>
<tr>
<td></td>
<td>OR PSY 281</td>
<td>3 3</td>
<td>Behavior Modification</td>
<td>PSY 101</td>
</tr>
<tr>
<td></td>
<td>SSC 200</td>
<td>3 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></td>
<td>OR Select ONE of: ANT 170, POL 201, SOC 101, SOC 250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Humanities and Fine Arts (Group IV) - 3 credit hours</strong></td>
<td>HUM 200</td>
<td>3 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>Applied Arts and Sciences (Group V) - 36 credit hours</strong></td>
<td>CIS 100</td>
<td>3 3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td></td>
<td>ECE 101</td>
<td>4 4</td>
<td>Intro to Early Childhood Education</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td></td>
<td>ECE 112</td>
<td>4 5</td>
<td>Infancy</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td></td>
<td>ECE 113</td>
<td>4 5</td>
<td>Early Childhood</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td></td>
<td>ECE 114</td>
<td>4 5</td>
<td>Interacting with Children, Parent/Adult Child Relations</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td></td>
<td>ECE 201</td>
<td>3 4</td>
<td>Guidance &amp; Implementation of Programs for Young Children</td>
<td>Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator..</td>
</tr>
<tr>
<td></td>
<td>ECE 202</td>
<td>3 4</td>
<td>Creative Development of the Child</td>
<td>Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator..</td>
</tr>
<tr>
<td></td>
<td>ECE 206</td>
<td>3 4</td>
<td>Parent, School &amp; Community Involvement</td>
<td>Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator..</td>
</tr>
<tr>
<td></td>
<td>ECE 207</td>
<td>4 7</td>
<td>Early Childhood Education Practicum</td>
<td>Prerequisites: ECE 101, 112, or 113 and 114. Corequisites: ECE 201, 202, 206, and ENG 111</td>
</tr>
<tr>
<td></td>
<td>ECE 208</td>
<td>4 4</td>
<td>Early Childhood Education Administration</td>
<td>Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator.</td>
</tr>
<tr>
<td><strong>Elective – 2-3 credit hours</strong></td>
<td>Select ONE: ART 245, ECE 150, EDU 107, ENG 222, ENG 281, MUS 131</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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>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>
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</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
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<tr>
<td></td>
<td>Group I Elective</td>
<td></td>
</tr>
<tr>
<td>MAT 104</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>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>
<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>Electives</td>
<td>Group V (See Distribution Group listings for eligible courses)</td>
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</tr>
<tr>
<td></td>
<td>Group V</td>
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<td>Group V</td>
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<td></td>
<td>Group V</td>
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</tr>
<tr>
<td>Electives - 5 credit hours - Groups I-VII</td>
<td>Groups I-VII</td>
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<td></td>
<td>Groups I-VII</td>
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<td></td>
<td>Groups I-VII</td>
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</tr>
</tbody>
</table>

Distribution Group course lists and General Education requirements on reverse (print version) or page two (digital version)
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

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 66 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
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<tr>
<td>Course #</td>
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<td>ENG 111</td>
<td>Freshman English Composition</td>
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<td>SPE 101</td>
<td>Fundamentals of Communication</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
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<tr>
<td>MAT 101</td>
<td>Basic Mathematics</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Science, Technology &amp; Society</td>
</tr>
<tr>
<td>SSC 200</td>
<td>The Social Sciences &amp; Contemporary America</td>
</tr>
<tr>
<td>HUM 101</td>
<td>World of Creativity I</td>
</tr>
<tr>
<td>HUM 102</td>
<td>World of Creativity II</td>
</tr>
<tr>
<td>ART 105</td>
<td>Drawing I - Introductory</td>
</tr>
<tr>
<td>ART 110</td>
<td>Basic Photography</td>
</tr>
<tr>
<td>ART 115</td>
<td>Design I</td>
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<td>ART 205</td>
<td>Drawing II</td>
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<td>ART 215</td>
<td>Design II</td>
</tr>
<tr>
<td>ART 130</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 135</td>
<td>Graphic Design I</td>
</tr>
<tr>
<td>ART 235</td>
<td>Graphic Design II</td>
</tr>
<tr>
<td>ART 236</td>
<td>Graphic Design III</td>
</tr>
<tr>
<td>ART 211</td>
<td>Page Layout I</td>
</tr>
<tr>
<td>ART 239</td>
<td>Page Layout II</td>
</tr>
<tr>
<td>ART 240</td>
<td>Studio Problems in Graphic Design</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Introduction to Information Systems</td>
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<tr>
<td>ART 210</td>
<td>Illustration</td>
</tr>
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<td>ART 237</td>
<td>Photography II</td>
</tr>
<tr>
<td>ART 230</td>
<td>Painting II</td>
</tr>
<tr>
<td>ART 152</td>
<td>Introduction to Website Design</td>
</tr>
<tr>
<td>OR CIS 135</td>
<td>Introduction to Website Design</td>
</tr>
<tr>
<td>ART 137</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>ART 206</td>
<td>Comic Book &amp; Graphic Novel Illustration</td>
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<td>ART 247</td>
<td>Contemporary Photography</td>
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<tr>
<td>ART 252</td>
<td>Website Design II</td>
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<tr>
<td>ART 253</td>
<td>Flash Fundamentals</td>
</tr>
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<td>ART 254</td>
<td>Motion Graphics</td>
</tr>
<tr>
<td>ART 281</td>
<td>Internship I</td>
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<tr>
<td>BUS 231</td>
<td>Principles of Advertising</td>
</tr>
</tbody>
</table>
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
A minimum of 69 credits is required to complete this program.

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<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
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<tbody>
<tr>
<td><strong>Communication Skills (Group I) - 9 credit hours</strong></td>
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<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>
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<tr>
<td>OR SPE 101</td>
<td>3 3 Fundamentals of Communication</td>
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<tr>
<td>OR SPE 257</td>
<td>3 3 Public Speaking</td>
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</tr>
<tr>
<td><strong>Science and Mathematics (Group II) – 10-13 credit hours</strong></td>
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<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 ”C” in each)</td>
</tr>
<tr>
<td>OR MAT 170</td>
<td>3 3 Technical Mathematics II</td>
<td>Minimum grade of “C” in MAT 101 OR equivalent</td>
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<tr>
<td>OR MAT 124</td>
<td>5 5 Pre-calculus *</td>
<td>Minimum grade of “C” in MAT 105 OR equivalent</td>
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<tr>
<td>OR PHY 103</td>
<td>4 5 Applied Physics</td>
<td>Co-requisite: MAT 104 or MAT 170</td>
</tr>
<tr>
<td>OR PHY 105</td>
<td>5 6 Introductory College Physics I *</td>
<td>Co-requisite: MAT 124 OR equivalent</td>
</tr>
<tr>
<td><strong>Social Sciences (Group III) - 3 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>SSC 200</td>
<td>3 3 Social Sciences &amp; Contemporary America</td>
<td>ENG 111 and either SPE 101 or 257 (minimum grade of ”C” 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 ”C” in each)</td>
</tr>
<tr>
<td><strong>Applied Arts and Sciences (Group V) - 47 credit hours</strong></td>
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</tr>
<tr>
<td>CIS 100</td>
<td>3 3 Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>DRF 120</td>
<td>3 4.5 Introduction to AutoCAD</td>
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</tr>
<tr>
<td>HRA 102</td>
<td>3 4 Refrigeration Fundamentals</td>
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</tr>
<tr>
<td>HRA 104</td>
<td>3 4 Residential Refrigeration</td>
<td>HRA 102</td>
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<tr>
<td>HRA 105</td>
<td>3 4 Hydronics</td>
<td>HRA 106</td>
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<tr>
<td>HRA 106</td>
<td>3 4 Heating Fundamentals</td>
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<tr>
<td>HRA 108</td>
<td>3 4 Heating Systems</td>
<td>HRA 106, HRA 116</td>
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<tr>
<td>HRA 116</td>
<td>3 4 Fundamentals of Electricity</td>
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<tr>
<td>HRA 198</td>
<td>1 1 EPA Refrigerant Handler Certification</td>
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<tr>
<td>HRA 204</td>
<td>3 4 Light Commercial Refrigeration</td>
<td>HRA 102</td>
</tr>
<tr>
<td>HRA 205</td>
<td>2 3 Motors &amp; Controls</td>
<td>HRA 116</td>
</tr>
<tr>
<td>HRA 215</td>
<td>3 4 HRA Controls</td>
<td>HRA 116</td>
</tr>
<tr>
<td>HRA 220</td>
<td>2 2 Commercial Refrigeration Design</td>
<td>Co-requisite: HRA 204</td>
</tr>
<tr>
<td>HRA 223</td>
<td>3 3 Residential HVAC Load Determination</td>
<td>HRA 108</td>
</tr>
<tr>
<td>HRA 225</td>
<td>3 3 Residential HVAC Distribution/Design</td>
<td>Co-requisite: HRA 223</td>
</tr>
<tr>
<td>HRA 240</td>
<td>3 4 Advanced Commercial Refrigeration</td>
<td>HRA 104, HRA 116, HRA 204</td>
</tr>
<tr>
<td>HRA 285</td>
<td>3 3 Co-op (Heating, Refrigeration &amp; Air Cond.)</td>
<td>Minimum of 12 credits in HRA</td>
</tr>
</tbody>
</table>

* Recommended for students transferring to Ferris State University

A suggested sequence of courses is presented on reverse (printed version) or page two (digital version).
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 Community College Virtual Learning Collaboration

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

**Prerequisites to the Program – 22 credit hours**

- CIS 100 3 3 Introduction to Information Systems
  - Touch keyboarding skills recommended

- ENG 111 3 3 Freshman English Composition
  - Placement into ENG 111 or ENG 110 with a minimum grade of “C”

- ALH 100 2 2 Medical Terminology
  - Minimum grade of “C” in MAT 104 or equivalent

- MAT 105 3 3 Intermediate Algebra
  - Minimum grade of “C” in MAT 104 or equivalent

- PHY 101 3 3 Introductory Physics
  - NOTE: Students who have completed RAD 110 as part of the Radiography program may substitute RAD 110 for PHY 101.

- BIO 141 4 5 Anatomy & Physiology I
  - BIO 101 or equivalent

- BIO 142 4 5 Anatomy & Physiology II
  - BIO 141

**Additional Program Requirements - 12 credit hours**

- SPE 101 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 MCCVLC rates

Important program notes and a suggested sequence of courses is presented on reverse (print version) or page two (digital version).
NOTES:
* All MRI courses are offered through MCCLVC.
* 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. THE WAITLIST CLOSED TO NEW STUDENTS MARCH 5, 2014.

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.

### Prerequisites to the Program – 27 credit hours

<table>
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<th>Course Title</th>
<th>Pre-requisites</th>
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<td>Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
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<td>SPE 101</td>
<td>3</td>
<td>Fundamentals of Communication</td>
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<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Public Speaking</td>
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</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>
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<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>
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<tr>
<td>PSY 101</td>
<td>3</td>
<td>Intro to General Psychology</td>
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<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</td>
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<tr>
<td>ALH 100</td>
<td>2</td>
<td>Medical Terminology</td>
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<tr>
<td>BIS 127</td>
<td>4</td>
<td>Applied Office Accounting</td>
<td>MAT 104 for this degree</td>
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<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>
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### Communication Skills (Group I)

Met with Prerequisites

### Science and Mathematics (Group II) - 3 credit hours

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<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>
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### Social Sciences (Group III) – 6 credit hours

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<td>PSY 212</td>
<td>3</td>
<td>Developmental Psychology</td>
<td>PSY 101</td>
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<td></td>
<td>Group III Elective (Not PSY; SOC 101 Recommended)</td>
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### Humanities and Fine Arts (Group IV) – 3 credit hours

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<tbody>
<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>
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### Applied Arts and Sciences (Group V) - 26 credit hours

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<th>Course Title</th>
<th>Pre-requisites</th>
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<tbody>
<tr>
<td>ALH 112</td>
<td>3</td>
<td>Insurance Billing</td>
<td>ALH 100</td>
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<tr>
<td>ALH 220</td>
<td>3</td>
<td>Medical Law and Ethics</td>
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<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></td>
<td></td>
<td>Office</td>
<td></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 “C”. Co-requisite ALH 214.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></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 “C”. Co-requisite ALH 230.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></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 the 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 73.83 credits is required to complete this program. See reverse (print) or page two (digital) for important program notes.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<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>BIO 101 with a minimum grade of “C” or successful completion of BIO 135 entrance exam.</td>
</tr>
<tr>
<td>OR BIO 141 &amp; BIO 142</td>
<td>4 &amp; 5</td>
<td>Anatomy &amp; Physiology I AND Anatomy &amp; Physiology II</td>
<td>BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition</td>
<td></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 “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></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 “C” 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 “C” in each)</td>
</tr>
</tbody>
</table>

**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.)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<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></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 “C” 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 “C” in each)</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>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, PTA 106, PTA 110, PTA 111, PTA 116</td>
</tr>
<tr>
<td>PTA 116</td>
<td>1</td>
<td>Clinical Kinesiology Lab</td>
<td>Admission to Program; Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115</td>
</tr>
<tr>
<td>PTA 105</td>
<td>1</td>
<td>Modalities I</td>
<td>Admission to Program; Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115</td>
</tr>
<tr>
<td>PTA 106</td>
<td>2</td>
<td>Modalities I Lab</td>
<td>Admission to Program; Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115</td>
</tr>
<tr>
<td>PTA 110</td>
<td>1</td>
<td>Therapeutic Exercise</td>
<td>Admission to Program; Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115</td>
</tr>
<tr>
<td>PTA 111</td>
<td>2</td>
<td>Therapeutic Exercise Lab</td>
<td>Admission to Program; Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115</td>
</tr>
</tbody>
</table>

**Second Semester – 11.5 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 125</td>
<td>1</td>
<td>Measurement Techniques</td>
<td>PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116; Corequisites: PTA 126, PTA 130, PTA 131, PTA 132, PTA 134, PTA 135, PTA 136, PTA 137</td>
</tr>
<tr>
<td>PTA 126</td>
<td>2</td>
<td>Measurement Techniques Lab</td>
<td>PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116; Corequisites: PTA 126, PTA 130, PTA 131, PTA 132, PTA 134, PTA 135, PTA 136, PTA 137</td>
</tr>
<tr>
<td>PTA 130</td>
<td>2</td>
<td>Advanced Therapeutic Exercise</td>
<td>PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116; Corequisites: PTA 126, PTA 130, PTA 131, PTA 132, PTA 134, PTA 135, PTA 136, PTA 137</td>
</tr>
<tr>
<td>PTA 131</td>
<td>2</td>
<td>Advanced Therapeutic Exercise Lab</td>
<td>PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116; Corequisites: PTA 126, PTA 130, PTA 131, PTA 132, PTA 134, PTA 135, PTA 136, PTA 137</td>
</tr>
<tr>
<td>PTA 140</td>
<td>4.5</td>
<td>Clinic I</td>
<td>PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116 and obtain/keep a current First Aid Certificate and a CPR Certificate for the Health Care Provider or an AED/CPR Certificate for the Professional Rescuer; Corequisites: PTA 125, PTA 126, PTA 130, PTA 131</td>
</tr>
</tbody>
</table>

**Third Semester – 7.33 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 205</td>
<td>2</td>
<td>Modalities II</td>
<td>PTA 125, PTA 126, PTA 130, PTA 131, PTA 140; Corequisites: PTA 206, PTA 207, PTA 208</td>
</tr>
<tr>
<td>PTA 206</td>
<td>1.33</td>
<td>Modalities II Lab</td>
<td>PTA 125, PTA 126, PTA 130, PTA 131, PTA 140; Corequisites: PTA 207, PTA 208</td>
</tr>
<tr>
<td>PTA 207</td>
<td>2</td>
<td>Rehabilitation of Path &amp; Neuro Conditions</td>
<td>PTA 125, PTA 126, PTA 130, PTA 131, PTA 140; Corequisites: PTA 205, PTA 208</td>
</tr>
<tr>
<td>PTA 208</td>
<td>2</td>
<td>Rehabilitation Techniques Lab</td>
<td>PTA 125, PTA 126, PTA 130, PTA 131, PTA 140; Corequisites: PTA 205, PTA 207</td>
</tr>
</tbody>
</table>

**Fourth Semester – 14 credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 210</td>
<td>3</td>
<td>Clinical Forum</td>
<td>PTA 205, PTA 206, PTA 207; Corequisite: PTA 240</td>
</tr>
<tr>
<td>PTA 240</td>
<td>11</td>
<td>Clinic II</td>
<td>PTA 205, PTA 206, PTA 207 and a current First Aid Certificate and a CPR Certificate for the Health Care Provider or an AED/CPR Certificate for the Professional Rescuer; Corequisite: PTA 210</td>
</tr>
</tbody>
</table>
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 course with a minimum grade of “B-” (2.7); each course may be repeated only once.

Notes:
* Students must finish their Associates 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).
A minimum of 65 credits is required to complete this program. "(FSU)" denotes recommendations for transfer to Ferris State Univ.

<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 &quot;C&quot;</td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>SPE 101</td>
<td>3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 170</td>
<td>3</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>5</td>
<td>Pre-Calculus (FSU)</td>
<td>Minimum grade of &quot;C&quot; in MAT 105 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 SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
<tr>
<td>OR PHY 105</td>
<td>4</td>
<td>Applied Physics</td>
<td>Co-requisite: MAT 104 OR MAT 170</td>
</tr>
<tr>
<td>PHY 103</td>
<td>4</td>
<td>General Physics I (FSU)</td>
<td>MAT 124 OR equivalent</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 SPE 257 (minimum grade of &quot;C&quot; in each)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 120</td>
<td>3</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>OR DRF 210</td>
<td>3</td>
<td>Introduction to SolidWorks</td>
<td></td>
</tr>
<tr>
<td>PLT 101</td>
<td>2</td>
<td>Survey of the Plastics Industry</td>
<td></td>
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<tr>
<td>PLT 110</td>
<td>3</td>
<td>Plastics and Polymer Materials</td>
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<tr>
<td>PLT 111</td>
<td>3</td>
<td>Plastics and Polymer Material Testing Methods</td>
<td>Co-Requisite: PLT 110</td>
</tr>
<tr>
<td>PLT 120</td>
<td>4</td>
<td>Plastics Manufacturing Processes I</td>
<td>PLT 101</td>
</tr>
<tr>
<td>PLT 130</td>
<td>2</td>
<td>Thermoforming I</td>
<td></td>
</tr>
<tr>
<td>PLT 135</td>
<td>2</td>
<td>Thermoforming II</td>
<td>PLT 130 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 180</td>
<td>3</td>
<td>Plastics Internship I</td>
<td>Permission of Internship Coordinator and a minimum of 15 credits in PLT courses</td>
</tr>
<tr>
<td>PLT 225</td>
<td>3</td>
<td>Production Planning and Control</td>
<td>PLT 101 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 235</td>
<td>3</td>
<td>Manufacturing Quality Systems</td>
<td>PLT 101 or Permission of Instructor</td>
</tr>
<tr>
<td>PLT 250</td>
<td>4</td>
<td>Plastics Product Development</td>
<td>PLT 101, PLT 110, PLT 120 and PLT 130</td>
</tr>
<tr>
<td>CHM 111</td>
<td>4</td>
<td>General College Chemistry (FSU)</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>ENG 222</td>
<td>3</td>
<td>Expository Writing and Research (FSU)</td>
<td>ENG 111 with a minimum grade of C</td>
</tr>
<tr>
<td>PLT 215</td>
<td>3</td>
<td>Secondary Operations (FSU)</td>
<td>PLT 101, PLT 110, PLT 120 and PLT 130</td>
</tr>
<tr>
<td>BIS 127</td>
<td>4</td>
<td>Applied Office Accounting</td>
<td>BIS 120</td>
</tr>
<tr>
<td>BUS 122</td>
<td>3</td>
<td>Management Theory &amp; Practice</td>
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</tr>
<tr>
<td>BUS 151</td>
<td>3</td>
<td>Introduction to Business Issues</td>
<td></td>
</tr>
<tr>
<td>BUS 171</td>
<td>3</td>
<td>Principles of Sales</td>
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</tr>
<tr>
<td>BUS 222</td>
<td>3</td>
<td>Labor and Management Relations</td>
<td>BUS 122</td>
</tr>
<tr>
<td>BUS 241</td>
<td>3</td>
<td>Supervision and Personnel Admin-</td>
<td></td>
</tr>
<tr>
<td>BUS 250</td>
<td>3</td>
<td>Entrepreneurial Management</td>
<td></td>
</tr>
<tr>
<td>CIS 100</td>
<td>3</td>
<td>Introduction to Information Sys-</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>DRF 201</td>
<td>3</td>
<td>Mechanical Detail Drawing w/CAD</td>
<td>DRF 101 and DRF 120</td>
</tr>
<tr>
<td>ECO 201</td>
<td>3</td>
<td>Principles of Economics - Microeconomics</td>
<td></td>
</tr>
<tr>
<td>ECO 202</td>
<td>3</td>
<td>Principles of Economics - Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>ENT 221</td>
<td>3</td>
<td>Marketing Strategies for Entre-</td>
<td></td>
</tr>
<tr>
<td>IND 101</td>
<td>4</td>
<td>Basic Machine Shop Practices</td>
<td></td>
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<tr>
<td>IND 113</td>
<td>4</td>
<td>CNC Machining</td>
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<tr>
<td>IND 140</td>
<td>3</td>
<td>Metallurgy and Industrial Materi-</td>
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</tr>
<tr>
<td>PSY 103</td>
<td>3</td>
<td>Human Relations</td>
<td></td>
</tr>
</tbody>
</table>
Suggested Sequence of Courses

YEAR 1 - SEMESTER 1:  16 CREDITS
ENG 111  Freshman English Composition 3
DRF 120 Introduction to CAD 3
   or DRF 210  Solid Works  [3]
PLT 101  Survey of the Plastics Industry 2
PLT 110  Plastics and Polymer Materials 3
PLT 111  Plastics and Polymer Material Testing Methods 3
PLT 130  Thermoforming I 2

YEAR 1 - SEMESTER 2:  15-17 CREDITS
SPE 101  Fundamentals of Communications 3
   or SPE 257  Public Speaking  [3]
MAT 170  Technical Math II 3
   or MAT 124  Pre-calculus (Recommended for Ferris Transfer)  [5]
Elective – Select from Approved List  3
PLT 120  Plastics Manufacturing Processes I 4
PLT 135  Thermoforming II 2

YEAR 1 - SUMMER:  3 CREDITS
PLT 180  Plastics Internship I 3

YEAR 2 - SEMESTER 1:  15-16 CREDITS
SCI 200  Science, Technology & Society 3
PLT 225  Production Planning and Control 3
PLT 235  Manufacturing Quality Systems 3
Electives – Select from Approved List (select Two Courses) 6-7

YEAR 2 - SEMESTER 2:  16-18 CREDITS
PHY 103  Applied Physics 3
   or PHY 105  College Physics I  [5]
HUM 200  Modernity and Culture 3
SSC 200  Social Science & Contemporary America 3
PLT 250  Plastics Product Development (3 Lecture, 2 Lab) 4
Elective – Select from Approved List 3
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>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisites to the Program – 23 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>□ BIO 141</td>
<td>4 5 Anatomy &amp; Physiology I</td>
<td>BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td>□ BIO 142</td>
<td>4 5 Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
<tr>
<td>□ ALH 100</td>
<td>2 2 Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>□ CHM 105</td>
<td>4 5 Introductory Chemistry</td>
<td>Corequisite: MAT 104 or equivalent</td>
</tr>
<tr>
<td>□ CIS 100</td>
<td>3 3 Introduction to Information Systems</td>
<td>Touch keyboarding skills recommended</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>□ MAT 104</td>
<td>3 3 Basic Algebra</td>
<td>Minimum grade of “C” in MAT 101 or a minimum grade of “C” in MAT 102 OR equivalent</td>
</tr>
<tr>
<td><strong>Other Required Courses – 13 credit hours</strong></td>
<td></td>
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</tr>
<tr>
<td>□ SPE 101</td>
<td>3 3 Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>□ BIO 110</td>
<td>1 1 Concepts in Microbiology</td>
<td>BIO 101 with a minimum grade of “C”</td>
</tr>
<tr>
<td>□ PSY 101</td>
<td>3 3 Introduction to General Psychology</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 SPE 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td>□ HUM 200</td>
<td>3 3 Modernity &amp; Culture</td>
<td>ENG 111 and either SPE 101 OR SPE 257 (minimum grade of “C” in each)</td>
</tr>
<tr>
<td><strong>Radiography Coursework - 46.5 credit hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ RAD 100</td>
<td>3 4 Introduction to Radiologic Technology</td>
<td>Admission to the program; Corequisite: RAD 110</td>
</tr>
<tr>
<td>□ RAD 110</td>
<td>3 4 Radiation Physics</td>
<td>Admission to the program; Corequisite: RAD 100</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ RAD 115</td>
<td>3 4 Principles of Radiographic Exposure</td>
<td>RAD 100, RAD 110; Corequisite: RAD 130</td>
</tr>
<tr>
<td>□ RAD 130</td>
<td>4 5.5 Radiographic Procedures I</td>
<td>RAD 100, RAD 110. Corequisite: RAD 115</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ RAD 175</td>
<td>3 4 Radiographic Procedures II</td>
<td>RAD 115, RAD 130; Corequisite: RAD 180</td>
</tr>
<tr>
<td>□ RAD 180</td>
<td>6 15 Clinical Experience I</td>
<td>RAD 115, RAD 130; Corequisite: RAD 175</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ RAD 201</td>
<td>2 2 Clinical Issues in Radiography I</td>
<td>RAD 175, RAD 180; Corequisite: RAD 205, RAD 211, RAD 213, RAD 215, BIO 110</td>
</tr>
<tr>
<td>□ RAD 205</td>
<td>7 15 Clinical Experience II</td>
<td>RAD 175, RAD 180. Corequisite: RAD 201, RAD 211, RAD 213, RAD 215, BIO 110</td>
</tr>
<tr>
<td>□ RAD 211</td>
<td>1 1 Sectional Anatomy</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 215, BIO 110</td>
</tr>
<tr>
<td>□ RAD 213</td>
<td>1 1 Radiation Protection</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 215, BIO 110</td>
</tr>
<tr>
<td>□ RAD 215</td>
<td>1 1 Radiation Biology</td>
<td>RAD 175, RAD 180; Corequisite: RAD 201, RAD 205, RAD 211, RAD 213, BIO 110</td>
</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ RAD 217</td>
<td>2 2 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>
</tr>
<tr>
<td>□ RAD 221</td>
<td>2 2 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>
</tr>
<tr>
<td>□ RAD 230</td>
<td>1 1 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>
</tr>
<tr>
<td>□ RAD 250</td>
<td>7.5 15 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>
</tr>
</tbody>
</table>

Important program notes and schedule of courses on reverse (print version) or page two (digital version).
# ASSOCIATE IN APPLIED SCIENCE
## RADIOGRAPHY

**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.

#### 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><strong>Communication Skills (Group I) - 6 credit hours</strong></td>
<td></td>
<td></td>
<td></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 &quot;C&quot;</td>
</tr>
<tr>
<td>SPE 101</td>
<td>3 3</td>
<td>Fundamentals of Communication</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>3 3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Science and Mathematics (Group II) - 15 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 141</td>
<td>4 5</td>
<td>Anatomy &amp; Physiology I</td>
<td>Minimum grade of &quot;C&quot; in BIO 101</td>
</tr>
<tr>
<td>BIO 142</td>
<td>4 5</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 141</td>
</tr>
<tr>
<td>BIO 210</td>
<td>4 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</td>
<td>3 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</td>
<td>3 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</td>
<td>3 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>
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<tr>
<td>ALH 100</td>
<td>2 2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>*CHM 106</td>
<td>4 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</td>
<td>5 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</td>
<td>4 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</td>
<td>2.5 2.5</td>
<td>Pharmacology in Nursing</td>
<td>Admission to the Nursing Program, Corequisites: NUR 121, NUR 124, NUR 151</td>
</tr>
<tr>
<td>NUR 151</td>
<td>0.5 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</td>
<td>1 1</td>
<td>Nutrition Across the Lifespan</td>
<td>Successful completion of NUR 121, NUR 124, NUR 150, NUR 151, Corequisites: NUR 125, NUR 128</td>
</tr>
<tr>
<td>NUR 125</td>
<td>4 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</td>
<td>4 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</td>
<td>4 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</td>
<td>2 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 221</td>
</tr>
<tr>
<td>NUR 223</td>
<td>2 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</td>
<td>2 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 222</td>
</tr>
<tr>
<td>NUR 225</td>
<td>4 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</td>
<td>4 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</td>
<td>2 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</td>
<td>3 9</td>
<td>Preceptorship Clinical V</td>
<td>Successful completion of all NUR courses, HUM 200, SSC 200, Corequisites: None</td>
</tr>
</tbody>
</table>

#### Nursing Readmission 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>NUR 132</td>
<td>1 3</td>
<td>Clinical Practicum VI</td>
<td>Successful completion of NUR 121, NUR 124, Corequisites: NUR 150</td>
</tr>
<tr>
<td>NUR 133</td>
<td>3 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 (2.5) Credits</td>
<td>NUR 150: Pharmacology in Nursing (2.5) Credits</td>
</tr>
<tr>
<td>NUR 151: Assessment in Nursing (0.5) Credits</td>
<td>NUR 151: Assessment in Nursing (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 (4) Credits</td>
<td>NUR 125: Nursing Care of Adults I (4) Credits</td>
</tr>
<tr>
<td>NUR 128: Nursing Care of Adults Clinical II (4) Credits</td>
<td>NUR 128: Nursing Care of Adults Clinical II (4) Credits</td>
</tr>
<tr>
<td>NUR 152: Nutrition Across the Lifespan (1) Credit</td>
<td>NUR 152: Nutrition Across the Lifespan (1) Credit</td>
</tr>
<tr>
<td>SSC 200: The Social Sciences &amp; Contemporary America (Recommended this Semester) (3) Credits</td>
<td>SSC 200: The Social Sciences &amp; Contemporary America (Recommended this Semester) (3) Credits</td>
</tr>
</tbody>
</table>

| NUR 133: Transition for Advanced Standing Nurses (3) Credits |

| **Fall Semester: Total (13) Credits** | **Winter Semester: Total (10) Credits** |
| NUR 221: Family Centered Nursing (4) Credits | NUR 225: Nursing Care of Adults II (4) Credits |
| NUR 222: Family Centered Nursing Clinical III (2) Credits | NUR 226: Nursing Care of Adults Clinical IV (4) Credits |
| NUR 223: Mental Health Nursing (2) Credits | NUR 227: Leadership in Nursing (2) Credits |
| NUR 224: Mental Health Nursing Clinical III (2) Credits |  |
| HUM 200: Modernity & Culture (Recommended this Semester) (3) Credits |  |

| **Winter Semester: Total (10) Credits** | **Spring Semester: Total (13) Credits** |
| NUR 225: Nursing Care of Adults II (4) Credits | NUR 221: Family Centered Nursing (4) Credits |
| NUR 226: Nursing Care of Adults Clinical IV (4) Credits | NUR 222: Family Centered Nursing Clinical III (2) Credits |
| NUR 227: Leadership in Nursing (2) Credits | NUR 223: Mental Health Nursing (2) Credits |
| NUR 224: Mental Health Nursing Clinical III (2) Credits | NUR 224: Mental Health Nursing Clinical III (2) Credits |
| HUM 200: Modernity & Culture (Recommended this Semester) (3) Credits | HUM 200: Modernity & Culture (Recommended this Semester) (3) Credits |

| **Spring Semester: Total (3) Credits** | **Spring Semester: Total (3) Credits** |
| NUR 228: Preceptorship Clinical V (3) Credits | NUR 228: Preceptorship Clinical V (3) Credits |
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>Pre-requisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></td>
<td>****</td>
</tr>
<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) – 15 credit hours** |
| MAT 107* 3 3 | College Algebra | Minimum grade of “C” in MAT 105 or equivalent |
| OR MAT 114 3 3 | Mathematical Reasoning | 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 |

- Selected from GE Intensive or Designated MTA Natural Science list
  NOTE: Must be from different discipline than Natural Science GE Intensive selection
- Select from Natural Science GE Intensive list
- Group II Elective

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

| **Social Sciences (Group III) - 9 credit hours** |
| Selected from GE Intensive or Designated MTA Social Science list | NOTE: Must be from different discipline than Social Science GE Intensive selection |
| Select from Social Science GE Intensive list |                                  |
| Group III Elective |                                  |

| **Humanities (Group IV) - 9 credit hours** |
| Selected from GE Intensive or Designated MTA Humanities list | NOTE: Must be from different discipline than Humanities GE Intensive selection |
| Select from Humanities GE Intensive list |                                  |
| Group IV Elective |                                  |

| **Electives - credits to reach minimum of 62** |
| Select courses from Group II (except CIS), Group V (ALH, CIS 100, MRI, NUR, RAD, PHT, PTA), or Group VI (HED, PED). |
| Elective |                                  |
| Elective |                                  |
| Elective |                                  |
| Elective |                                  |
| Elective |                                  |
| Elective |                                  |
| Elective |                                  |

Students are encouraged to meet with an Academic Advisor to select courses that are appropriate for academic and career goals.
General Education Intensive, 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, 114, 124, 126, 212, 225, 226, or 230.

Natural Science: Two courses, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.

Social Science: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SSC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

Humanities: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

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, 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; FRN 101,

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>Contact/Billing Hours</th>
<th>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) – 24 credit hours** | | |
| A minimum of 9 credits of Mathematics and Natural Science courses must be at the 200 level. (SCI 200 excluded) | | |
| MAT 107* 3 3 | College Algebra | Minimum grade of “C” in MAT 105 or equivalent |
| OR MAT 114 3 3 | Mathematical Reasoning | 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 |
| | Select from Natural Science GE Intensive list | |
| | Selected from GE Intensive or Designated MTA Natural Science list | NOTE: Must be from different discipline than Natural Science GE Intensive selection |
| | Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI | |
| | Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI | |
| | Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI | |
| | Selected from MAT, BIO, CHM, ENV, GEL, PHY, PSC or SCI | |

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

| **Social Sciences (Group III) - 6 credit hours** | | |
| | Select from Social Science GE Intensive list | |
| | Selected from GE Intensive or Designated MTA Social Science list | NOTE: Must be from different discipline than Social Science GE Intensive selection |

| **Humanities (Group IV) - 6 credit hours** | | |
| | Select from Humanities GE Intensive list | |
| | Selected from GE Intensive or Designated MTA Humanities list | NOTE: Must be from different discipline than Humanities GE Intensive selection |

### 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.

- Elective
- Elective
- Elective
- Elective
- Elective
- Elective

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

General Education Intensive, Distribution Group, and Designated MTA course lists on reverse (print version) or page two (digital version).
ASSOCIATE IN SCIENCE
MATH AND SCIENCE 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, each from a different subject area. One of the courses must be selected from the Natural Science General Education Intensive list -- BIO 100, 101; CHM 105, 111; PHY 105, 211; SCI 200. The second course must be selected from either the Natural Science GE Intensive list or from the Natural Science Designated MTA list.

Social Science: Two courses, each from a different subject area. One of the courses must be selected from the Social Science General Education Intensive list -- HIS 223; PSY 205, 212; SOC 200, 202; SCC 200. The second course must be selected from either the Social Science GE Intensive list or from the Social Science Designated MTA list.

Humanities: Two courses, each from a different subject area. One of the courses must come from the Humanities General Education Intensive list -- ENG 213; HUM 200, 251, 252; PHL 210. The second course must be selected from either the Humanities GE Intensive list or from the Humanities Designated MTA list.

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 the 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>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>ENGL 111</td>
</tr>
<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, 250; SSC 111, 200</td>
</tr>
<tr>
<td>Humanities</td>
<td>Two of the following, each from a different subject area: ENGL 112, 201, 202, 205, 206, 213; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225; 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), CSE, 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) |
CERTIFICATE OF ACHIEVEMENT:
AUTOMOTIVE SERVICE MECHANIC (1 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 35.5 credits is required to complete this program.

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 17.5 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS 104</td>
<td>2</td>
<td>3</td>
<td>Basic Automotive Electricity</td>
<td></td>
</tr>
<tr>
<td>AMS 110</td>
<td>4.5</td>
<td>7</td>
<td>Engine Fundamentals &amp; Overhaul</td>
<td></td>
</tr>
<tr>
<td>AMS 125</td>
<td>5</td>
<td>8</td>
<td>Engine Performance I</td>
<td></td>
</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>WLD 126</td>
<td>3</td>
<td>4</td>
<td>Basic Welding I</td>
<td></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 18 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMS 116</td>
<td>3</td>
<td>4</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>4</td>
<td>5</td>
<td>Automotive Heating &amp; Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>AMS 126</td>
<td>5</td>
<td>8</td>
<td>Engine Performance II</td>
<td>AMS 104 and AMS 125, OR State certified in tuneup area</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 “C”.</td>
</tr>
<tr>
<td>MAT 101</td>
<td>3</td>
<td>3</td>
<td>Basic Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

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

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)
$6,214.00
Books and Supplies
$1,288.00
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 30 weeks to complete.

0% of graduates from this program finished in this time in 2012-2013.

What are the chances of getting a job when I graduate?
The job placement rate for students who complete the program is not available.

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
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>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</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 minimum grade of “C”

- SPE 101 3 3 Fundamentals of Communication
  - OR SPE 257 3 3 Public Speaking

**Science and Mathematics (Group II) - 3 credit hours**

- MAT 101 3 3 Basic Mathematics

**Applied Art and Science (Group V) - 54 credit hours**

- CIS 100 3 3 Introduction to Information Systems
  - Touch keyboarding skills recommended

- AMS 104 2 3 Basic Automotive Electricity

- AMS 110 4.5 7 Engine Fundamentals & Overhaul

- AMS 116 3 4 Electrical Systems I: Electrical Accessories
  - AMS 104 (may be taken concurrently) or Instructor approval.

- AMS 124 4 5 Automotive Heating & Air Conditioning

- AMS 125 5 8 Engine Performance I

- AMS 126 5 8 Engine Performance II
  - AMS 104, AMS 125, OR State certified in engine tune-up area.

- AMS 205 4 6 Steering & Suspension Systems

- AMS 206 4 6 Brakes

- AMS 214 4.5 7.5 Automatic Transmissions

- AMS 222 4 6 Manual Transmissions

- AMS 223 4 6 Electrical Systems II: Engine Electrical Systems

- AMS 232 4 4 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.

- WLD 126 3 4 Basic Welding I

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 → AMS 116
AMS 104, AMS 125 → AMS 126
AMS 232 (AMS 214 & 222 can be concurrent)
Gainful Employment Information

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)  
$10,717.00

Books and Supplies  
$1,874.00

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 60 weeks to complete.*

0% of graduates from this program finished in this time in 2012-2013.

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

*The job placement rate for students who complete the program is not available.*

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](http://www.onetonline.org/link/summary/49-3023.00)
# CERTIFICATE OF ACHIEVEMENT

## BUSINESS INFORMATION SYSTEMS

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)

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact/Billing Hours</td>
<td>Course Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRST SEMESTER (Fall) - 15 credit hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ BIS 120</td>
<td>3</td>
<td>Office Mathematics</td>
<td></td>
</tr>
<tr>
<td>☐ CIS 100</td>
<td>3</td>
<td>Introduction to Information Systems</td>
<td>Touch keyboarding skills recomended</td>
</tr>
<tr>
<td>☐ BIS 140</td>
<td>3</td>
<td>Beginning Word Processing/Keyboarding</td>
<td></td>
</tr>
<tr>
<td>☐ BIS 164</td>
<td>3</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>3</td>
<td>Records Management</td>
<td>CIS 100, BIS 140 or equivalent</td>
</tr>
</tbody>
</table>

| SECOND SEMESTER (Winter) - 16 credit hours | | |
| ☐ BIS 127 | 4 | Applied Office Accounting | BIS 120 for Business Information Systems students only |
| ☐ BUS 151 | 3 | Introduction to Business Issues | |
| ☐ BIS 142 | 3 | Intermediate Word Processing/Keyboarding | BIS 140 or equivalent |
| ☐ ENG 111 | 3 | Freshman English Composition | Placement into ENG 111, or ENG 110 with a minimum grade of “C” |
| ☐ SPE 101 | 3 | Fundamentals of Communication | |
| OR ☐ SPE 257 | 3 | Public Speaking | |

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

PROGRAM COSTS
How much will this program cost me?

Tuition and Fees (in-district rates)  
$3,878.00  
Books and Supplies  
$2,059.00  
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  
*Fewer than 10 students graduated in this program in 2012/2013 therefore data is not provided.*  
Private Educational Loans  
*Fewer than 10 students graduated in this program in 2012/2013 therefore data is not provided.*  
Institutional Financing Loans  
*Fewer than 10 students graduated in this program in 2012/2013 therefore data is not provided.*

PROGRAM SUCCESS
How long will it take me to complete this program?

*The program is designed to take 30 weeks to complete.*  
0% of graduates from this program finished in this time.

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: Executive Secretaries and Executive Administrative Assistants  
SOC code: 43-6011.00  
Occupational Profile URL: http://www.onetonline.org/link/summary/43-6011.00
**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>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST SEMESTER - 16 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] DRF 101</td>
<td>3</td>
<td>3</td>
<td>Technical Drawing</td>
</tr>
<tr>
<td>[ ] DRF 120</td>
<td>3</td>
<td>3</td>
<td>Introduction to AutoCAD</td>
</tr>
<tr>
<td>[ ] DRF 210</td>
<td>3</td>
<td>3</td>
<td>Introduction to SolidWorks</td>
</tr>
<tr>
<td>[ ] IND 101</td>
<td>4</td>
<td>4</td>
<td>Basic Machine Shop Practices</td>
</tr>
<tr>
<td>[ ] CIS 100</td>
<td>3</td>
<td>3</td>
<td>Introduction to Computer Information Systems</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER - 16 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>[ ] DRF 201</td>
<td>3</td>
<td>3</td>
<td>Mechanical Detail Drafting w/CAD</td>
</tr>
<tr>
<td>[ ] DRF 220</td>
<td>3</td>
<td>3</td>
<td>Introduction to SoftPlan</td>
</tr>
<tr>
<td>[ ] IND 113</td>
<td>4</td>
<td>4</td>
<td>CNC Machining</td>
</tr>
<tr>
<td>[ ] ENG 111</td>
<td>3</td>
<td>3</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>[ ] MAT 170</td>
<td>3</td>
<td>3</td>
<td>Technical Math II</td>
</tr>
</tbody>
</table>

**THIRD SEMESTER - 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>[ ] DRF 280</td>
<td>3</td>
<td>3</td>
<td>CAD Program and Software Certification</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>
</tbody>
</table>

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

PROGRAM COSTS

How much will this program cost me?
Tuition and Fees (in-district rates)
$5,746.00
Books and Supplies
$1,587.00
On-campus room and board
not offered

PROGRAM FINANCING

What are my financing options to pay for the program?

*Finance 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.

Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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: 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)
## 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:**
- First Aid and CPR Certification
- Validation of no Evidence of Child Abuse or Neglect per Public Act 68 of 1993
- Health Requirements Met

### Credit Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER (Fall) - 14 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ ECE 101</td>
<td>Introduction to Early Childhood Education</td>
<td>□ 4</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td>□ ECE 112</td>
<td>Infancy</td>
<td>□ 5</td>
<td></td>
</tr>
<tr>
<td>□ CIS 100</td>
<td>Introduction to Information Systems</td>
<td>□ 3</td>
<td>Touch keyboarding skills recommended</td>
</tr>
<tr>
<td>□ ENG 111</td>
<td>Freshman English Composition</td>
<td>□ 3</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 17 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ ECE 113</td>
<td>Early Childhood</td>
<td>□ 4</td>
<td>Corequisite: ECE 101</td>
</tr>
<tr>
<td>□ ECE 114</td>
<td>Interacting with Children, Parent/Adult Child Relations</td>
<td>□ 5</td>
<td></td>
</tr>
<tr>
<td>□ MAT 101</td>
<td>Basic Mathematics</td>
<td>□ 3</td>
<td></td>
</tr>
<tr>
<td>□ PSY 101</td>
<td>Introduction to General Psychology</td>
<td>□ 3</td>
<td></td>
</tr>
<tr>
<td>□ SPE 101</td>
<td>Fundamentals of Communication</td>
<td>□ 3</td>
<td></td>
</tr>
<tr>
<td>OR SPE 257</td>
<td>Public Speaking</td>
<td>□ 3</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”. ECE courses require students to show validation of NO Evidence of Child abuse or Neglect per Public Act 68 of 1993 by the third week of class.

For Gainful Employment information see reverse (print version) or page two (electronic version)
CERTIFICATE OF ACHIEVEMENT:
EARLY CHILDHOOD EDUCATION

Gainful Employment Information

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)
$3,738.00

Books and Supplies
$973.00

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 30 weeks to complete.

Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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: Child Care Worker
SOC Code: 39-9011.00
Occupational Profile URL: [http://www.onetonline.org/link/summary/39-9011.00](http://www.onetonline.org/link/summary/39-9011.00)
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>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>FIRST SEMESTER (Fall) - 17 credit hours</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IND 101</td>
<td>4 4 Basic Machine Shop Practices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IND 113</td>
<td>4 4 CNC Machining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DRF 120</td>
<td>3 3 Introduction to AutoCAD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAT 170</td>
<td>3 3 Technical Mathematics II</td>
<td>MAT 101 OR equivalent</td>
</tr>
<tr>
<td></td>
<td>WLD 126</td>
<td>3 4 Basic Welding I</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SECOND SEMESTER (Winter) - 16 credit hours</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IND 102</td>
<td>4 4 Machine Tool Practices II</td>
<td>IND 101 and a minimum grade of “C” in MAT 104 or equivalent</td>
</tr>
<tr>
<td></td>
<td>IND 116</td>
<td>4 4 CNC Programming</td>
<td>IND 101, IND 113, minimum grade of “C” in MAT 105 or MAT 170 or equivalent</td>
</tr>
<tr>
<td></td>
<td>IND 140</td>
<td>3 3 Metallurgy and Industrial Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DRF 105</td>
<td>2 2 Intro to Geometric Dimensioning &amp; Tolerancing</td>
<td>DRF 101; IND 101 Recommended</td>
</tr>
<tr>
<td></td>
<td>ENG 111</td>
<td>3 3 Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with grade a 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

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)
$4,667.50

Books and Supplies
$1,151.88

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 30 weeks to complete.

Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students

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: Computer-Controlled Machine Tool Operator
SOC code: 51-4011.00
Occupational Profile URL: http://www.onetonline.org/link/summary/51-4011.00
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>Course Title</th>
<th>Contact/Billing Hours</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER (Fall) - 18 credit hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 WLD 125</td>
<td>8  Basic Industrial Welding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 DRF 101</td>
<td>3  Technical Drawing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 IND 140</td>
<td>3  Metallurgy &amp; Industrial Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 MAT 170</td>
<td>3  Technical Mathematics II</td>
<td></td>
<td>MAT 101 OR equivalent</td>
<td></td>
</tr>
<tr>
<td>3 DRF 120</td>
<td>3  Introduction to AutoCAD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SECOND SEMESTER (Winter) - 17 credit hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 WLD 130</td>
<td>4  Metal Fabrication</td>
<td>WLD 125 OR WLD 127, DRF 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 WLD 245</td>
<td>4  Pipe Welding OR</td>
<td>WLD 125 OR WLD 127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR IND 101</td>
<td>6  Basic Machine Shop Practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 WLD 225</td>
<td>12 Advanced Welding</td>
<td>WLD 125 OR WLD 127</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 ENG 111</td>
<td>3  Freshman English Composition</td>
<td>Placement into ENG 111 or ENG 110 with a minimum grade of “C”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Gainful Employment Information

PROGRAM COSTS
How much will this program cost me?
Tuition and Fees (in-district rates)
$6,627.00
Books and Supplies
$1,335.00
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 30 weeks to complete.
Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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: Welders, Cutters, Solderers, and Brazers
SOC code: 51-4121.00
Occupational Profile URL:  http://www.onetonline.org/link/summary/51-4121.00
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

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)
$3,490.00
Books and Supplies
$893.00
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

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 24 weeks to complete.
Of those that completed the program in 2012-2013, 0% finished in 24 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: Heating and Air Conditioning Mechanics and Installers
SOC code: 49-9021.01
Occupational Profile [http://www.onetonline.org/link/summary/49-9021.02](http://www.onetonline.org/link/summary/49-9021.02)
TRAINING CREDENTIAL:
HEATING/ELECTRICITY 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)

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

<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>FIRST SEMESTER (Fall) - 14 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>HRA 106</td>
<td>3</td>
<td>4</td>
<td>Heating Fundamentals</td>
</tr>
<tr>
<td>HRA 108</td>
<td>3</td>
<td>4</td>
<td>Heating Systems</td>
</tr>
<tr>
<td>HRA 223</td>
<td>3</td>
<td>3</td>
<td>Residential HVAC Load Determination</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER (Winter) - 9 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA 225</td>
<td>3</td>
<td>3</td>
<td>Residential HVAC Distribution/Design</td>
</tr>
<tr>
<td>HRA 105</td>
<td>3</td>
<td>4</td>
<td>Hydronics</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><strong>THIRD SEMESTER (SPRING) - 3 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA 215</td>
<td>3</td>
<td>4</td>
<td>HRA Controls</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)
Gainful Employment Information

PROGRAM COSTS

How much will this program cost me?
Tuition and Fees (in-district rates)
  $5,589.00
Books and Supplies
  $1,578.00
On-campus room and board
  not offered

PROGRAM FINANCING

What are my financing options to pay for the program?
The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Federal Loans
  $4,062
Private Educational Loans
  $0
Institutional Financing Loans
  $0
The school has elected to provide the following additional information: 58% of program graduates used loans to help finance their costs for this program.

PROGRAM SUCCESS

How long will it take me to complete this program?
The program is designed to take 30 weeks to complete.
This institution is not currently required to calculate a job placement rate for program completers.

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: Heating and Air Conditioning Mechanics and Installers
SOC code: 49-9021.01
Occupational Profile URL: http://www.onetonline.org/link/summary/49-9021.01
### TRAINING CREDENTIAL:

**REFRIGERATION/AIR CONDITIONING 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)

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

Any credit hours above are required to meet training credential.

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

PROGRAM COSTS

How much will this program cost me?

Tuition and Fees (in-district rates)  
$5,589.00  
Books and Supplies  
$1,578.00  
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  
$4,062  
Private Educational Loans  
$0  
Institutional Financing Loans  
$0

The school has elected to provide the following additional information: 58% of program graduates used loans to help finance their costs for this program.

PROGRAM SUCCESS

How long will it take me to complete this program?  
The program is designed to take 30 weeks to complete.  
Of those that completed the program in 2012-2013, 0% finished in 30 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: Refrigeration Mechanics and Installers  
SOC code: 49-9021.02  
Occupational Profile URL:  
http://www.onetonline.org/link/summary/49-
### 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 Gainful Employment information see reverse (print version) or page two (electronic version)

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>Credit hours</th>
<th>Contact/Billing Hours</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester - 12 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIS 120 3</td>
<td></td>
<td>Office Mathematics</td>
<td>BIS 140 OR equivalent</td>
</tr>
<tr>
<td>BIS 142 3</td>
<td></td>
<td>Intermediate Keyboarding</td>
<td>BIS 140 OR equivalent OR concurrent enrollment, BIS 164 recommended OR concurrent enrollment.</td>
</tr>
<tr>
<td>BIS 138 3</td>
<td></td>
<td>Basic Legal Terminology</td>
<td></td>
</tr>
<tr>
<td>BIS 164 3</td>
<td></td>
<td>Business Communication I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
</tr>
</tbody>
</table>

| **Second Semester - 15 credit hours** | | | |
| BUS 153 3 | | Business Law | |
| BIS 250 3 | | Records Management | CIS 100, BIS 140 OR equivalent |
| BIS 254 3 | | Office Procedures | |
| BIS 200 3 | | Advanced Word Processing Applications | BIS 140 OR equivalent, CIS 100 recommended. |
| BIS 264 3 | | Business Communication II | BIS 164 OR ENG 111 |

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

PROGRAM COSTS
How much will this program cost me?
Tuition and Fees (in-district rates)
$3,790.00
Books and Supplies
$1,817.05
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 30 weeks to complete.
Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

What are the chances of getting a job when I graduate?
Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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

NOTE: Students enrolled prior to Fall 2014 may complete the MACRAO Endorsement; students first enrolled Fall 2014 (or later) will not be eligible and should pursue the Michigan Transfer Agreement (MTA) instead. Eligible students will have until Fall 2019 to complete the MACRAO Endorsement. Colleges and universities that currently accept MACRAO Endorsements will continue to do so regardless of date of completion. STUDENTS ARE STRONGLY ENCOURAGED TO WORK WITH INTENDED TRANSFER INSTITUTIONS TO DETERMINE WHICH ENDORSEMENT AND WHICH COURSEWORK WILL BEST FULFILL THEIR ACADEMIC PLANS.

A minimum of 30 credits is required to complete MACRAO. At least 6 credit hours must be taken at Mid Michigan Community College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Contact/Billing Hours</th>
<th>Course Title Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 111</td>
<td>3</td>
<td>Freshman English Composition 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 Minimum grade of “C” in ENG 111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science and Mathematics: (8 semester hrs. or 12 quarter hrs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Elective At least one of the science courses must have a structured lab. Courses must be taken in more than one discipline. MMCC courses that meet this requirement include: BIO, CHM, CIS (110, 111,121,131, 151, 152, 175, 176)<em>, ENV, GEL, MAT 104 or higher</em>, PSC, PHY, and SCI.</td>
</tr>
<tr>
<td>☐ Elective Courses must be taken in more than one discipline. MMCC courses that meet this requirement: ANT, ECO, GEO, HIS 211, 212, 223, 251, 252, MID 103, POL, PSY, SSC 111, 200, and SOC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science: (8 semester hrs. or 12 quarter hrs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Elective Courses must be taken in more than one discipline. MMCC courses that meet this requirement: ART, ENG 112, 201, 202, 205, 206, 211, 212, 213, FRN, GER, HIS 101, 102, HUM, JPN, MUS, NAL, PHL, REL, SPN, and TAI.</td>
</tr>
</tbody>
</table>

Please Note: Most transferring institutions require mathematics competency at the intermediate algebra level. Therefore, MAT 105 is strongly recommended.

Students who complete the MACRAO requirements may have satisfied the basic general education requirements when transferring to a signatory four-year institution.

Students are advised to check with their transfer college for additional General Education Requirements.
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>Contact/Billing Hours</th>
<th>Course #</th>
<th>Course Title</th>
<th>Pre-requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester (Suggested Sequence) - 11 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>☐ ALH 100</td>
<td>2</td>
<td>2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>☐ BIS 120</td>
<td>3</td>
<td>3</td>
<td>Office Mathematics</td>
<td>BIS 140 OR equivalent</td>
</tr>
<tr>
<td>☐ BIS 142</td>
<td>3</td>
<td>3</td>
<td>Intermediate Keyboarding</td>
<td></td>
</tr>
<tr>
<td>☐ BIS 164</td>
<td>3</td>
<td>3</td>
<td>Business Communication I</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
</tr>
</tbody>
</table>

| **Second Semester (Suggested Sequence) - 15 credit hours** | | | | |
| ☐ ALH 112 | 3 | 3 | Insurance Billing | Prerequisite: ALH 100 |
| ☐ BIS 250 | 3 | 3 | Records Management | CIS 100, BIS 140 OR equivalent |
| ☐ BIS 255 | 3 | 3 | Medical Office Procedures | CIS 100, BIS 140 |
| ☐ BIS 264 | 3 | 3 | Business Communication II | BIS 164 OR ENG 111 |
| ☐ CIS 130 | 3 | 3 | Applications with Microcomputers | 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

PROGRAM COSTS

How much will this program cost me?
Tuition and Fees (in-district rates)
$4,091.00
Books and Supplies
$2,346.40
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 30 weeks to complete.

Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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

<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>SEMESTER I</td>
<td>11 credit hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHT 104</td>
<td>4 5</td>
<td>Orientation to Pharmacy &amp; Community Pharmacy Practice</td>
<td>Corequisites: PHT 105, PHT 106</td>
</tr>
<tr>
<td></td>
<td>PHT 105</td>
<td>2 2</td>
<td>Pharmacy Law</td>
<td>Corequisites: PHT 104, PHT 106</td>
</tr>
<tr>
<td></td>
<td>PHT 106</td>
<td>3 3</td>
<td>Pharmaceutical Calculations</td>
<td>Corequisites: PHT 104, PHT 105</td>
</tr>
<tr>
<td></td>
<td>ALH 100</td>
<td>2 2</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>SEMESTER II</td>
<td>11 credit hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHT 113</td>
<td>4 5</td>
<td>Orientation to Institutional Pharmacy Practice</td>
<td>PHT 104, PHT 105, PHT 106. Corequisite: PHT 114</td>
</tr>
<tr>
<td></td>
<td>PHT 114</td>
<td>4 4.5</td>
<td>Pharmacology for Pharmacy Technicians</td>
<td>PHT 104, PHT 105, PHT 106. Corequisite: PHT 113</td>
</tr>
<tr>
<td></td>
<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>3 3</td>
<td>Public Speaking</td>
<td></td>
</tr>
<tr>
<td>SEMESTER III</td>
<td>7 credit hours</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>PHT 115</td>
<td>7 15</td>
<td>Pharmacy Technician Clinical</td>
<td>PHT 113, PHT 114, SPE 101 OR SPE 257</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)
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](http://www.onetonline.org/link/summary/29-2052.00)
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.

<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>First Semester - 12 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ BIS 120 3 3</td>
<td>Office Mathematics</td>
<td>BIS 140 OR equivalent</td>
<td></td>
</tr>
<tr>
<td>□ BIS 142 3 3</td>
<td>Intermediate Keyboarding</td>
<td>Recommend concurrent enrollment in BIS 140 OR CIS 100 OR knowledge of correct keyboarding techniques.</td>
<td></td>
</tr>
<tr>
<td>□ BIS 164 3 3</td>
<td>Business Communication I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR CIS 203 3 3</td>
<td>Web Security and Maintenance</td>
<td>CIS 100</td>
<td></td>
</tr>
<tr>
<td>OR BIS 136 3 3</td>
<td>Terminology and Proofreading</td>
<td>BIS 164, ENG 111 may be taken concurrently</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester - 15 credit hours</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ BIS 250 3 3</td>
<td>Records Management</td>
<td>CIS 100, BIS 140 OR equivalent</td>
<td></td>
</tr>
<tr>
<td>□ BIS 254 3 3</td>
<td>Office Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ BIS 200 3 3</td>
<td>Advanced Word Processing Applications</td>
<td>BIS 140 OR equivalent, CIS 100 recommended.</td>
<td></td>
</tr>
<tr>
<td>□ BIS 264 3 3</td>
<td>Business Communication II</td>
<td>BIS 164 OR ENG 111</td>
<td></td>
</tr>
<tr>
<td>□ CIS 205 3 3</td>
<td>e-Commerce: Concepts &amp; Technology</td>
<td>CIS 100</td>
<td></td>
</tr>
<tr>
<td>OR CIS 221 3 3</td>
<td>Computers in Business</td>
<td>Prerequisite or Corequisite: ACC 201</td>
<td></td>
</tr>
</tbody>
</table>

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

PROGRAM COSTS
How much will this program cost me?
Tuition and Fees (in-district rates)
$4,209.00
Books and Supplies
$1,923.60
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:

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PROGRAM SUCCESS
How long will it take me to complete this program?
The program is designed to take 30 weeks to complete.
*Less than 10 students completed this program in 2012-13. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

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: Office Clerk
SOC code: 43-9061.00
Occupational Profile URL: http://www.onetonline.org/link/summary/43-9061.00
# COURSE DESCRIPTIONS INDEX

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<tr>
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<th>Course Description</th>
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<td>ECE</td>
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<td>ENGLISH AS A SECOND LANGUAGE</td>
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<td>FRN</td>
<td>FRENCH</td>
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<td>GEL</td>
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<td>PHY</td>
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<td>PLT</td>
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<td>PTA</td>
<td>PHYSICAL THERAPIST ASSISTANT</td>
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<td>TAI</td>
<td>THEATRE AND INTERPRETATION</td>
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<td>WLD</td>
<td>WELDING TECHNOLOGY</td>
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</table>
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 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.
Prerequisites: Minimum grade of C in ACC 211.

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.
Prerequisites: Minimum grade of C in ACC 275.

ACC 280 Co-Op 3(1-0)
Co-op is a capstone course planned for the last semester of the Associate in Business: 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 Business: 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 212

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 six 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 213

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 Physicians 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 290 Special Topics- Review of Clinical Procedures 1(1-0)
This course is designed for students who have taken ALH 210 and did not complete their externship within 12 months of the ALH 210 course. It is a review of the functions, role and responsibilities of a medical assistant in a medical office setting.
Prerequisite: ALH 210 or permission from Department.

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 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 driveability 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 110 Basic Photography 3(3-0)
This course is designed for persons wanting a working knowledge of cameras, lenses, and fundamentals of photography. Topics covered include: f stops, shutter speeds, depth of field, film selection, composition, electronic flashes, and other basics. Students will be introduced to the black and white darkroom where they will develop film and produce prints.

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 WYSIWIG 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.
Prerequisite: ART 105

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: ART 211 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 253 Flash Fundamentals 3(3-0)**
This course introduces the fundamentals of the use of Flash in web design and animation utilizing Adobe graphic design software and implementing the foundations of ActionScript. Students will explore contemporary methods of applying animations to their Flash websites. The final course product is a promotional interactive portfolio. Prerequisite: CIS 100.

**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(1-0)**
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(1-0)**
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)**
This course is designed to investigate various topics in Art that are not included in current courses. Topics will be announced. This course is offered based on demand.

**(BIO) BIOLOGY**

**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 141

**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, protoza, 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 290-299 Selected Topics 1-5(1 to 4-0 to 3)**
Courses designed to investigate various topics in Biology not included in current courses. Topics will be announced.
This course covers basic mathematical operations & concepts as applied to a variety of business and personal situations. Examples of topics: review of arithmetic operations, fractions, decimals, mortgages, taxes, checking accounts, payroll, & consumer & business credit.

BIS 126 Introduction to Medical Transcription 3(3-0)
This course serves as an introduction to processing medical reports. Students prepare consultation reports, history and physical examination reports, operative reports, discharge summary reports, and special procedure reports including magnetic resonance imaging (MRI) reports, computerized axial tomography (CAT) reports, and sonogram reports. An integrated instructional approach is used where students learn medical terms as they appear in medical reports and relate those terms to the pathologies being treated. This course is an introduction to machine transcription for students pursuing the Associate in Business Degree: Medical Transcriptionist. Prerequisite: BIS 140 or competency. Corequisite: ALH 100 recommended.

BIS 127 Applied Office Accounting 4(4-0)
This course covers basic accounting skills needed in the medical and legal office. Emphasis is on both the how and why of accounting and on performing the accounting function. A practice set will be used to simulate accounting transactions in the medical or legal office-based on the student's program emphasis. Prerequisite: BIS 120. Prerequisite for Medical Assistant only: MAT 104.

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 140 Beginning Word Processing/Keyboarding 3(3-0)
This course is for the beginning typist. Topics include mastery of the touch system, development of personal-use skills, basic letter styles, term papers, tabulation, and centering using the most current word processing software. Speed ranges of 25-40 words a minute are needed to pass. Prerequisite: BIS 140 or equivalent.

BIS 142 Intermediate Word Processing/Keyboarding 3(3-0)
This course is designed to build a marketable keyboarding (typewriting) skill. Business letters, business forms, speed, and accuracy are stressed. Students will use the most current word processing software to create documents. Speed ranges of 40-55 words a minute are needed to pass. Prerequisite: BIS 140 or equivalent.

BIS 164 Business Communications I 3(3-0)
Students will learn/review basic grammar rules, punctuation rules, and sentence structure. Students will use the computer and current word processing software for realistic business office applications of the rules. Students will be introduced to machine transcription and will learn to use office reference manuals. Prerequisite: Recommend concurrent enrollment in BIS 140 or knowledge of correct keyboarding techniques.

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 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. 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 236 Medical Transcription I 3(3-0)**
This course is an intense application of skills learned in business communications, English, keyboarding/word processing, transcription, and 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: 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.

**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 211 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.

**BUS 211 Purchasing and Inventory Control 3(3-0)**
Prerequisite: Grade of C or better in ACC 201.

**BUS 221 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.

**BUS 222 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.

**BUS 225 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.

**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.

**BUS 291 Business Internship 3(1-0)**
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.

**BUS 291 Business Internship 3(1-0)**
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 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 WYSIWIG 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.

**CIS 151 C# Programming I 3(3-0)**
This course covers algorithm design and development. An introduction to the design and development of computer programs using the C# programming language is included. 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: MAT 104 or equivalent

**CIS 152 C# Programming II 3 (3-0)**
A continuation of the C# Programming I course, this course provides a review of topics from C# Programming I but focuses on the inheritance, exception handling, using GUI objects and the Visual Studio IDE, controls, event handling, and file and stream processing. 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: MAT 104 and CIS 151

**CIS 175 C++ Computer Programming I 3(3-0)**
This course covers algorithm design and development. An introduction to the design and development of computer programs using the C++ programming language is included.
Prerequisite: MAT 104 or equivalent

**CIS 176 C++ Computer Programming II 3(3-0)**
A continuation of CIS 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 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 CIS 235/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/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(3-0)
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 265 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(3-0)
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 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 on the Associate in Applied Sciences: 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.

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.

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.

CJS 203 Fundamentals of Supervision & Management in Criminal Justice 3(3-0)
An introductory course designed to acquaint the student with the basics of management and supervision. Criminal Justice roles and responsibilities are examined. Management styles are discussed. Issues of management, operations, employment, training, community relations, and leadership styles all receive attention within this course.

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: LEN 205

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: LEN 203

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.

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), and 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), and 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: none

**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.
Prerequisite: DRF 101; IND 101 Recommended

**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 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, IND 101, IND 113, all with a minimum grade of B OR successful completion of a competency exam (80% 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 201, all with a minimum grade of B OR successful completion of a competency exam (80% 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 101 Introduction to Early Childhood Education 4 (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 4 (5-0)
This course explores prenatal development, modern child-birth 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. 30 lab hours are required. This class satisfies Department of Human Services (DHS) requirements for infant/toddler lead teachers.
Co-requisite: ECE 101

ECE 113 Early Childhood 4 (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) or school setting with children ages 3-8 years in attendance.
Co-requisite: ECE 101

ECE 114 Interacting With Children, Parent/Adult 4 (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.
Co-requisite: ECE 101

ECE 150 Preparation for Child Development Associate Credential (CDA) 2 (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.

ECE 201 Guidance & Implementation of Programs for Young Children 3 (4-0)
This course is designed to provide 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 labs hours in a Department of Human Services (DHS) licensed setting are required.
Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator.

ECE 202 Creative Development of the Child 3 (4-0)
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.
Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator.

ECE 206 Parent, School, & Community 3 (4-0)
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.
Corequisites: ECE 112 + 114 or 113 +114, and ENG 111 or permission of Instructor or Coordinator.

ECE 207 Early Childhood Education Practicum 4 (7-0)
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 101, 112, or 113 and 114. Corequisites: ECE 201, 202, 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 101, 112, or 113 and 114. Corequisites: ECE 201, 202, 206, and ENG 111

(ENG) ENGLISH

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 ENG 110, Introduction to Academic Writing, ENG 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 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, ENG 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 ENG 110, Introduction to Academic Writing, ENG 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 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, ENG 111, or a class with college level reading.

ECE 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.

ECE 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.

ECE 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.

(EDU) EDUCATION

EDU 107 Introduction to Teaching 3(3-0)
Introduction to teaching as a career. Survey of student behavior and effective teacher responsibilities preparatory to guided observation and participation in K-12 settings.

EDU 290 Technology in Education 3(3-0)
Students will learn to operate various technology-based equipment; select and assess instructional media materials, courseware, and software; and integrate technology and media into K-12 instruction. This course is taught as a hybrid; 1 1/2 hours in the computer lab and 1 1/2 hours are conducted online each week.

Prerequisite: Students should have basic computer and keyboarding skills. Students must have taken EDU 107.
Prerequisite: 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 098 in conjunction with ENG 110, Introduction to Academic Writing, ENG 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 when 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 098 in conjunction with ENG 110, Introduction to Academic Writing, ENG 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 when 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.

**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 mid-20th century.
Prerequisite: ENG 111

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 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.

(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 5(7-0)
These courses are designed to investigate various topics in Environmental Science 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.
ESL 102 English as a Second Language 4(4-0)
This is a four-credit course that will prepare international students for ENG 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 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(4-4)
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.

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)
German 102 is a continuation of German 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 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,
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 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.

### (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 refrigerator 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(4-0)
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, refrigerant 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 or 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 Refrigerant 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 com-
puter software programs are used.
Prerequisites: HRA 223.

**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, chermatics, 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 IGSHPASection 1s 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(1-10)

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) HUMANITIES

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: ENG 111; 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 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.

**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.

**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 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, and a minimum grade of C 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.

**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.

**JOR 290 Special Topics 3(49.5-0)**

**JAPANESE**

**JPN 101 Elementary Japanese I 4(4-0)**
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 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)**

A review of basic operations with fractions, decimals, ratios and proportions, percent, taxes and interest. Other topics will include statistics, geometry, and the English and metric measuring systems. Emphasis will be placed on applications which will aid the student in functioning in a technical society.

Prerequisite: None Please note: MAT 101 is also offered as a two-semester sequence and a three-semester sequence, see next.

**MAT 101A, MAT 101B, MAT 101C Basic Mathematics (3 semester sequence) Each course: 1(2-0)**

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 Mathematics. MAT 101 includes a review of basic operations with factors, decimals, ratios and proportions, percent, taxes and interest. Other topics will include statistics, geometry, and the English and metric systems. Emphasis will be placed on applications which will aid the student in functioning in a technical society.

Prerequisite: None for MAT 101A. Must have a minimum grade of C in MAT 101A to take MAT 101B. Must have a minimum grade of C in MAT 101B to take MAT 101C.

**MAT 101X, MAT 101Y Basic Mathematics (2 semester sequence) Each course 1.5(3-0)**

MAT 101X and MAT 101Y is a two semester sequence covering the same material as the traditional classroom version of MAT 101. MAT 101X includes basic operations on whole numbers, fractions, and decimals, as well as using rates, ratios, and proportions. MAT 101Y includes percent applications, descriptive statistics, unit conversions, plane and solid geometry, and the real numbers. Note: Students choosing to take MAT 101 as a sequence must complete either the ABC sequence or the XY sequence to complete MAT 101. Courses from the two sequences cannot be mixed.

Prerequisite: None for MAT 101X. Must have a minimum grade of C in MAT 101X to take MAT 101Y.

**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(2-0)**

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: A minimum grade of C in MAT 101 OR MAT 102 OR equivalent to take MAT 104A. A minimum grade of C in MAT 104A to take MAT 104B. A 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: A minimum grade of C in MAT 101 OR MAT 102 OR equivalent to take MAT 104X. A 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: A minimum grade of C 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: A minimum grade of C in MAT 104 or equivalent to take MAT 105X. A 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 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: A 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: A minimum grade of C in MAT 105 or equivalent.

MAT 124 Precalculus 5(5-0)
Preparation for students who desire to study calculus. Topics include properties of real numbers, inequalities, data analysis, modeling, functions and relations, logarithms and exponential functions, circular and trigonometric functions.
Prerequisite: Minimum grade of C in MAT 105 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: MAT 116 with a minimum grade of C.

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: MAT 116 with a minimum grade of C.
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 Green’s 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: Grade C or better in MAT 126 or equivalent

MAT 290-299 Selected Topics 5(5-0)
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
Corequisite: This course must be taken in conjunction with at least one other course, not PED.

(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.

(NUR) NURSING

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 NUR Program
Corequisites: NUR 124, NUR 150, NUR 151
NUR 124 Nursing Clinical I 4(0-12)
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
Corequisite: 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 life span. 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 study of family centered nursing in which planning care for clients 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 and ill maternity and pediatric clients.
Prerequisite: NUR 121, NUR 124, NUR 125, NUR 128, NUR 150, NUR 151, and NUR 152  Corequisite: NUR 222

**NUR 222 Family Centered Nursing Clinical III 2(0-6)**
This clinical course focuses on the use of the nursing process in planning and implementing care for clients in relation to concepts of family and child development from conception through adolescence. Selected acute care health facilities are utilized for this course.
Prerequisite: Fall Cohort: NUR 221, NUR 222, NUR 223, NUR 224 Winter Cohort: NUR 125, NUR 128, NUR 152
Corequisite: NUR 225

**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, 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, 226, 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 health setting. Focus is on 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 clinical 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 graduate 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

**ORT) ORIENTATION**

**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.

**(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 Alexander 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 necessary 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 most 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 diver. Medical clearance may be required prior to any water work. Students must be capable of continuously swimming 200 yards and treading water/ floating 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 student 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. Involved 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 considerations, 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 increased cardiovascular fitness.
Prerequisite: PED 103 or permission of the Instructor

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 243 Advanced Body Mechanics/Aerobics 1(1-0)
A continuation of PED 203 with emphasis on increasing knowledge of the use of dance techniques for cardiovascular fitness. Prerequisite: PED 203 or permission of the Instructor

PED 244 Advanced Skiing 1(1-0)
Students are introduced to parallel skiing. Exercises to develop upper level dynamic skiing i.e. short radius, fall line skiing is emphasized.

PED 246 Advanced Bowling 1(1-0)
A continuation of PED 226 with emphasis on adjusting the game to alley conditions, changing lines and spots, etc.

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 lifelong 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 MCOLES 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, & 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.
# (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, and either 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. The class will also emphasize medication therapy management and the pharmacy technician's role in immunizations.

Prerequisites: PHT 104, PHT 105, PHT 106

Corequisite: PHT 113, and either SPE 101 or SPE 257

## PHT 115 Pharmacy Technician Clinical 7.5(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, and either 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
PL T 101 Survey of the Plastics Industry 2(2-0)

This course is intended to provide the student a base foundation of the plastics industry; including the history of people, materials and processes that helped shape the modern plastics industry. Various careers in the plastics industry and related industries, such as drafting, design, machining, electronics, maintenance, computer information systems, network and etc. will also be explored.

PL T 110 Plastics and Polymer Materials 3(3-0)

In this course students will be introduced to polymers, plastics, additives, fillers and reinforcements commonly used in modern plastics manufacturing. Students will study the physical and mechanical characteristics of thermoset and thermoplastic materials, define the different materials classifications and types and review criteria used for material selection and cost estimating as related to design, fit and function of finished goods.

PL T 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

PL T 120 Plastics Manufacturing Processes I 4(2-4)

In this course student 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

PL T 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 gage forming), machinery and the economics of the thermoforming industry as a whole.

PL T 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

PL T 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

PL T 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)

PL T 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

PL T 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

PL T 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) POLITICAL SCIENCE

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.

POL 290-99 Selected Topics 3(3-0)
These courses are designed to investigate various topics in Political Science that are not included in current courses. Topics will be announced.

(PSC) PHYSICAL SCIENCE

PSC 101 Introductory Astronomy 4(3-2)
An introduction to astronomy for students who desire a basic understanding of the solar system and the universe. Topics include: historical astronomy, exploration of space, stellar evolution, solar system, galaxies, and the universe. Laboratory work includes individual student use of a telescope.

PSC 102 Introductory Physical Science 4(3-2)
A general course for non-science majors. Selected topics for students interested in energy, meteorology, geology, physics, and chemistry and their interrelationships as they affect the physical environment of persons.
Prerequisite: MAT 104 or equivalent

(PSY) PSYCHOLOGY

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.

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 & 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.

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**PTA PHYSICAL THERAPIST ASSISTANT**

**PTA 101 Orientation to Physical Therapy 1(1-0)**
This introductory course provides an overview of the profession of physical therapy and focuses upon the role of the physical therapist assistant. Standards of Practice and core values of professionalism are emphasized. Communication skills are enhanced to better serve a multicultural health care environment.

Prerequisite: Admission into the Program

**PTA 105 Modalities I 1(1-0)**
This course includes instruction in the principles, indications, contraindications, precautions and techniques of physical agents and massage.

Prerequisite: Admission into the Program

Corequisite: PTA 106, PTA 110, PTA 111, PTA 115, PTA 116

**PTA 106 Modalities I Lab 2(0-6)**
This lab is coordinated with the lectures and demonstrations presented in Modalities I. Guided practice with physical agents is provided. Students gain hands-on experience with heat and cold treatments, hydrotherapy, aquatic therapy, ultrasound, massage, traction, and other modalities. Basic documentation skills are introduced.

Prerequisites: Admission into the Program

Corequisites: PTA 105, 110, 111, 115 & 116

**PTA 110 Therapeutic Exercise 1(1-0)**
Basic exercise theory is presented. Concepts of flexibility, strength and coordination are emphasized. Other topics include transfers, documentation, gait training with ambulation equipment and monitoring a patient/client during an exercise or gait training program.

Prerequisites: Admission into the Program

Corequisites: PTA 105, 106, 111, 115 & 116

**PTA 111 Therapeutic Exercise Lab 2(0-6)**
In a lab setting, students practice basic therapeutic exercise techniques. They implement flexibility, strength and coordination programs. Progress note writing is also required.

Prerequisites: Admission into the program

Corequisites: PTA 105, 106, 110, 115 & 116

**PTA 115 Clinical Kinesiology 1.5(1.5-0)**
This course provides a review of surface and functional anatomy with an emphasis on the muscles, bones and joints. Students develop an understanding of normal posture, movement patterns and gait.

Prerequisites: Admission into the Program

Corequisites: PTA 105, 106, 110, 111 & 116

**PTA 116 Clinical Kinesiology Lab 1(0-3)**
This lab course accompanies Clinical Kinesiology and provides practical observation, palpation and identification skills of basic anatomical landmarks, especially bones, joints and muscles. Normal posture, movement patterns and gait characteristics are included.

Prerequisites: Admission into the Program

Corequisites: PTA 105, 106, 110, 111 & 116

**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 coordination testing are presented.

Prerequisites: PTA 105, 106, 110, 111, 115, & 116

Corequisites: PTA 126, 130, 131, & 140

**PTA 126 Measurement Techniques Lab 2(0-6)**
Lab practice is the follow-up to Measurement Techniques. Students received guided practice with the assessment techniques of goniometry, muscle testing, sensory evaluations, gait/posture analysis and coordination testing.
PTA 130 Advanced Therapeutic Exercise 2(2-0)
This course presents the principles and guidelines for treating musculoskeletal conditions (surgical and non-surgical) of the upper and lower extremities, neck trunk, pelvic floor, and back. Other therapeutic exercises will be provided for vascular disorders and faulty posture.
Prerequisites: PTA 105, 106, 110, 111, 115 & 116
Corequisites: PTA 125, 130, 131, & 140

PTA 131 Advanced Therapeutic Exercise Lab 2(0-6)
This lab course reinforces the principles and guidelines for treating musculoskeletal conditions (surgical and non-surgical) of the upper and lower extremities, neck and back. Students are guided in implementing therapeutic exercises for those conditions as well as additional exercises for vascular disorders and faulty posture. Previous course information about basic therapeutic exercise and modalities is integrated into lab sessions.
Prerequisites: PTA 101, 105, 106, 110, 111, 115, & 116
Corequisites: PTA 125, 126, 130, & 131

PTA 140 Clinic I 4.5(4.5-0)
Full-time (40 hours/week) for five weeks of clinical practice offers students opportunities to observe, assist with and implement treatment techniques which have been introduced in prior lecture courses and practiced in lab. Clinical instructors facilitate learning and supervise. Clinical placements occur in hospitals, outpatient clinics, rehabilitation centers, nursing homes, home care or schools.
Prerequisites: PTA 101, 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 electrical stimulation are introduced. The course guides the student in understanding treatment parameters/protocols 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 125, 126, 130, 131 & 140

PTA 206 Modalities II Lab 1.33(0-4)
This lab provides practice in the safe and effective delivery of electrical stimulation. The students use a variety of modalities for decreasing pain, increasing strength, reducing edema/swelling, and improving tissue repair. Documentation skills are reinforced.
Prerequisites: PTA 125, 126, 130, 131 & 140
Corequisites: PTA 205, 207 & 208

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 laboratorv 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.
Corequisites: RAD 201, RAD 215

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 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.
Prerequisites: none

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 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: ENG 111; SPE 101 or SPE 257

(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.

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 290-99 Special Topics 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 students to be better able to analyze and evaluate 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.

Prerequisite: 9 hours of SPE completed
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 student’s 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 student’s 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 program.
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.

(SPNS) 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 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 Intro to the 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.

Prerequisites: none

**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: ENG 111; SPE 101 or SPE 257

**(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 125 Basic Industrial Welding 6(4-4)**
Fundamentals of oxy-acetylene cutting, oxy-acetylene brazing and welding, ARC welding, MIG welding, and TIG welding, and manual plasma cutting, and safety procedures are included in this course. Emphasis is placed on penetration welds and out-of-position welds.

**WLD 126 Basic Welding I 3(4-0)**
Fundamentals of oxyacetylene brazing, oxyacetylene cutting, oxyacetylene welding, arc welding, MIG welding, and TIG welding are included in this course. Emphasis is placed on penetration welds in the flat position.

**WLD 127 Basic Welding II 3(4-0)**
Fundamentals of oxyacetylene brazing, cutting, arc welding, and MIG welding are included in this course. Emphasis is placed on penetration welds and out-of-position welds.

**WLD 130 Metal Fabrication 3(4-0)**
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 you identify training needs and work together to develop training plans based on your specific needs. We provide this training at our locations or at your on-site facility.

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 1,200 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.

Rapid Response Advanced Manufacturing - Plastics: This 120 hour program was designed in conjunction with business and industry to provide an entry-level training program in the area of Advanced Manufacturing - Plastics Technology. The program consists of a series of six (6) courses designed to provide students with the basic skills, knowledge and ability for a career in plastics manufacturing and manufacturing in general. Course modules include: Manufacturing Shop Safety and Health, Intro to LEAN Manufacturing Principles, Intro to Inventory Control Systems and Warehousing, Intro to Quality Control and Quality Assurance, Intro to Plastics Manufacturing Processes and Intro to Basic Equipment Maintenance and Troubleshooting. This program uses a combination of classroom instruction and “hands-on” lab training.

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 Programs
Rapid Response Advanced Manufacturing - Plastics: This 120 hour program was designed in conjunction with business and industry to provide an entry-level training program in the area of Advanced Manufacturing - Plastics Technology. The program consists of a series of six (6) courses designed to provide students with the basic skills, knowledge and ability for a career in plastics manufacturing and manufacturing in general. Course modules include: Manufacturing Shop Safety and Health, Intro to LEAN Manufacturing Principles, Intro to Inventory Control Systems and Warehousing, Intro to Quality Control and Quality Assurance, Intro to Plastics Manufacturing Processes and Intro to Basic Equipment Maintenance and Troubleshooting. This program uses a combination of classroom instruction and “hands-on” lab training.
The Michigan Small Business Development Center (Michigan SBDC) is a statewide network of 11 regional offices providing assistance for small businesses emerging and growing throughout Michigan. This service provides new and developing ventures with: Counseling, Business Education, Information Based Training, and Commercialization Assistance.

Call your local Small Business Development Center today or visit www.SBDCMichigan.org

Not sure which regional office you need? Please call 877.873.4567 to connect.

**UPPER PENINSULA REGION**
- Escanaba
  - 906.789.0558
- Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft

**NORTHEAST MICHIGAN REGION**
- Alpena
  - 800.562.4808
- Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon

**NORTHWEST MICHIGAN REGION**
- Traverse City
  - 231.922.3780
- Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford

**MID MICHIGAN REGION**
- Mt. Pleasant
  - 989.386.6630
- Clare, Gladwin, Gratiot, Isabella, Lake, Mason, Mecosta, Montcalm, Newaygo, Oceana, and Osceola

**SOUTHEAST MICHIGAN REGION**
- Detroit (Eastern Michigan University/Regional HQ)
  - 734.487.0355
- Macomb, Oakland, and Wayne

**SOUTHWEST MICHIGAN REGION**
- Kalamazoo
  - 269.387.6004
- Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren

**SOUTHWEST MICHIGAN REGION**
- Ann Arbor
  - 734.477.8762
- Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw

**GREAT LAKES BAY REGION**
- Bay County
  - 989.686.9597
- Arenac, Bay, Midland, and Saginaw

**WEST MICHIGAN REGION**
- Grand Rapids
  - 616.331.7370
- Allegan, Barry, Ionia, Kent, Muskegon, and Ottawa

**CAPITAL REGION**
- Lansing
  - 517.483.1921
- Clinton, Eaton, and Ingham

**I-69 TRADE CORRIDOR REGION**
- Flint
  - 810.762.9660
- Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, and Tuscola

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

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State Headquarters: 616-331-7480
**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. Compareability 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 course work. High school students successfully completing career/technical training may receive college credit through articulation. For more information please contact 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, for 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 HED 151 and 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.

ACADEMIC ADVISING

Academic advisors are available to students throughout the academic year and between sessions. Advisors are trained to assist students on a one-to-one basis with career selection, program planning, course scheduling, and to provide assistance for students who are experiencing academic difficulties. Appointments to see an advisor may be made by calling (989) 386-6622, extension 100 or (989) 773-6622, extension 100.

The following students are required to see an advisor prior to registration:

1. All students who are new to MMCC which includes first-time freshmen and transfer.
2. All students who have accumulated less than 12 MMCC credits (as displayed on the transcript).
3. All students who are on academic probation or re-entering college after being academically dismissed.
4. All students who have not attended MMCC for more than a year.

MMCC is committed to helping all students with academic advising needs. Any student who needs assistance or has a question is encouraged to see an academic advisor.

Prior to meeting with an advisor, students will need to complete an admissions application; provide ACT scores or take the Accuplacer Placement test.

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 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)
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. All independent study course work must be approved by the appropriate 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.

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**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, Superior</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Above Average 3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average 2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below Average 1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure 0.0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Deferred Grade</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>CR/NC</td>
<td>CR=&quot;C&quot; or better</td>
<td></td>
</tr>
</tbody>
</table>

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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 Media Center.

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 Registrar.

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.

<table>
<thead>
<tr>
<th>Attempted Academic GPA Hours</th>
<th>Probation Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 17</td>
<td>0.00 - 1.99</td>
</tr>
<tr>
<td>18 - 37</td>
<td>1.00 - 1.99</td>
</tr>
<tr>
<td>38 - 50</td>
<td>1.50 - 1.99</td>
</tr>
<tr>
<td>51 - 63</td>
<td>1.60 - 1.99</td>
</tr>
<tr>
<td>64 or more</td>
<td>1.70 - 1.99</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.

It is the intent of MMCC to provide assistance and support to those students with unique academic needs. If students choose not to participate or fail to make academic progress, they can no longer expect the institution to provide them with educational and support resources. 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 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: No student shall:

1. Share or obtain exam questions or material not authorized by the instructor.
2. Complete exams or performance elements of a course for another student or have someone else complete it for them.

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:

1. Copying someone else’s work.
2. Using exact quotations without proper citation.
3. Buying papers (e.g. on the internet).
4. Including paraphrased material without acknowledging its source.

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’s 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 12 credit hours at MMCC for an Associate’s Degree and 6 credits for a Certificate of Achieve-
ment 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 3.5 through 3.89 to graduate with Honors and cumulative GPA of 3.9 through 4.0 to graduate with High Honors.

Students who transfer credit into Mid Michigan Community College should note that a minimum of one-half of the student’s credits toward a program should be taken at MMCC to be eligible to graduate with honors.

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 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.
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

MidMichigan 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 Division 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.

MID MICHIGAN COMMUNITY COLLEGE
Crime Statistics
June 30, 2013

The "Campus Awareness and Campus Security Act of 1990" requires Colleges to publish statistical reports for criminal offenses. The following table indicates the number of serious crimes reported for a three year period.

<table>
<thead>
<tr>
<th>CRIME</th>
<th>NUMBER REPORTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>2012-13 2011-12 2010-11 2009-10</td>
</tr>
<tr>
<td>Murder</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Sex Offense</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>CRIME</td>
<td>NUMBER of ARRESTS</td>
</tr>
<tr>
<td>On Campus</td>
<td>2012-13 2011-12 2010-11 2009-10</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Violations</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Drug Abuse</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Violations</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0 0 0 0</td>
</tr>
</tbody>
</table>

You can find MMCC's full Security Report at www.midmich.edu/securityreport.
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 at the main office at the Center for Student Services. 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 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:
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 "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 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
officers 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 participating 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 Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense; however, such advisor is not required. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Hearing before the Student Oversight Committee. A student should select as an advisor a person whose schedule allows attendance at the date and time of the Hearing; delays will not be allowed due to the scheduling conflicts of an advisor.

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.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Oversight Committee Hearing and supporting documents for one or more of the following purposes:

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 at the time of the original Student Oversight Committee Hearing.

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

PART I INTRODUCTION

General

Mid Michigan Community College 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 sexual violence. 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.

PART II OVERVIEW OF POLICY AND EXPECTATIONS

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.

Gender Discrimination

Gender Discrimination: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” – Title IX of the Education Amendments of 1972

Sexual Misconduct Policy

Title IX prohibits sexual misconduct.

For this section of Title IX, the following terms should set the overview of expectations:

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.

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 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
- Prostituting 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 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.

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 to make up missed work in a manner selected by the student within one calendar year of the initial leave date.

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 OVERVIEW OF PROCESS

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. (Insert link)

2. Reports may also be made directly to Mid Michigan Community College's Title IX Coordinators for students:

   **Kim Barnes**
   Executive Dean
   Student/Academic Support 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.**
   Associate Dean
   Student/Academic Support Services
   Title IX Coordinator
   Mid Michigan Community College
   2600 S. Summerton Road
   Room 173
   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 Ave.
   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.

The complainant 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. This investigation 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 violence, 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.

**Retaliation**

No person shall be penalized for good faith utilization of channels available for resolving 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 above. 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.

**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. 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 be questioned as
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 notify the complainant and the respondent of the results. If either party is unsatisfied with the results of the investigation, they have the right to request a hearing. [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 end the discrimination. Additionally, the College will take all necessary steps to prevent the reoccurrence of said discrimination. Corrective action will be taken if appropriate, and may include, but is not limited to, termination from the College.

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. All parties involved in the complaint have the right to an advocate, which should be a member of the college community (student, faculty member, academic advisor, or other staff member). No formal legal representation is allowed, nor may an attorney act as a student’s advocate or act in a legal capacity. 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 Title IX Coordinator’s office no later than two business days prior to the hearing. The college will maintain documentation of all hearing proceedings.

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 for 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 IV 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 have any questions please feel free to contact one of the above listed 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 Registrar. 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 Registrar 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, ensuring 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.

**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 2013 profile, our student body is diverse:

**Student Credit Hour Load**

- Male Full Time .......................................................... 27%
- Female Full Time .................................................... 26%
- Male Part Time ....................................................... 17%
- Female Part Time .................................................... 31%

**Student Age Distribution**

- Under 18 ................................................................. 18%
- 18-25 ...................................................................... 58%
- 26-45 ................................................................. 17%
- 46-60 ................................................................. 7%

**Geographical Residence**

- Clare County .......................................................... 20%
- Gladwin County ..................................................... 11%
- Isabella County ..................................................... 32%
- Gratiot County ........................................................ 7%
- Other Counties ........................................................ 30%

**Gender of Students**

- Female ...................................................................... 57%
- Male ...................................................................... 44%

**Declared Program Choices**

- General ........................................................................ 47%
- Business & Public Service ........................................ 26%
- Trade, Industrial & Technical ..................................... 5%
- Health Occupations .................................................. 21%
- Human Development ................................................. 1%

*Figures based on academic classes only

**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 sci-
cence 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 open-entry 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 profes-
sionals, 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 is ongoing at the site of the 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 Busi-
ness will replace the Pickard Campus in 2014. Once complete,
students will be able to receive a full range of services at either
location - Harrison or Mt. Pleasant. Finally, the Morey Technical
Education Center will open in Fall 2014 on the Mt. Pleasant
Campus. The technical center will allow 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 Depart-
ment 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.ncahigh-
erlearningcommission.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 - Committee on Accreditation
of Allied Health Education Programs and (CRB-AAMAE) – The
Curriculum Review Board of the American Association of Medi-
cal Assistants Endowment. 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 Educa-
tion (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.
Mid Michigan Community College affirms its commitment to the principles of equal employment and educational opportunity, and of non-discrimination in the provision of services to the public, through its compliance with the provisions of Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, the American with Disabilities Act, the Age Discrimination Act, the Elliot-Larsen Civil Rights Act, and the Persons with Disabilities Civil Rights Act.

Mid Michigan Community College will not discriminate in employment or educational opportunities, or exclude participation in the services provided as an institution, because of race, religion, color, national origin, age, sex, family or marital status, height, weight, disability or any other status protected by law.

Any applicant, employee, government agency, or any other person who has a complaint or concern about any type of discrimination is required to report this conduct in writing to the Human Resources Department. Complaints against or by a student must be made in writing and referred to the Executive Dean of Student and Academic Support Services.

Upon receipt of the complaint, the appropriate college representative will conduct an investigation that is appropriate and warranted based on the circumstances. After conducting an investigation, the college representative will issue a written determination to the complainant.

Inquiries and complaints may also be directed at any time to the Michigan Department of Civil Rights in Lansing, Michigan, or the Office of Civil Rights in Washington, D.C.
Summary of Curricular Changes for 2014-15 Academic Year

Residency Requirement

All Associate Degrees will now require a minimum of 15 credits completed at MMCC. The previous minimum was 12.

New Programs

- Associate in Applied Sciences: Plastics Engineering Technology
- Certificate of Achievement: Plastics Engineering Technology

Program Changes

- Associate in Arts: Business Studies Transfer (AA.BUS) – Group II requirement changes to MAT 107, 114, or 212 plus two Natural Science courses from MTA list, one of which must be from GE Intensive list; Group III elective requirement changes to courses only from GE Intensive list; Group IV changes to 6 credits (with one course from GE Intensive list); CIS 100 eliminated as program requirement; Elective choices increase to 15 credits.
- Associate in Arts: Criminal Justice/Law Enforcement Transfer (AA.CJS) - Group II requirement changes to MAT 107, 114, or 212 plus two Natural Science courses from MTA list, one of which must be from GE Intensive list; Group III and Group IV requirements change to 6 credits each from the MTA list (with one course from GE Intensive list for each); CIS 100 eliminated as program requirement; Elective choices increase to 14 credits.
- Associate in Arts: Liberal Studies Transfer (AA.LBS) - Group II requirement from the MTA list changes to MAT 107, 114, or 212 plus two Natural Science courses from MTA list, one of which must be from GE Intensive list; Group III and Group IV requirements change to 6 credits each (with one course from GE Intensive list and one course from the MTA designated list for each); CIS 100 eliminated as program requirement; Elective choices increase to 31 credits.
- Associate in Arts: Visual Arts (AA.VISUAL) - Group II requirement changes to MAT 107, 114, or 212 plus two Natural Science courses from MTA list, one of which must be from GE Intensive list; Group III requirement changes to 6 credits from the MTA list (with one course from GE Intensive list); a Group IV GE Intensive (non-HUM) added to the existing Group IV requirements; CIS 100 eliminated as program requirement.
- Associate in Applied Sciences: Medical Assistant (AAS.MA) - Adopting selective admissions process, effective for Fall 2017 cohort. Waitlist frozen; no new names added as of March 5, 2014.
- Associate in Applied Sciences: Radiography (AAS.RAD) - BIO 142 becomes pre-requisite for admission.
- Associate in Science: Health Sciences Transfer (AS.HST) – Group II requirement changes to MAT 107, 114, or 212 plus 12 additional Group II credits amongst which must be one course from the GE Natural Science list and one course from the MTA designated list; Group II and Group IV requirements remain at 9 credits, but each grouping must include a course from that Group’s GE list and a course from the MTA designated list; there is no longer a requirement for CIS 100 or NUR 134; elective portion increases from 17 to 20 with eligible Distribution Group choices remaining unchanged.
- Associate in Science: Math and Science Studies Transfer (AS.MSC) -- Group II requirement changes to MAT 107, 114, or 212 plus 21 additional Group II credits amongst which must be one course from the GE Natural Science list and one course from the MTA Designated list; Group III and Group IV requirements change to 6 credits each from the MTA Designated list (with one course from GE Intensive list for each); CIS 100 eliminated as program requirement; electives increase from 8 to 17 credits with eligible Distribution Group choices remaining unchanged.
- Training Credential: MACRAO (IDC.TC.MACRAO) – While not deactivated, only students who had started collegiate level coursework prior to Fall Semester 2014 will be permitted to enter that program of study. Completion must occur prior to the beginning of Fall Semester 2019.
New Courses

- ACC 275 Intermediate Accounting I 3 (3-0)
- ACC 276 Intermediate Accounting II 3 (3-0)
- CIS 235 Website Design II 3 (3-0) [Cross-listed as existing ART 252]
- CIS 236 Emerging Web Technologies 3 (3-0) [Cross-listed as existing ART 255]
- ESL 102 English as a Second Language 4 (4-0)
- HED 106 Healthy Lifestyles 3 (2-2)
- MAT 107 College Algebra 3 (3-0)
- MAT 114 Mathematical Reasoning 3 (3-0)
- NUR 133 Transition for Advanced Standing 3 (2.5-1)
- ORT 100 College Navigation Course 0 (0-0)
- PLT 101 Survey of the Plastics Industry 2 (2-0)
- PLT 110 Plastics and Polymer Materials 3 (3-0)
- PLT 111 Plastics and Polymer Materials Testing Methods 3 (2-2)
- PLT 120 Plastics Manufacturing Processes I 4 (2-4)
- PLT 130 Thermoforming I 2 (1-2)
- PLT 135 Thermoforming II 2 (1-2)
- PLT 180 Plastics Internship 3 (3-0)
- PLT 215 Secondary Operations in Plastics Manufacturing 3 (2-2)
- PLT 225 Production Planning and Control 3 (3-0)
- PLT 235 Manufacturing Quality Systems 3 (3-0)
- PLT 250 Plastics Product Development 4 (3-2)
- REL 200 Religion, Race, Class & Discrimination 3 (3-0)
- REL 225 Death & Dying 3 (3-0)
- REL 250 African-American Religion 3 (3-0)

Course Changes

- HUM 200, SSC 200, SCI 200: Pre-requisites changed to ENG 111 and either SPE 101 or SPE 257, each with a minimum grade of “C”. (CIS 100 and MAT course removed from pre-requisites.)
- DRF 210: Course fees increased to $100 from $50
- ORT 100: Zero credit course not previously included in catalog; added to comply with Title III grant
- PHT 114: Change in lecture/lab distribution; becomes 4.5 contact hours (3.5-1)
- PHY 211: Title changed to University Physics I from General Physics I. Pre-requisite changed to MAT 124 (minimum grade of "C") with MAT 126 recommended as a pre- or co-requisite. No change in course catalog description. Remains 5 credits (4-2).
- PHY 212: Title changed to University Physics II from General Physics II. Pre-requisite PHY 211. No change in course catalog description. Remains 5 credits (4-2).
- WLD 125, WLD 126, WLD 127: Each course's objectives modified to align with the American Welding Society's - SENSE Level 1 core learning objectives for basic welder certification.

Deactivated Courses

None