2019-2020 COLLEGE CATALOG

Bolder. Brighter. Better.

MID MICHIGAN COLLEGE

midmich.edu

This is YOUR College Catalog

midmich.edu/catalog

Your College Catalog is based on the academic year you began at Mid, and contains your official academic pathway and degree requirements. This is referred to as your College Catalog of Record. Use the College Catalog to find academic information, student support services, official policies, and more.

Graduation requirements for a degree, certificate, or training credential are based on requirements printed in the College Catalog. You have seven years to complete those requirements with continuous attendance. Continuous attendance is defined as attending at least one semester per academic year.

Requirements from different College Catalogs cannot be mixed. If it takes longer than seven years to complete a program or if you are not enrolled continuously, the requirements printed in the current College Catalog must be met. The College does maintain the right to shorten the seven year period for some programs under certain circumstances.

Your College Catalog of Record may change if you

- Do not enroll at Mid for two or more consecutive semesters
- Change your program of study
- Choose to follow a more recent College Catalog

To confirm or change your College Catalog of Record, contact Registration & Records at enrollment@midmich.edu, (989) 386-6659, or (989) 773-6622.

The Community's College

Open Door Admissions Policy

Mid Michigan College is your "open door" to possibility. Mid's admissions policy encourages all persons who have a desire to study to apply, enroll, and gain full advantage of the benefits the College has to offer. All applicants are accepted to the College, and every effort is made to ensure their success. This College Catalog represents possibilities and potential. Use the tools and information on the following pages to stay on track, up to date, and on your path toward graduation.

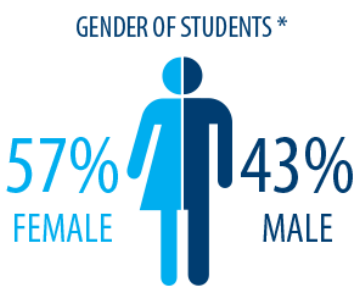
Students are supported by admissions representatives, academic advisors, mentors, faculty, and staff throughout their educational journey. In turn, students should demonstrate dedication toward their goals through hard work, responsibility, and engagement in the classroom to further their efforts.

While Mid does not require a high school diploma or GED to register, these may be required to take advantage of services and/or opportunities. For example, students planning to transfer to a four-year college or university should be aware that a high school diploma or GED may be required by the transfer institution. Students applying for financial aid must also have a high school diploma or GED.

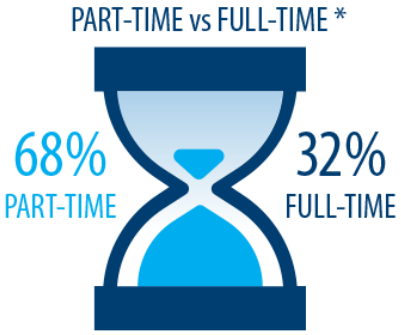
Meet Mid Students

midmich.edu/why

At Mid, we are committed to fostering success for each unique individual.
Discover the diversity that thrives at Mid and learn more about our students.



*Fall-Winter 2017-18 data



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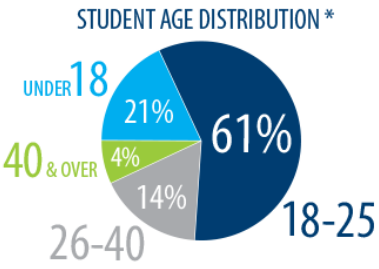

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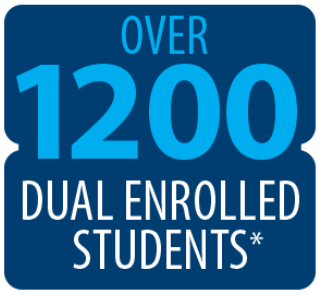

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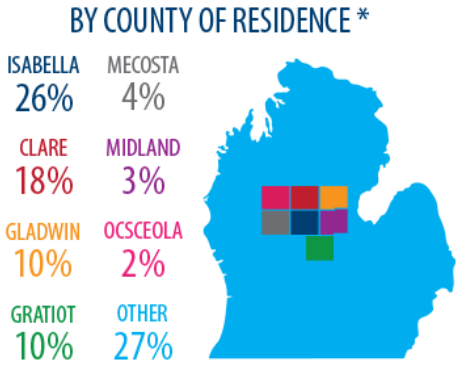


*Fall-Winter 2017-18 data

*Fall-Winter 2017-18 data

*Fall-Winter 2017-18 data

A Letter from President Hammond

Each day I feel so fortunate to be with Mid students and hear their hopes and aspirations. The tremendous potential of our students is energizing! From project presentations to slam dunks, and state-of-the-art equipment demonstrations to cross country meets, Mid students never fail to inspire.

The role Mid plays in the future of students and in the future of our communities is a cherished one. It is a role with many facets—educator, mentor, coach, friend, and colleague, and each is equally important and equally powerful in creating a brighter future.

When our students achieve their dreams, we do too. When our students stay in the area and apply their newfound skills in the local workforce, our communities flourish. This is Mid at its very core — building confidence, knowledge, and leadership in our students, empowering them to better themselves, their lives, and the communities in which they live.

I hope to meet you and hear your goals and aspirations soon.

Sincerely,

Christine M. Hammond

Christine M. Hammond, Ph. D.

Mid Michigan College has made every reasonable effort to ensure all content is accurate and current. The contents of this College Catalog are subject to change, and therefore it cannot be considered a contract between students and the College. Mid has the right to publish addendums to this College Catalog at any time. Published April 2019.

Academic Calendar Fall 2019

Dates	Details
April 15	Fall Registration Begins
August 9	All Courses | Last Day of Early Registration
August 9	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
August 10	Late Registration Begins
August 24	16-week and First 8-week Courses Begin
August 27	First 8-week Courses | 100% Drop Refund Ends
August 27	First 8-week Courses | Last Day of Late Registration and Drop/Add Ends
August 30	16-week Courses | 100% Drop Refund Ends
August 30	16-week, Second 8-week, and LUCES Courses | Last Day of Late Registration and Drop/Add Ends
August 30	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
September 2	Labor Day – College Closed | No Classes
September 3	LUCES Courses Begin
September 6	LUCES Courses | 100% Drop Refund Ends
October 11	First 8-week Courses | Last Day to Withdraw
October 18	First 8-week Courses End
October 19	Second 8-week Courses Begin
October 22	Second 8-week Courses | 100% Drop Refund Ends
November 27	Professional Development Day – College Open | No Classes
November 28-December 1	Thanksgiving Break – College Closed | No Classes
December 6	16-week, Second 8-week, & LUCES Courses | Last Day to Withdraw
December 13	16-week, Second 8-week, & LUCES Courses End
December 24 – January 1	Holiday Break – College Closed | No Classes

Academic Calendar Winter 2020

Dates	Details
October 14	Winter Registration Begins
November 22	All Courses | Last Day of Early Registration
November 22	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
November 23	Late Registration Begins
December 24 – January 1	Holiday Break – College Closed | No Classes
January 11	16-week and First 8-week Courses Begin
January 14	First 8-week Courses | 100% Drop Refund Ends
January 14	First 8-week Courses | Last day of Late Registration & Drop/Add Ends
January 17	16-week Courses | 100% Drop Refund Ends
January 17	16-week, Second 8-week, & LUCES Courses | Last day of Late Registration & Drop/Add Ends
January 17	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
January 20	LUCES Courses Begin
January 24	LUCES Courses | 100% Drop Refund Ends
February 28	First 8-week Courses | Last Day to Withdraw
March 6	First 8-week Courses End
March 7-13	Spring Break – College Open | No Classes
March 14	Second 8-week Courses Begin
March 17	Second 8-week Courses | 100% Drop Refund Ends
March 25	Professional Development Day – College Open | No Classes
April 10	Winter Recess – College Open | No Classes
May 1	16-week, Second 8-week, & LUCES Courses | Last Day to Withdraw
May 8	16-week, Second 8-week, & LUCES Courses End
May 9	Commencement

Academic Calendar Summer 2020

Dates	Details
April 6	Summer Registration Begins
May 1	All Courses | Last Day of Early Registration
May 1	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
May 2	Late Registration Begins
May 9	Commencement
May 18	All Courses Begin
	All Courses | Last day of Late Registration & Drop/Add Ends
May 19	4-week Courses | 100% Drop Refund Ends
May 20	6-week Courses | 100% Drop Refund Ends
May 21	8-week Courses | 100% Drop Refund Ends
May 22	12-week Courses | 100% Drop Refund Ends
May 22	All Courses | Tuition Due by 4:30pm (Make payments on campus or via MidWeb) *Students with unpaid tuition are deregistered from their courses.*
May 25	Memorial Day – College Closed | No Classes
June 5	4-week Courses | Last Day to Withdraw
June 12	4-week Courses End
June 19	6-week Courses | Last Day to Withdraw
June 26	6-week Courses End
July 2	8-week Courses | Last Day to Withdraw
July 3	Independence Day – College Closed | No Classes
July 10	8-week Courses End
July 31	12-week Courses | Last Day to Withdraw
August 7	12-week Courses End

Frequently Asked Questions

How do I view my schedule?

midmich.edu/schedule

What if I'm sick and can't attend class?

Communicate with your Instructor via the method outlined in the course syllabus. Some Instructors base grades upon attendance along with participation in class, while others allow a certain number of absences without repercussion.

What should I bring to the first day of class?

Prior to class, review the syllabus. Bring paper and pencil/pen, or your laptop. Knowing your study style helps inform you about what you need. Highlighters, sticky notes, and bookmarks are some items students find helpful.

How do I request a loan?

For a student loan, go to midmich.edu/loanrequest. For a Parent PLUS loan, go to studentloans.gov and click the Parent Borrowers tab in the center of the page.

How do I make an advising appointment?

Call (989) 386-6626 or email advising@midmich.edu to schedule an appointment.

When do I buy my books?

Books may be purchased using financial aid beginning with the Tuesday before classes begin. Students who are not using financial aid to purchase books may do so at any time during normal Bookstore hours. Book purchases can also be made online at midmich.edu/bookstore.

What happens if I need to drop a class?

Students withdraw from classes for a variety of reasons. You may drop classes within the first week of the semester without negative impact. After the one-week drop period, withdrawing from a course may impact your ability to receive financial aid in the future. Please contact your Mid Mentor or Academic Advisor to discuss your decision to withdraw.

I live in Mt. Pleasant. Why do I have to pay out-of-district tuition?

The in-district area consists of the public school districts of Beaverton, Clare, Farwell, Gladwin, and Harrison. Only residents of these school districts support Mid with a portion of their property taxes and are therefore eligible to receive in-district tuition.

How to Read Your Schedule

Course Name & Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
SCI.200.M02A (55708) Sci, Tech, & Society	New	01/06/18-05/04/18 LEC TTH 12:00PM-12:55PM, DC 214 01/06/18-05/04/18 LAB TTH 01:00PM-01:55PM, DC 206	3.00		Credit Alternatives	01/06/18
Course designator, level, section, and title	**New** - Initial Registration **Add** - Added after initial registration **Dropped** - Removed you're your schedule **Cancelled** - Course is no longer offered	Course meeting dates, times, and room numbers **Location** HC - Harrison, MP – Mt. Pleasant, OTH – Other **Days of the Week** SU, M, T, W, TH, F, S	# of credit hours	Type of credit for those returning for training	**Pass/Fail** You can elect not to receive a letter grade. "Pass" indicates a "C" or better and credit is awarded. Financial Aid may not cover some of these. Some may not transfer. **Audit** Students can elect to receive no grade or credit. Full tuition and fees are charged.	Course start date

Contact Us!

		Harrison	Mt. Pleasant
Student Resources	midmich.edu/student-resources	**Location/Phone**	**Location/Phone**
Academic Advising	midmich.edu/advising	104	CSS 142
	advising@midmich.edu	(989) 386-6626	(989) 773-6622 x100
Academic Affairs	midmich.edu/deans	152	CLAB 242
	academics@midmich.edu	(989) 386-6603	(989) 773-6622 x603
Accommodation Services	midmich.edu/accommodation-services	By Appointment	109
	accommodations@midmich.edu	(989) 386-6622 x259	(989) 773-6622 x259
Admissions	midmich.edu/admissions	104	CSS 142
	admissions@midmich.edu	(989) 386-6661	(989) 773-6622
Athletics	midmich.edu/athletics		CSS 142
	athletics@midmich.edu	(989) 386-6622 x548	(989) 773-6622 x548
Bookstore	midmich.edu/bookstore	220	CSS 141
	bookstore@midmich.edu	(989) 386-6640	(989) 317-4620
Career Center	midmich.edu/careercenter	By Appointment	Doan 109
	careercenter@midmich.edu	(989) 317-4613	(989) 317-4613
Cashier's Office	midmich.edu/cashier	105	
	ardept@midmich.edu	(989) 386-6611	
Campus Life	midmich.edu/lakerlife	120	CSS 238
	lakerlife@midmich.edu	(989) 386-6634	(989) 773-6622 x634
Computer Labs	midmich.edu/technology	288	Doan 116, 127, CSS 317
	helpdesk@midmich.edu	(989) 386-6622 x411	(989) 317-4630
Dual Enrollment	midmich.edu/dual	104	CSS 142
	dual@midmich.edu	(989) 386-6622 x227	(989) 317-9217
Early College	midmich.edu/dual	104	CSS 142
	admissions@midmich.edu	(989) 386-6622 x227	(989) 317-9217
Financial Aid	midmich.edu/finaid	104	CSS 142
	finaid@midmich.edu	(989) 386-6664	(989) 773-6622 x664
Help Desk	midmich.edu/helpdesk	270	CLAB 318
	helpdesk@midmich.edu	(989) 386-6622 x411	(989) 317-4630
International	midmich.edu/international	By Appointment	CSS 237
	international@midmich.edu	(989) 386-6622 x234	(989) 773-6622 x234
Internships	midmich.edu/careercenter	By Appointment	Doan 109
	careercenter@midmich.edu	(989) 317-4613	(989) 317-4613
Library	midmich.edu/library	First Floor	CLAB 168
	library@midmich.edu	(989) 386-6618	(989) 773-6622 x240
Math Lab	midmich.edu/lls	Library	CLAB 180
	learningservices@midmich.edu	(989) 386-6622 x588	(989) 773-6622 x226

		Harrison	Mt. Pleasant
MidWeb	midweb.midmich.edu	Online	Online
	midweb@midmich.edu	Online	Online
Mid Mentors	midmich.edu/mentors	104	CSS 142
	mentors@midmich.edu	(989) 386-6661	(989) 773-6622
Phi Theta Kappa	midmich.edu/ptk	120	CSS 238
	lakerlife@midmich.edu	(989) 386-6634	(989) 773-6622 x634
Registration & Records	midmich.edu/enrollment	104	CSS 142
	enrollment@midmich.edu	(989) 386-6659	(989) 773-6622 x221
Science Center	midmich.edu/lls	Library	CLAB 168
	learningservices@midmich.edu	(989) 386-6616	(989) 773-6622 x243
Security	midmich.edu/security	124/E-208	CSS 146
	security@midmich.edu	(989) 339-4204	(989) 339-7323
Short-Term Training	midmich.edu/training	Technical Education Center	Morey Technical Education Center
	training@midmich.edu	(989) 386-6614	(989) 773-6622 x279
Testing Center	midmich.edu/testingcenter	Library	CLAB 168
	llstestproctors@midmich.edu	(989) 386-6677	(989) 773-6622 x287
Title IX	midmich.edu/titleix	128 / 213B	Doan 105
	titleix@midmich.edu	(989) 386-6622 x394	(989) 773-6622 x236
TRIO-SSS	midmich.edu/trio-sss	268	Doan 109
	trio@midmich.edu	(989) 386-6645	(989) 317-4613
Veteran Resource Center	midmich.edu/veterans	166	CLAB 306
	veterans@midmich.edu	(989) 386-6622 x147	(989) 773-6622 x147
Writing & Reading Center	midmich.edu/lls	Library	Library
	learningservices@midmich.edu	(989) 386-6616	(989) 773-6622 x243

		Harrison	Mt. Pleasant
Community on Campus	midmich.edu/community	**Location/Phone**	**Location/Phone**
Alumni Relations	midmich.edu/alumni	114	CLAB 301
	alumni@midmich.edu	(989) 386-6625	(989) 773-6622 x675
Customized Training	midmich.edu/workforce	Technical Education Center	Morey Technical Education Center
	workforce@midmich.edu	(989) 386-6614	(989) 773-6622 x279
College Foundation	midmich.edu/foundation	114	CLAB 301
	foundation@midmich.edu	(989) 386-6651	(989) 773-6622 x651
Lifelong Learning	midmich.edu/lifelonglearning	114	By Appointment
	lifelonglearning@midmich.edu	(989) 386-6625	(989) 773-6622 x625
Room Reservations	midmich.edu/reservations	114	By Appointment
	reservations@midmich.edu	(989) 386-6651	(989) 773-6622 x651
SBDC	midmich.edu/sbdc	Mt. Pleasant Only	Morey Technical Education Center
	sbdc@midmich.edu	Mt. Pleasant Only	(989) 317-4623
Trail System	midmich.edu/trails	Harrison Campus	Harrison Only
	trails@midmich.edu	(989) 386-6651	Harrison Only

		Harrison	Mt. Pleasant
College Leadership	midmich.edu/governance	**Location/Phone**	**Location/Phone**
Board of Trustees		209	
midmich.edu/governance	governance@midmich.edu	(989) 386-6601	(989) 386-6601
President	Christine M. Hammond, Ph.D.	209	302
midmich.edu/president	chammond@midmich.edu	(989) 386-6602	(989) 386-6602
VP of Student Services	Matt Miller, Ed.D.	112	C
midmich.edu/student-resources	mmiller@midmich.edu	(989) 386-6600	(989) 386-6600
VP of Finance & Business	Lillian Frick	133	By Appointment
	lfrick@midmich.edu	(989) 386-6605	(989) 773-6622 x605
VP of Advancement & Outreach	Scott Mertes, Ph.D.	114	By Appointment
midmich.edu/community	smertes@midmich.edu	(989) 386-6622 x230	(989) 773-6622 x230
VP of Academic Affairs	Jennifer Fager, Ph.D.	152	CLAB 242
midmich.edu/deans	jlfager@midmich.edu	(989) 386-6607	(989) 773-6622 x607
Associate VP of Security Operations & Systems	Kim Barnes	130	Doan 105
midmich.edu/security	kbarnes@midmich.edu	(989) 386-6622 x236	(989) 773-6622 x236
Chief Information Officer and Associate VP of Technology Services	Anthony Freds	128	CLAB 172
midmich.edu/technology	afreds@midmich.edu	(989) 386-6622 x102	(989) 317-4602
Associate VP of HR	Lori Fassett	213B	Doan 104
midmich.edu/hr	lfassett1@midmich.edu	(989) 386-6692	(989) 773-6622 x692
Associate VP of Strategic Communications	Jessie Gordon	114	
midmich.edu/strat-comm	jmgordon@midmich.edu	(989) 386-6622 x526	(989) 317-4626
Associate VP of Economic & Workforce Development	Scott Govitz	Technical Education Center	Morey Technical Education Center
midmich.edu/workforce	sgovitz@midmich.edu	(989) 386-6624	(989) 773-6622 x624
Assistant VP of Institutional Research	Peter Velguth, Ph.D.	132	
midmich.edu/ir	pvelguth@midmich.edu	(989) 386-6622 x129	(989) 317-4629
Associate VP of Foundation	Tom Olver	114	CLAB 302
midmich.edu/foundation	tolver@midmich.edu	(989) 386-6622 x675	(989) 773-6622 x675

Table of Contents

About Mid Michigan College

Our Story, Your Mid

midmich.edu/yourmid

For over 50 years, Mid Michigan College has been providing access to educational opportunities in the mid-Michigan area.

Mid was created by the local communities it serves and has long drawn on the strength and resilience demonstrated by residents and businesses. We believe in teaching skills that translate back to family businesses and leading employers in the area. We believe in teaching our students that community is something to be proud of. We believe in teaching one another that Mid was created for and exists today to be a beacon of knowledge and opportunity.

Learning at Mid spans and connects the generations. Our Lifelong Learning programs provide opportunities for community members to explore culinary arts, birding, welding, and more. Training opportunities allow mid-Michigan residents to begin a career in as little as three to nine weeks, and our nearly 50 academic programs and guided pathways prepare students for successful careers or the pursuit of advanced degrees at four-year colleges and universities.

From lifelong learning to training and career-ready degrees to transfer pathways, Mid strives to fulfill its mission of empowering learners and transforming communities. Today's graduates emulate this mission as they walk across the Commencement stage. They are moving forward into bolder, brighter, better futures built with a foundation of a quality education from Mid Michigan College.

MEET HARRY THE HERON

Harry the Heron is the Athletics and Laker Life mascot. He is **determined** to achieve greatness, **enthusiastic** in his support of student-athletes, and **loyal** to the **Laker family.**

College Governance

midmich.edu/governance

Board of Trustees

Mid is governed by a Board of Trustees elected by citizens who reside in one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison. The Board of Trustees establishes policies that govern the functioning of the College. The Board of Trustees forms a vital link between the College and the community, facilitating communication on behalf of the College's interests.

Douglas A. Jacobson
Chair

Betty M. Mussell
Vice-Chair

Thomas W. Metzger
Treasurer

Richard S. Allen, Jr.
Secretary

Carolyn C. Bay
Trustee

Eric T. Kreckman
Trustee

Terry Petrongelli
Trustee

President

The President administers the affairs of the College in accordance with the policies set by the Board, and the rules and regulations of the federal government and State of Michigan. The President also develops administrative principles and procedures for implementing Board decisions aligned to the College's mission, values, and goals.

Mid's current President is Christine M. Hammond, Ph. D.

College Council

College Council is comprised of campus leaders who both lead and represent constituents from across Mid. The Council's function is to assist the President in planning for the future of the College, to work collectively toward the achievement of the College's enduring goals, to advise the President on matters of administrative policy and practice, and to ensure institutional effectiveness in all of the College's endeavors.

Committees

The College uses a shared governance system of committees organized to specifically address each of the College's four enduring goals. A standing charge guides the work of each group from year to year with specific tasks and priorities identified on an annual basis. To ensure representation from across campus and from all levels of team members, the composition of each committee is determined in advance. All committees retain the ability to solicit input from particular individuals or from the campus community as a whole.

History of Mid

midmich.edu/history

The earliest activity in providing a community college to serve the Clare and Gladwin area began in 1962. Two years later the concept of the College was endorsed by the two local intermediate school 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. The 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 a 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 College and the instructional programs. At the same time, an architect was developing a master plan for campus construction and development of the 560-acre site. Construction of the initial $1.5 million facility began in May, 1968.

In the fall of 1968, the first classes began in temporary facilities in the Clare County Building in Harrison. The Practical Nursing Program was started at the Central Michigan Community Hospital and the vocational and technical courses were conducted at the Area Vocational School, both in Mt. Pleasant. Temporary facilities for the library and audio-visual materials were obtained from the Harrison Public Library. During the fall of 1969, classes moved to the present Harrison Campus location and continued to be held at the Mt. Pleasant locations.

Construction of the 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 Automotive Technology Center were completed in 1976; and the Climate Control Center was constructed in 1979. A 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 expanded the services available to Isabella and Gratiot Counties.

In the fall of 1998, the College opened an extensive expansion with improvements on the Harrison Campus, adding new science and health education facilities.

In the fall of 1999, Mid was granted funding for a Michigan Technical Education Center (M-TEC) to serve business, industry, and the community. The Center was completed in 2001 and provides training for employees and potential employees of industrial and skilled trades.

The Student Orientation and Academic Readiness (SOAR) Center 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.

Recognizing the growing need for skilled healthcare professionals, Mid 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 Mid's effort to expand its highly respected nursing program and establish new health science programs. The Doan Center doubled Mid's available space in Mt. Pleasant and provided additional science labs, classrooms, and computer labs. Further expansion continued at the site of the new Mt. Pleasant Campus. An addition to house student services was completed in March 2011. The Center for Liberal Arts and Business opened in 2014 consolidating services in Mt. Pleasant. Finally, the Morey Technical Education Center opened in early 2015 on the Mt. Pleasant Campus. The technical center allows the College to meet the workforce demands of the region and compliment the technical training available on the Harrison Campus. Students are now able to receive a full range of services at either campus location - Harrison or Mt. Pleasant.

In early 2018, Mid's Board of Trustees approved a resolution to change the name of Mid Michigan Community College to Mid Michigan College. This change reflected the wider range of locales and more diverse student population the College serves. Being community-inspired and community-dedicated is at the heart of Mid's mission, and that has always been and will always be the case. The name now conveys that all people are welcomed at Mid, regardless of where they live and how they attend their classes. At a national level, many community/junior/technical colleges have changed their names to convey that they offer expanded services and programs of study. This trend follows in Michigan, in which 9 of the 28 community colleges do not currently have community in their names. As we continue to respond to needs and demands, we anticipate that Mid may begin offering bachelor degrees in select programs. This name change positions us for such a transition. The name change took effect July 1, 2018.

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 4,000 students annually on both a full-time and part-time basis.

Mid Michigan College:
A Bolder, Brighter, Better Future

Mid's new logo and name have drawn praise and enthusiasm from students and members of the many communities we serve. Being community-focused and community-inspired is at the heart of our mission—that has always been and will always be the case.

Today, the College serves a wider range of locales and a more diverse student population than ever before. We welcome students from 72 counties across the Mitten, along with those from other states and nations. The name change conveys that everyone can find a home at Mid, not only residents of the mid-Michigan community.

The new logo was designed to reflect five qualities at the heart of Mid's identity. It highlights the authentic, friendly, durable, vibrant, and uplifting atmosphere and legacy of the College.

In 2015, the College's Master Plan outlined significant renovations for the Harrison Campus and the goal to expand service offerings across the mid-Michigan area. The first phase of these efforts have begun, and in an effort to use resources as wisely as possible, the name was changed prior to new signage, partnerships, and expanded services.

Meet the new Mid, and discover how we are making a bolder, brighter, better future.

OUR NEW MISSION STATEMENT

We develop knowledge and ability to empower learners and transform communities.

THE COLLEGE'S CORE VALUES GUIDE OUR ACTIONS

At Mid, we have principles and ideals that guide our actions. These are our **Core Values**, and they reflect the mission, purpose, philosophy, and beliefs of Mid Michigan College. Living the Core Values helps us to succeed in our mission.

Our Core Values are people, integrity, learning, community, and excellence.

Discover what the College's Core Values mean and how they guide our actions at midmich.edu/mission-values

"The new logo is clean, strong, and contemporary—a postive visual representation of Mid for the future." —Bruce Yuille, Business Instructor at Mid

New Official College Logo

MID MICHIGAN COLLEGE

Laker Athletics Logo

MID MICHIGAN COLLEGE LAKERS

Our mascot, Harry the Heron

Official Colors

Mission Statement

midmich.edu/mission

We develop knowledge and ability to empower learners and transform communities.

Core Values

midmich.edu/mission

At Mid, we have principles and ideals that guide our actions. These are our Core Values, and they reflect the mission, purpose, philosophy, and beliefs of Mid Michigan College. Living the Core Values helps us to succeed in our mission. Our Core Values are people, integrity, learning, community, and excellence.

- *People* Mid creates opportunities for all people by treating them fairly and respectfully. We believe that by valuing diversity in people and ideas, we grow more insightful and compassionate. We maintain open access to education and provide caring, inclusive, and safe learning spaces that promote global considerations, equity, and equality.
    - We honor the successes and contributions of students, employees, and teams across the College.
    - We provide resources and opportunities that promote student and employee success, growth, and advancement.
    - We are open to all viewpoints and participate in College governance and initiatives.
    - We approach situations and people flexibly and with empathy, compassion, and respect for all individuals.
- *Integrity* Mid values trust-building through ethical decision making, transparency, and honesty. We keep our commitments, act consistently and fairly, and make evidence-informed decisions that promote our mission. We are forthright and accountable to our students, employees, and constituents.
    - We are consistent and dependable in our communication, processes, and follow through.
    - We take responsibility for our actions, decisions, and the processes that led to them.
    - We commit time to being informed and to informing the College community.
- *Learning* Mid values the transformational power of learning. We inspire and empower lifelong curiosity, growth, and achievement through teaching and learning. Both within and beyond the classroom, we are student-centered. We hold ourselves to the highest standards of academic rigor and excellence so that students can make a better future.
    - We make learning engaging, interactive, and relevant.
    - We encourage and invest in lifelong learning, both professionally and personally, for our employees, community members, and students.
    - We respect different learning styles and support each student and employee in actively engaging with their own success.
    - We encourage growth mindsets so that students and employees have the courage to innovate.
- *Community* Mid values community and building collaborative relationships. We are careful stewards of our own resources, and we invest in meeting our communities' needs for more engaged, skilled, and thoughtful citizens. Through strong and innovative partnerships, we support economic vitality and broaden our reach.
    - We create resources, events, activities, and educational programming to benefit and engage our communities.
    - We strive to be active and positive forces in our communities through volunteering, civic engagement, and service.

    - We prepare our students for gainful employment that strengthens the workforce and communities.
- *Excellence* Mid maintains the highest standards. We promote innovation so that our contributions are relevant and meaningful today and in the future. We stay adaptable and responsive to the needs of those we serve, because we serve an ever-changing world. We encourage creative solutions and new, bold approaches. We engage and value passionate leaders at all levels of the institution, because we believe that we are stronger together.
    - We commit to communicating with all departments to achieve excellence.
    - We investigate and engage in best practices.
    - We make careful decisions that consider our impacts on our students, employees, and communities.
    - We give timely and specific feedback to improve student and staff performance.

Enduring Goals

midmich.edu/goals

- *Encouraging Student Success* Mid welcomes and supports all learners. This goal focuses on the design, deployment, and effectiveness of the teaching-learning process and the processes required to support them that underlie Mid's credit and non-credit programs and courses.
- *Engaging the Community* This goal addresses the key processes separate from instructional support programs and internal support services through which Mid serves our communities both locally and globally.
- *Enhancing Employee Impact* The College will recruit, attract, challenge, support, and retain talented and dedicated faculty, staff, and administrators to educate our students and serve our communities.
- *Ensuring Institutional Effectiveness* The College will establish policies and practices that promote educational access and affordability for all members of the community who have the ability to benefit from its programs.

Accreditation & Agreements

midmich.edu/accreditation

Mid Michigan College is approved by the Department of Education of the State of Michigan and is accredited by The Higher Learning Commission as a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 1-800-621-7440, visit The Higher Learning Commission at www.hlcommission.org.

To view or obtain copies of Mid's accreditation and licensing documents, contact the Vice President of Academic Affairs at (989) 386-6607 or visit midmich.edu/accreditation. Written requests may be mailed to 1375 South Clare Avenue, Harrison, MI 48625.

The Associate in Applied Science Degree in Medical Assistant is accredited through the CAAHEP—Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 N, Suite 158 Clearwater, FL 33763; Phone 727-210-2350; visit CAAHEP at www.caahep.org, and MAERB - The Medical Assistant Education Review Board, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606; 1-800-228-2262; visit MAERB at www.maerb.org. Accreditation for this program was obtained on April 30, 1999, and has been granted reaccreditation until 2024.

The Associate Degree in Nursing is approved by the Michigan State Board of Nursing. The program is also in candidacy with the Commission on Collegiate Nursing Education (CNEA).

The Pharmacy Technician Training Credential is accredited through ASHP – Associate Society of Health-System Pharmacists.

The Associate in Applied Science Degree in Physical Therapist Assistant Program is accredited through CAPTE - Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314; 703-706-3245; accreditation@apta.org; visit CAPTE at www.capteonline.org. Accreditation for this program has been granted until 2024.

The Associate in Applied Science Degree in Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), and has been granted until 2023.

The Associate in Applied Arts and Science Degree in Magnetic Resonance Imaging is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. 312-704-5304.

The College is a signatory to the Michigan Association of Collegiate Registrars and Admissions Officers agreement (MACRAO) and to the Michigan Transfer Agreement (MTA).

College Foundation

midmich.edu/foundation

The Foundation was established in 1987 as a 501 (c)(3) non-profit organization and has a governing Board of Directors made up of local community members. The Foundation harnesses the power of individual gifts to provide for the needs of the College and our students for years to come.

The Foundation focuses on providing financial assistance for students, support for education and cultural program development, encouragement for academic excellence and faculty enrichment, and assistance with continued improvements of campus facilities.

Unfortunately, as the cost of living rises, students find it increasingly difficult to make the financial commitment to attend college. Giving to Mid directly gives back to our students. Gifts made to the College allow Mid to offer life-changing access to education, quality academic opportunities, scholarships, and supportive services.

Alumni Relations

midmich.edu/alumni

midmich.edu/share

Since 1970, Mid has proudly served over 13,000 graduates. Men and women of all ages have walked across the commencement platform to receive a credential in everything from accounting to welding. We are very proud of our graduates and the positive impact they make within their communities. That's why we're committed to helping friends and graduates of the College connect, network, and support each other.

We're interested in hearing stories from alumni that we can share to inspire others to begin their educational journeys. Share alumni stories and photos at midmich.edu/share.

Campus Locations

midmich.edu/locations

Harrison Campus

1375 S. Clare Ave., Harrison, MI 48625

Student Orientation and Academic Readiness (SOAR) Center The original building houses faculty offices, labs, and classrooms, as well as student services, library and learning services, veterans resource center, Laker Life, and more.

Center for Medical Imaging Studies Newly renovated in 2012, this facility supports Mid's Imaging Sciences programs with updated equipment and technologies and a modern appearance that simulates a clinical setting.

Technical Education Center This facility houses Advanced Integrated Manufacturing and HRA/HVAC labs, and classrooms that include flexible spaces for short-term training in trade and healthcare skills. All of these labs have been installed, improved, and updated since 2011.

Trail System Located on 560 acres of wooded land, Mid's Harrison Campus offers mountain biking, running, and walking trails for public use.

Mt. Pleasant Campus

2600 S. Summerton, Mt. Pleasant, MI 48858

Center for Student Services (CSS) Connecting the Herbert D. Doan Center for Science and Health Technologies and the Center for Liberal Arts and Business, the CSS houses academic advising, mentoring, financial aid, admissions, registration, and the Bookstore.

Center for Liberal Arts & Business (CLAB) The CLAB includes classrooms and faculty offices for liberal arts, business, and technology areas, a 300-person community room, and library and learning services, which includes a writing and math center.

Morey Technical Education Center This training facility houses welding and CADD skills labs and classrooms that include flexible spaces that offer a range of short-term training programs in trade and healthcare fields. The Small Business Development Center, a regional resource for current and aspiring entrepreneurs, is also located in this building.

Herbert D. Doan Center for Science & Health Technologies Constructed in 2008, this building was the first to be constructed on the Mt. Pleasant Campus. It houses state-of-the-art nursing and Physical Therapist Assistant program labs, modernized science and pharmacy technician labs, and a number of classrooms and lecture halls.

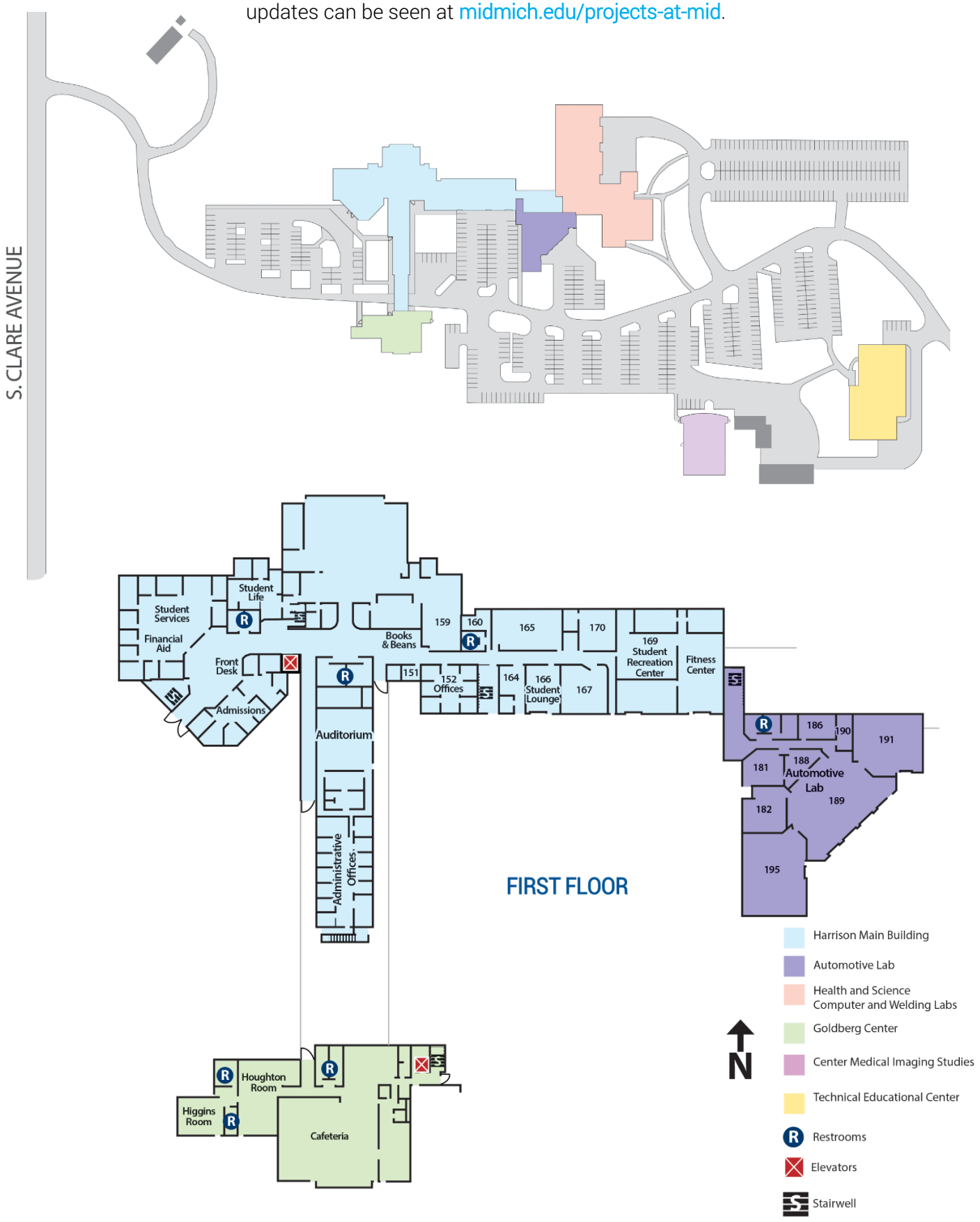
Other Locations

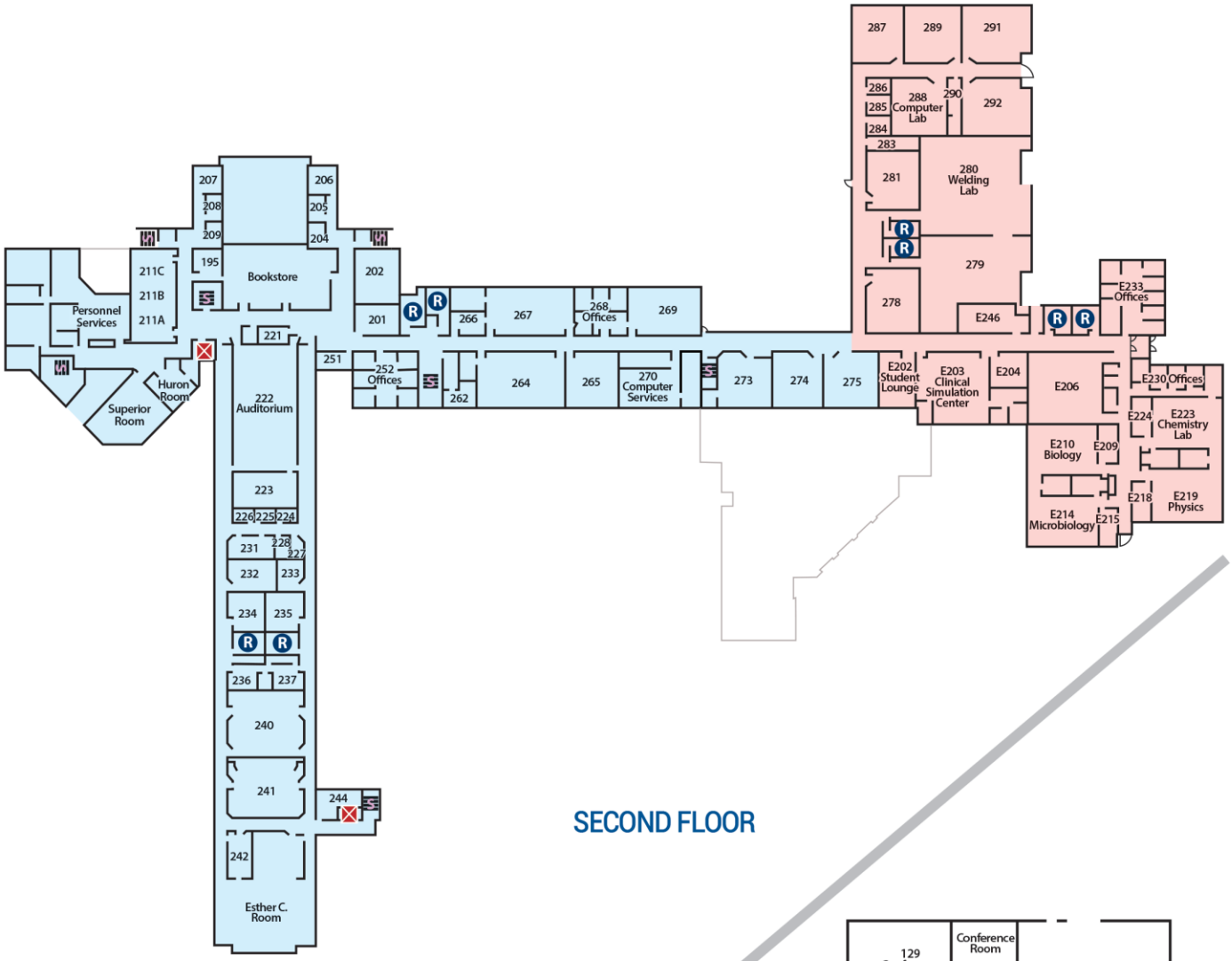
Students are able to complete a large portion of their degree close to home at off-campus sites throughout Michigan.

Beaverton High School | Big Rapids High School | Clare High School | Gratiot ISD | Harrison High School | Huron ISD Meceola Technical Center | Sacred Heart Academy | Tuscola ISD and many more!

Harrison Campus Map

The Harrison Campus is currently being renovated. Current maps and project updates can be seen at midmich.edu/projects-at-mid.

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289
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288 Computer Lab
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280 Welding Lab
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E246
E233 Offices
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206
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211C
211B
211A
Personnel Services
Bookstore
202
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266
267
268 Offices
269
221
251
252 Offices
262
264
265
270 Computer Services
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E202 Student Lounge
E203 Clinical Simulation Center
E204
E206
E230 Offices
E224
E223 Chemistry Lab
E210 Biology
E209
E218
E219 Physics
E214 Microbiology
E215
Huron Room
Superior Room
222 Auditorium
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226
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224
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232
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234
235
236
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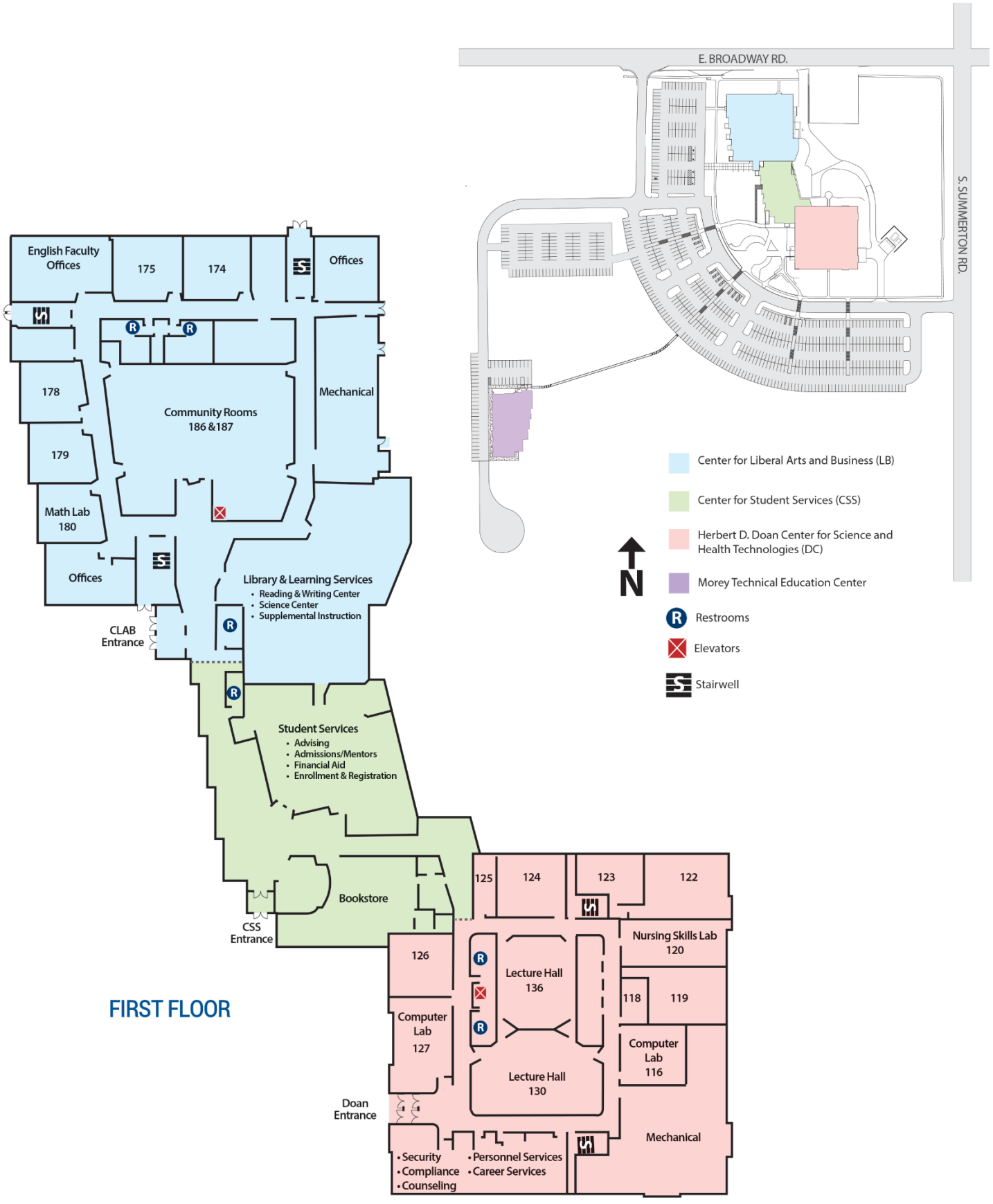
241
244
242
Esther C. Room
SECOND FLOOR
Office
Office
101 Reception
Mechanical
Radiography Room 1
Classroom
103 Training Lab
Storage
Radiography Room 2
CENTER FOR MEDICAL IMAGING STUDIES
129 Conference Room
Conference Room
130 Classroom
103 Metal Shop
131 Computer Lab
Entrance
102
Lounge
103
Offices
104
105
106
HRA Shop
TECHNICAL EDUCATION CENTER

Mt. Pleasant Campus Map




255
BIS/CIS Faculty Offices
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251
CJ/EC Faculty Offices
Instructional Lab 272
Instructional Lab 269
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Instructional Lab 268
Admin Offices 249
Instructional Lab 273
Storage
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Dean Offices
262
263
Mechanical
Student Life Office 238
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Conference Rooms 234
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Art Drawing Studio 313
Art Faculty Offices
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Dark Room 322
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Art Lab 324
Art Lab 320
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Open Computer Lab 317
Help Desk & IT Services
Mechanical Room 319
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Offices
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304
305
Conference Room 301
THIRD FLOOR
Nursing Skills Lab 209
Biology Lab 208
Chemistry Lab 207
Lecture Hall 225
Offices
Physics Lab 206
Offices
Lecture Hall 214
Micro Bio Lab 205
Student Lounge 213
Office
Offices
PTA Skills Lab 201
A & P Lab 202
SECOND FLOOR
102
103
104
105
Conference Room 101
106
108
110
112
Break Out
Reception
Mech. 107B
107A
109B
111A
Welding Lab 111
Maintenance & Operations 107
Lab 109
Lab 109A
119B
119C
MOREY TECHNICAL CENTER

Resources for Community Members

midmich.edu/community

Lifelong Learning

midmich.edu/lifelonglearning

Mid offers a rich variety of personal interest and professional development classes. These instructor-led classes are offered on campus or conducted in conjunction with our online partner, Ed2Go. All of these classes are affordable, interactive, and convenient.

Lifelong Learning classes are offered on a cost-recovery basis. Mid Michigan College reserves the right to cancel any class or camp for any reason, at the discretion of the College. Registrants are contacted if this occurs, and a 100% refund is processed.

A registrant may withdraw from a class up to five business days prior to the initial start date; a 100% refund is processed at that time. No refund is given after that deadline. For questions contact Mid at lifelonglearning@midmich.edu.

Ed2Go

Ed2Go offers hundreds of engaging online classes, covering every topic from accounting to web design. Each class allows students to connect with the instructor, engage in discussions with classmates, and learn how to apply practical information related to the class topic. A new session of each class starts monthly. Most classes run for six weeks and are composed of 12 lessons, representing 24 hours of instruction. Upon successful completion of a class, a certificate of completion is available for download.

Home Buyers Scholarship

Persons who purchase a home or property in the school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison can register for one credit-bearing course tuition free on a seat-available basis and when prerequisites are met. Tuition and the student activities fee are waived for one course. This scholarship does not apply to other fees, books, materials, or supplies. Tuition waiver is valid for one year after purchase and must be requested at time of registration. Proof of home or property purchase must be provided. For questions contact Mid at lifelonglearning@midmich.edu.

Senior Citizen Scholarship

Persons age 62 or older and living in the school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison can register for one credit-bearing course each semester tuition free on a seat-available basis and when prerequisites are met. Tuition and the student activities fee are waived for one course. This scholarship does not apply to other fees, books, materials, or supplies. Tuition waiver must be requested at time of registration. Satisfactory progress of a 2.0 GPA is required for subsequent awards through this scholarship. For questions contact Mid at lifelonglearning@midmich.edu.

Short-Term Training

midmich.edu/training

Mid's short-term training options provide participants with the skills needed to enter a career in just three to nine weeks. Training is industry-focused and hands-on—preparing trainees for success in the field of their choice.

Professional Development

midmich.edu/profdev

Mid's professional development opportunities span a wide range of topics and are offered throughout the calendar year. With many sessions, topics, and experienced instructors, Mid has the training you need to take your career to the next level.

Trail System

midmich.edu/trails

Mid's Harrison Campus sits on 560-acres of beautiful, wooded land. As a service to the community, the College and various community groups have developed trails throughout the property for the public to enjoy. This trail system is open all year long for walking, running, biking, snow shoeing, and cross country skiing.

Host Meetings and Events on Campus

midmich.edu/reservations

Host your meeting or event on campus. Contact Mid to reserve space at (989) 386-6651 or reservations@midmich.edu.

Resources for Local Businesses

midmich.edu/areabusinesses

Customized Training

midmich.edu/customized

Make sure you and your business stay ahead of the competition and on-pace to be an industry leader. Mid has established a trusted reputation with local businesses to provide customized training that fits employment and expansion goals and enhances employee skills. Mid's Technical Education Center team can also connect business owners to financial resources that can help offset employee training costs.

Small Business Development Center

midmich.edu/sbdc

The SBDC is located at the Morey Technical Education Center on the Mt. Pleasant Campus, and provides consulting, training, and research services to help small businesses launch, grow, transition, and innovate. From business plan development to raising capital, the SBDC team can help you take your business to the next level.

TRAINING. DEVELOPMENT. OPPORTUNITIES.

Mid's **Technical Education Centers** offer a variety of ways you can add to your skills.

Short-Term Training

Mid's short-term training options provide you with the skills needed to enter a career in just three to nine weeks. Training is industry-focused and hands-on—preparing you for success in the field of your choice.

midmich.edu/training

Professional Development

Mid's professional development opportunities span a wide range of topics and are offered throughout the calendar year. With many sessions, topics, and experienced instructors, Mid has the training you need to take your career to the next level.

midmich.edu/profdev

Customized Training

Make sure you and your business stay ahead of the competition and on-pace to be an industry leader. Mid has established a trusted reputation with local businesses to provide customized training that fits employment and expansion goals and enhances employee skills.

midmich.edu/customized

Share your skills. Teach at Mid.

At Mid, we develop knowledge and ability to empower learners and transform communities. Your skills and work experience are valuable assets, and when shared with others, the value multiplies. Consider teaching at Mid, whether you have public speaking, machine tool, software, or health care skills, you can help develop knowledge and ability within others.

3,939

Since 2012, Mid has trained nearly 3,939 employees throughout the local area.

We chose Mid Michigan College as our training provider because they were able to customize specific training modules to meet our needs. The customized training our team received has given us the skills to be proactive and foster growth within our organization.

We plan to continue partnering with Mid for all of our training needs in the future.

—Jennifer Crystal, JD Metalworks

798

Mid has trained over 798 individuals for over 31 companies across eight counties utilizing Going Pro Grant funding.

Contact Mid today to discover your next opportunity at **midmich.edu/training** or (989) 386-6614.

Photo by Rob Lambert via Unsplash.

Policies & Procedures

midmich.edu/policies

Academic

Academic Amnesty

Academic Amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Mid. Through Academic Amnesty, a student is awarded a second opportunity to achieve success at Mid 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

- A cumulative grade point average (GPA) of less than 2.0 for the period in question
- Recently completed at least 6 credit hours or more and have maintained a current 2.0 GPA or higher
- 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 Registration & Records.

The Academic Amnesty Committee reviews all requests. If Academic Amnesty is granted by the Committee it must be for one continuous enrollment period in a program at Mid, 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 Registrar to the student's (petitioner's) transcript, the student is not permitted to rescind the application of Amnesty on his/her academic record. Other conditions include

- No course work is removed from the transcript
- A special notation explaining Amnesty approval is placed on the student's transcript
- Honor points and credit hours attempted during the amnesty period are subtracted from the current cumulative honor points and credit hours attempted. A new cumulative grade point average is then established
- 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
- A student receiving Academic Amnesty is not allowed to graduate with honors
- Academic Amnesty, when granted, applies only to Mid courses. There is no guarantee, expressed or implied, that Academic Amnesty is recognized by any other college or university
- Courses previously counted to fulfill degree requirements on a completed degree cannot be considered for Academic Amnesty
- Academic Amnesty can be granted only once to any student

The Registrar has the responsibility of implementing Amnesty as stated in the Academic Amnesty Policy when it is granted to a student.

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. Academic Dishonesty includes, but is not limited to

- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Use of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion

Plagiarism is using another's ideas as one's own. Plagiarism has two forms, unintentional and intentional. Unintentional plagiarism is usually the result of students being unfamiliar with the academic conventions of citation and documentation. Intentional plagiarism is the result of students knowingly submitting the work of others as their own. This includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

All acts of plagiarism and academic dishonesty are first 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 Registrar. 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 Probation & Dismissal

Academic Probation or Dismissal occurs when a student's cumulative grade point average (GPA) falls below the following scale.

Academic Probation & Dismissal Scale		
Attempted Credit Hours	**Academic Probation GPA Levels**	**Academic Dismissal GPA Levels**
12-17	0.00-1.99	
18-37	1.00-1.99	Less than 1.00
38-50	1.50-1.99	Less than 1.50
51-63	1.60-1.99	Less than 1.60
64 or More	1.70-1.99	Less than 1.70

Students who are on Academic Probation are required to see their Academic Advisor for assistance and must follow the prescribed procedure(s) prepared by their Academic Advisor.

A student is 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 Mid. When this happens, they are dematriculated for a minimum of one enrollment period (not counting summer semesters) or until such time as they demonstrate a willingness to participate in activities that are designed to improve their academic records.

- Academic Probation or Dismissal notification letters are mailed to students after grades are submitted. Students are prevented from registering or making schedule adjustments until contact is made with an Academic Advisor.
- If a student is placed on academic probation their Academic Advisor, in consultation with the student, identifies specific strategies designed to assist academic progress. These strategies are not limited to, but may include
    - additional assessment
    - registering for a specific class
    - repeating courses
    - reducing credit hour load
    - career exploration
    - program change
    - workshops
    - tutoring
- Students on academic probation who fall below the dismissal level as stated are dismissed and not allowed to register for a minimum of one enrollment period (not counting summer semester).
- Students who are dismissed may appeal the decision. The appeal must be initiated by the student prior to the start of the next semester. An official letter of appeal must be sent to the Registrar and Academic Support Services. The Registrar reviews the appeal and letter and if warranted, convenes a dematriculation committee to officially review the appeal.
- Students who continue on academic probation can re-enroll, but are required to meet with an Academic Advisor.
- A dematriculated student who wishes to register for any future semester(s) must first meet with an Academic Advisor.

Equity & Inclusion

midmich.edu/equity-inclusion

Web & Technology Accessibility

Mid Michigan College is committed to provide equal opportunity and accessibility to its educational and administrative services, programs, and activities. This includes assurance that our Web, online learning materials, and electronic information technologies are informative, educational, and accessible to everyone. It is critical that we provide transparency and equality in our opportunities regardless of situation or disability. Adapting Accessible Design in all web, online instructional materials and electronic information technologies can minimize information barriers that impede the success of our entire campus community. To this intent, Mid works to broaden accessibility and adaptability in our online learning materials, Website, and electronic information technology that complies with or exceeds the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1991 and Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium (W3C).

To ensure that web, online learning, and electronic information technology is accessible to all members of the College community including students, prospective students, employees, guests, and visitors, particularly those with visual, hearing, or manual impairments or who otherwise require the use of assistive technology to access information, Mid requires that all web and electronic information technology purchased, developed, maintained or utilized in its educational and employment activities complies with the accessibility requirements of Section

508 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1991 and the Web Content Accessibility Guidelines (WCAG) 2.0 levels A and AA of the World Wide Web Consortium (W3C).

This requirement ensures that all students, faculty, staff, applicants, and members of the public with disabilities have equal opportunity to access and utilize informational materials, technologies, and technology-related services, except when doing so would impose an undue burden on the College or require a fundamental alteration. Mid Michigan College Accessibility Coordinators are as follows:

Anthony Freds, Associate Vice President of Technology Services and Chief Information Officer
Web and Online Learning Accessibility Coordinator
1375 S. Clare Ave, Harrison, MI 48625, Room 128
2600 S. Summerton Ave., Mt. Pleasant, MI 48858, CLAB 172
(989) 386-6622 x102 or (989) 317-4602 afreds@midmich.edu

Brandon Kish, Director of Programming Innovation
Web Accessibility Deputy Coordinator
2600 S. Summerton Rd., Mt. Pleasant, MI 48858, CLAB 172
(989) 386-6622 x140 or (989) 317-4616 bkish@midmich.edu

Reporting Accessibility Barriers

When accessibility barriers are discovered, individuals are encouraged to file an Accessibility Barrier Report. The College understands that despite continuous efforts, barriers to accessibility can emerge and can only be redressed when brought to the proper College Officials' attention. Reported barriers are routed to the proper College Official. Typically, the issue will be addressed within three (3) business days of submission of the Report. If remediation cannot be accomplished within this time frame, the College will notify the Reporter on the status of the remediation, as well as the time frame that is anticipated for completion. For general questions regarding identified barriers, individuals may email ada@midmich.edu.

Americans with Disabilities Act & Section 504 of the Rehabilitation Act of 1973

Mid Michigan College is committed to providing an inclusive environment for people with disabilities that is receptive and responsive to their needs. The College prohibits unlawful discrimination on the basis of disability and takes appropriate action to prevent such discrimination by providing eligible individuals with reasonable accommodations, equal access to admission and employment, services, college courses, programs, activities, events, facilities, and technology.

Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments of 2008, state that any individual who has (1) a physical or mental impairment that substantially limits a major life activity, (2) has a record of having such an impairment, or (3) is regarded as having such an impairment, is protected under the Law. Mid Michigan College is not required to provide accommodations that would fundamentally alter an educational program, service, or activity. Additionally, it is under no obligation to provide accommodations that would change academic requirements that are essential to a program of study, licensing requirement, or create an undue financial or administrative burden. Mid must ensure that individuals with disabilities receive reasonable and appropriate accommodations.

Accommodation Services oversees the coordination of reasonable accommodations for students with disabilities and is available on both main campus locations. Faculty and Staff should contact their Supervisor who will work with the Human Resources Department for establishment of reasonable services and accommodations.

The College's intent is to assure that individuals with disabilities and our entire college community engage in a shared experience of enrichment and learning. In keeping with this goal, the College has charged Security Operations and Systems to work in conjunction with the College's ADA/Section 504 Coordinators, with oversight. This team is charged with

- Coordinating and monitoring campus compliance with the provisions set forth in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended
- Provide guidance and evaluate efforts to improve access to campus facilities and programs
- Develop procedures to identify and correct access deficiencies
- Apprise the campus community of compliance related issues and recommend appropriate remedial actions
- Coordinate any transition or implementation plans relating to ADA/Section 504 compliance
- Respond to Campus complaints alleging noncompliance with ADA and Section 504.

The ADA/Section 504 Coordinators are as follows:

Martricia M. Farrell, Director of Security Operations & Systems
ADA/Section 504 Coordinator-Students
1375 S. Clare Ave., Harrison, MI 48625
(989) 386- 6622 x394 mfarrell@midmich.edu

Lori Fassett, Associate Vice President of Human Resources
ADA/Section 504 Coordinator-Faculty and Staff
1375 S. Clare Ave., Harrison, MI 48625
(989) 386- 6692 lfassett1@midmich.edu

Anthony Freds, Associate Vice President of Technology Services and Chief Information Officer
ADA/Section 504 Coordinator-Web and Online Learning
2600 S. Summerton, Mt. Pleasant, MI 48858
(989) 386-6622 x102 afreds@midmich.edu

Kim Barnes, Associate Vice President of Security Operations & Systems
ADA/Section 504 Coordinator – Facilities and Grounds
2600 S. Summerton, Mt. Pleasant, MI 48858
(989) 386- 6622 x236 kbarnes@midmich.edu

Americans with Disability Act/Section 504 Grievance Procedures

Mid Michigan College is dedicated to providing a safe and healthy environment that is non-discriminatory in nature, in which all individuals are treated with respect and equality. Mid does not discriminate or permit discrimination on the basis of disability in matters of admission, employment, services, educational programs, or activities.

The College has adopted internal grievance procedures which provide a venue for a prompt, equitable, and impartial resolution of grievances alleging any action prohibited by the ADA or Section 504. These procedures apply to complaints of discrimination or harassment on the basis of disability and pertain to all members of the campus community including: students, faculty, staff, employment and admission applicants, vendors, contractors, and third parties. Under this Policy, complaints alleging discrimination or harassment on the basis of disability are referred to as 'grievances' and the individual alleging such discrimination or harassment is referred to as the 'Grievant.' The office, department, or individual to whom the grievance is referenced as the 'Respondent.'

The paramount objective of the grievance procedure is resolution and a key component to resolution is communication. Initially in an effort to reach resolution, students should address their concern with the Disability Services Coordinator; Faculty should direct their concerns to the appropriate Dean; Staff should communicate their concern to their immediate supervisor. In the event that a resolution cannot be reached, students, faculty, and staff are encouraged to file a grievance with one of the College's ADA/Section 504 Coordinators, following the process outlined below. For Mid's grievance procedures and forms visit midmich.edu/equity-inclusion/ada/ada-grievance.

Non-Discrimination

Mid Michigan College is dedicated to providing a safe and healthy environment that is non-discriminatory in nature and in which all individuals are treated with respect and dignity. Interactions between members of the campus community should be centered on integrity and mutual respect so that each member may fully experience and benefit from the opportunities the College provides.

Mid Michigan College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, military or veteran status, or any other legally-protected status, in the administration of and access to the College's programs and activities and in conditions of admission or employment. Mid Michigan College is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Questions and complaints concerning Title IX of the Education Amendments of 1972, including the College's response to sex discrimination and sexual and gender-based harassment, may be referred to the Title IX Coordinator and/or the United States Department of Education.

Title IX Coordinator
Kim Barnes, Associate Vice President of Security Operations & Systems
2600 S. Summerton Road, Mt. Pleasant, MI 48858, Doan 105
(989) 386-6622 x236 kbarnes@midmich.edu

Office for Civil Rights
Cleveland Office, U.S. Department of Education
1350 Euclid Avenue, Suite 325 Cleveland, OH 44115
(216) 522-4970 OCR.Cleveland@ed.gov

Questions and complaints concerning other forms of discrimination in the educational or employment areas may be referred to the Civil Rights Coordinator and/or the United States Equal Employment Opportunity Commission.

Civil Rights Coordinator
Lori Fassett, Associate Vice President of Human Resources
1375 S. Clare Ave., Harrison, MI 48625, Room 213B
(989) 386-6692 lfassett1@midmich.edu

United States Equal Employment Opportunity Commission
Detroit Field Office, Patrick V. McNamara Bldg.
477 Michigan Ave. Detroit, MI 48226
(800) 669-4000

Title IX

midmich.edu/titleix

Mid Michigan College is committed to maintaining a safe but unhindered environment for students, faculty, staff, and visitors to work and learn. Our primary concern is for the safety of our campus community and providing an environment where an individual's rights are protected from all forms of discrimination, harassment, and sexual misconduct. This includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking. For issues of clarity within the Policy, these violations are collectively referred to as Prohibited Conduct.

Members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid Michigan College implements and maintains a zero tolerance posture regarding acts of Prohibited Conduct. When an allegation of misconduct is brought to an appropriate administrator's attention and a Respondent is found to have violated the Policy, sanctions are used to reasonably ensure that such actions are never repeated. Mid's Campus Non-Discrimination, Harassment and Sexual Misconduct Policy reiterates these principles and provides recourse for those individuals whose rights have been violated. The Policy is intended to define community expectations in the workplace, classroom, college facilities, and in other off-campus sponsored activities and events. It establishes a standard for determining when those expectations have been breached.

Duty to Report

Mid Michigan College encourages all members of the campus community to promptly report allegations of Prohibited Conduct to one of the Title IX Coordinators or Deputy Coordinator. Mid has designated Responsible Employees. These individuals have an obligation to report any incident of Prohibited Conduct to the Title IX Coordinator or Deputy as soon as a complaint is made. Failure by a Responsible Employee to report a suspected conduct violation may result in significant discipline, which could include removal from their position. Complaints may be verbal, written, or reported as witnessed. Complaints of Prohibited Conduct, investigative documents, and materials relative to the resolution of the matter are maintained electronically in the appropriate office. All documents remain confidential to the extent allowed under state and federal law.

The College has determined the following individuals to be Responsible Employees

- All individuals working in Student Services, Student Life, Admissions, Campus Security, and Athletics
- Campus Security Authorities designated by the College under the Clery Act and not otherwise specified in this provision
- College Faculty or staff traveling with students or supervising students on College-sponsored events or travel
- Any individual (employee or non-employee) who serves as an advisor or coach to College-recognized student groups

Amnesty

In the course of good faith reporting, if any individual is found to be in violation of a non-violent conduct issue, no act of retribution from the College is taken against said individual.

Jurisdiction

Mid has jurisdiction and responds to allegations of misconduct that occur on College property, at College-sponsored activities or events, and/or when both the accused person and alleged victim are a student, faculty,

or staff member. While the College does not have jurisdiction over allegations between visitors or non-affiliated persons, it is expected that visitors to our campus abide by the Policy. Mid has the discretion to investigate acts of misconduct occurring off College property when a definite, legitimate, and substantial College interest exists or at non-College sponsored activities and events if the Complainant and Respondent are members of the campus community. Any actions taken by the College are administrative in nature and separate from any criminal proceeding related to the reported misconduct. These actions may occur while a criminal proceeding is ongoing. Actions taken by the College are not delayed or dismissed when criminal charges have been reduced, dismissed, or when a criminal proceeding is pending. Further, the College may continue with its investigation even if a party is no longer a Mid student or employed at the College.

Retaliation

No person shall be penalized for using, in good faith, channels available for resolving complaints of misconduct. Retaliation includes but is not limited to intimidation, threats, harassment, or any other adverse action threatened or taken against any person for engaging in protected activity.

Anyone who believes that they have been the victim of retaliation for opposing discriminatory behavior, reporting sexual misconduct, or participating/cooperating in an investigation, should immediately contact one of the Title IX Coordinators listed herein. Any person found to have retaliated against a person for engaging in protected activity is in violation of this Policy and may be subject to disciplinary action.

False Statement

Should the College's investigation reveal that a complaint was knowingly falsified and/or that false evidence was knowingly and willfully provided, the complaint is dismissed and the person who knowingly filed the false complaint and/or provided the false evidence may be subject to disciplinary action.

Confidentiality

While Mid Michigan College encourages all members of the campus community to report incidents of Prohibited Conduct, Responsible Employees have a duty to report such actions to one of the College's Title IX or Deputy Coordinators and are encouraged to disclose this position obligation before any statement is made to them. All complaints are promptly and thoroughly investigated by one of the College's Title IX Coordinators or designees. The College makes reasonable and appropriate efforts to ensure an individual's privacy and protect confidentiality when conducting an investigation and resolving a complaint, except as otherwise required by law. Should a Complainant request confidentiality or ask that a complaint not be investigated, the request will be considered. However, the College cannot guarantee that said request will be honored. If a Complainant insists that their name not be disclosed to the Respondent, the College's ability to respond may be limited. In limited circumstances involving serious or repeated conduct or when the Respondent may pose a persistent threat to the campus community, the College reserves the right to investigate regardless of a Complainant's request for confidentiality. The College is required by the Federal Clery Act to statistically report certain categories of crimes including certain types of sexual misconduct. Confidentiality is maintained when filing the report and no personal information about the Complainant or Respondent is revealed. The Annual Disclosure of Crime Statistics reports the types of criminal incidents, only.

Prohibited Acts Terms and Definitions

Discrimination

Mid Michigan College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, military or veteran status, or any other legally-protected status, in the

administration of and access to the College's programs and activities and in conditions of admission or employment. Mid Michigan College is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff, and applicants for admission and employment.

Gender Discrimination/Harassment

"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

Gender discrimination/harassment can be based on actual or perceived gender, sexual orientation, gender identity, or gender expression. This may include acts of aggression, intimidation, or hostility; whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. The harassing behavior creates a hostile environment if the conduct is sufficiently severe, persistent, or pervasive enough 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.

Pregnancy

The College does not discriminate against any student or employee or exclude any student or employee from its educational program or activity (including any class or extracurricular activity) on the basis of such individual's actual or potential parental, family, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the individual voluntarily requests to participate in a separate portion of the program or activity of the College.

The College does not deny such an individual access to or participation in classes, extracurricular programs, athletics, honor societies, opportunities for student leadership, or other activities. The College treats pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as justification for a leave of absence for so long a period of time as is deemed medically necessary by the person's physician; at the conclusion of which, the person shall be reinstated to the status that was held when the leave commenced. Further, Mid allows students the opportunity to make up any missed work in a manner selected by the student, which is reasonably equivalent to the work missed and within a reasonable timeframe. The College may require a pregnant student or a student who has given birth to obtain a certification from a physician stating 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.

Hostile Environment

A hostile environment is defined as an environment on campus that through harassing conduct (e.g. physical, verbal, graphic, or written) based on a person's protected status (e.g. race, age, sexual orientation), becomes sufficiently severe, persistent, pervasive, and objectively offensive enough 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.

Sexual Misconduct

The term Sexual Misconduct is used throughout sections of this document and is considered an all-inclusive term used to identify a number of unwelcomed behaviors of a sexual nature that would constitute sex-based harassment or discrimination under Title IX. They include sexual violence, sexual assault, sexual harassment,

dating violence, domestic violence, sexual exploitation, stalking, and all forms of discrimination relating to one's sex or gender identity. Sexual misconduct may occur in any sex or gender composition--between members of different sexes or the same sex, regardless of gender or gender identity. Sexual misconduct may vary in its severity and consists of a wide range of behaviors. The following terms and definitions are provided as an overview.

- *Consent* is clear, knowing, and voluntary; active, not passive; silence in and of itself, cannot be interpreted as consent. Additionally, consent to any one form of sexual activity cannot automatically imply consent to any other form of activity nor can previous consent be construed to imply current consent. Consent cannot be given by someone who is not of legal age or by someone who is reasonably known to be (or should have been known to be) mentally or physically incapacitated. The State of Michigan does not have one single definition of consent nor is it an element of criminal sexual conduct that prosecutors are required to disprove beyond a reasonable doubt. Michigan's standard criminal jury instruction states that a person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced. It is not necessary to show that the complainant resisted the defendant to prove that this crime was committed. Nor is it necessary to show that the complainant did anything to lessen the damage to him/herself. Therefore, consent is likely to be defined as a free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated, or physically helpless.
- A *Crime of Violence* is an offense that has the use, attempted use, threatened use, or element of physical force against the person or property of another; any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
- *Force* is physically imposing and/or the use of physical violence on someone to gain sexual access. Force includes threats and intimidation.
- *Coercion* is the unreasonable pressure for sexual activity. When someone stipulates that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercion.
- *Sexual Harassment* is the unwelcome conduct of a sexual nature and includes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. The harassing conduct creates a hostile environment if the conduct is sufficiently severe, persistent or pervasive enough 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. Below are the various forms of sexual misconduct and their definitions.
- *Sexual Harassment-Verbal* is the unwanted speech directed at another that is sexual in nature and creates a hostile environment for a student or employee
- *Sexual Harassment-Non-Verbal* includes the licking of lips, using sexual motions or gestures, leaving gifts, or other non-verbal acts that are sexual in nature, are unwanted, and create a hostile environment for a student or employee
- *Non-Consensual Sexual Intercourse or Penetration* includes the insertion of any object, however slight, into the vagina or anus of another without their consent; inserting a penis into the mouth of another without their consent; orally penetrating the vagina of another without their consent or any of the above mentioned when the person is incapable of giving consent due to physical or mental incapacitation or age.
- *Non-Consensual Sexual Contact* is the intentional contact with the breasts, buttocks, groin, or genitals; 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 breasts, buttocks, groin, genitals, mouth or other orifice.

- *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.
- *Sexual Exploitation* occurs when a person takes non-consensual or abusive sexual advantage of another for their 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.
- *Dating Violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on the reporting party's statement and with consideration given to the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship. Violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.
- *Domestic Violence* is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim, as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- *Stalking* is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Mid considers cyberstalking, recording, or transmitting sexual images, and voyeurism to be a form of stalking and a violation of this policy.
- *Course of Conduct* means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through a third party, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- *Reasonable Person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial Emotional Distress* means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Reporting a Complaint

midmich.edu/incidentreport

Mid Michigan College strongly encourages anyone who experiences or observes any acts of discrimination, harassment, 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 a problem. The College reserves the right to act as a Complainant and initiate proceedings without a formal complaint by the victim. Any student, staff member, third-party or bystander who experiences, observes, or becomes aware of any acts of Prohibited Conduct is encouraged to report it to Campus Security, one of the College's Title IX Coordinators or Deputy, or by using the online incident report form. The online reporting form is the most effective reporting method and can be found at midmich.edu/incidentreport.

Reports may also be made directly to one of Mid Michigan College's Title IX Coordinators or Deputy Coordinator. All Title IX Investigators receive yearly training on issues related to sexual discrimination, sexual harassment,

sexual misconduct, sexual assault, domestic violence, dating violence, and stalking along with procedures on conducting an investigation and implementing processes that protect the safety of victims and promote accountability.

Title IX Contacts for Students

Kim Barnes, Associate Vice President of Security Operations & Systems, Chief Title IX Coordinator
Mid Michigan College
2600 S. Summerton Road, Mt. Pleasant, MI 48858, Doan 105
(989) 773-6622 x236 kbarnes@midmich.edu

Martricia M. Farrell, Director of Security Operations & Systems, Deputy Title IX Coordinator
Mid MIchigan College
1375 S. Clare Avenue, Harrison, MI 48625, Room 128
(989) 386-6622 x394 mfarrell@midmich.edu

Title IX Contact for Employees

Lori Fassett, Associate Vice President of Human Resources, Title IX Coordinator
Mid Michigan College
1375 S. Clare Avenue Harrison, MI 48625, Room 213B
(989) 386-6692 lfassett1@midmich.edu

Gregory Sieszputowski, Director of the Center for Learning & Leadership, Deputy Title IX Coordinator
Mid Michigan College
1375 S. Clare Avenue Harrison, MI 48625, Room 213
(989) 386-6622 x503 gsieszputowski@midmich.edu

If a complaint involves both a student and employee, a joint investigation occurs involving both the student and employee Title IX Coordinator or Deputy. The lead office handling the matter is determined by the source of the original complaint. If the complaint originates with a student, the Student Title IX Coordinator or Deputy acts as the responsible office. If the complaint originates with an employee, the Employee Title IX Coordinator is the responsible office. Investigations regarding third parties are handled by the Employee Title IX Coordinator. When filing, a complaint should thoroughly and concisely describe the alleged incident(s) including the 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 initial review commences to determine if there is reasonable cause to believe that a violation of the policy has occurred. The type of disciplinary proceeding follows the College administrative model. If there is reasonable cause, the College initiates a prompt, thorough, and impartial investigation and if appropriate, imposes interim measures. These interim measures may include assistance in changes to academic issues, matters of transportation, working situations, or protective measures such as separating the parties, placing limitations on contact between the parties, suspension, or making alternate class placement or workplace arrangements. The College confidentially maintains details of any accommodations or protective measures provided to the victim to the extent that such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Investigation of the complaint is designed to provide a fair and reliable determination about the occurrence of any policy violations. If so, the College implements a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects on the Complainant and others, as appropriate. For

sexual harassment findings including sexual misconduct, the College takes these actions regardless of whether or not the sexual violence is the subject of a criminal investigation.

This procedure is intended to apply to acts of discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking; all other grievances involving students are addressed through the Code of Conduct and follow the administrative model.

Voluntary Informal Resolution

In the event that the Title IX Investigator believes that the matter may be resolved by informal means, the Investigator may suggest the informal process to the complainant and respondent. If agreeable, the Investigator may work with the parties to reach a resolution. The informal resolution acts to end the misconduct, prevent its reoccurrence, and remedy its effects; lessor sanctions may be imposed. In cases where an informal resolution is reached, the Investigator prepares the Informal Case Resolution Agreement and provides, in writing, copies to both the complainant and respondent. The complainant and respondent may end the informal resolution process at any point and request, in writing, that the matter proceed to the formal investigation/Administrative Model. In cases of alleged sexual violence the informal resolution process is not available.

Office of Civil Rights

A complaint can be filed by anyone who believes that a school receiving 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 file the complaint on behalf of another person or group. For information on how to file a complaint with OCR, visit www2.ed.gov/about/offices/list/ocr/complaintintro.html or contact the Office of Civil Rights' 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

For a full copy of Mid Michigan College's Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy and grievance procedures please visit midmich.edu/titleix.

Health & Safety

Alcohol & Other Drugs

midmich.edu/alcoholandotherdrugpolicy

Mid Michigan College is dedicated to providing a healthy environment for its community and as such, recognizes that improper or excessive use of alcohol and other drugs may be disruptive to our students, faculty and staff by negatively impacting their health and safety. Problems such as memory loss, harassment, sexual misconduct, assaults, disorderly/disruptive behavior, and sleep disruption tend to increase in correlation to the misuse of alcohol and/or other drugs. Due to the harm produced by excessive and illegal use, Mid Michigan College has established policies, intervention strategies, and sanctions to prohibit unlawful behaviors and to address policy violations by members of the Mid community which includes its students and staff.

In accordance with the Drug-Free Workplace Act and Drug-Free Schools and Campuses Act, Mid Michigan College is required to have a written Alcohol and Other Drug Policy and Prevention Program that is distributed annually to all students, faculty, and staff. The Policy must include the standards of conduct that clearly prohibit the unlawful use, possession, sale, manufacture, or distribution of illicit drugs and alcohol by students and staff; information regarding the legal sanctions under local, state, or federal law for the unlawful use, possession, sale, manufacture, or distribution of illicit drugs and alcohol; sanctions that the College will impose on students and employees along with a description of the sanctions, up to and including expulsion or termination; prosecution referral for violations of the standard of conduct; a description of any drug or alcohol counseling, treatment, or rehabilitation/reentry programs that are available to students and staff; prevention, educational and intervention efforts; the possible health risks associated with the use and abuse of illicit drugs and alcohol.

Mid Michigan College prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid's campuses during the conduction of College business or as part of College sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by the College's Board of Trustees. It is the responsibility of each student and employee to be familiar with the provisions of the Policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse. The Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan Law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, employees and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer, or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related activities or events, while driving a College vehicle, or while otherwise engaged in College business. College property includes all buildings and land that is owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, they are not a safety risk to themselves or others while on College property, at College-related activities or events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription; give or sell the prescribed drug(s) to another person. For Mid's full Alcohol and Other Drug Policy and Prevention Programming, visit midmich.edu/alcoholandotherdrugpolicy.

Smoking, Tobacco, & E-Cigarettes

midmich.edu/alcoholandotherdrugpolicy

To promote the health and well-being of its students, faculty, staff, and to reduce involuntary exposure to secondhand smoke, smoking and/or the use of any tobacco products, vapor or e-cigarettes is prohibited within or outside of all facilities, vehicles, and grounds that are owned, leased, or operated by Mid Michigan College. No designated areas are provided by the College for smoking or the use of tobacco products, vapor, or e-cigarettes. Students, faculty, staff, and visitors may continue to smoke and/or use tobacco products, vapor, or e-cigarettes in their personal vehicles when attending class, working, or visiting any Mid location.

Although the State of Michigan passed the Michigan Regulation and Taxation of Marijuana Act, Mid receives federal funds and therefore, federal law takes precedence over state law at the College. Mid prohibits cannabis in any form on its campuses and/or at any College -sponsored events.

Taking into consideration that each and every student and employee benefits from a smoke and tobacco-free environment, the enforcement of this policy is equitably placed on all members of the College community. Students, faculty, staff, and visitors are expected to adhere to the policy and persons that repeatedly disregard the policy are subject to disciplinary channels and processes defined under Mid's Code of Conduct.

Student Centered

Access to Records

Mid Michigan College policy grants access by students to their educational records under conditions which conform to the Family Education Rights and Privacy Act of 1974 (FERPA) as amended and regulated by the appropriate federal guidelines. A copy of this policy may be obtained upon request from Registration & Records. Directory information may be released unless a student informs Registration & Records 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.

Mid also reserves the right to release information without prior student consent under the following conditions

- Requests from faculty and staff who have a legitimate educational 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. 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.
- Requests in compliance with a lawful subpoena or judicial order.
- Requests in connection with a student's application for or receipt of financial aid.
- Requests by state authorities and agencies specifically exempted from the prior consent requirements by FERPA.
- Organizations conducting studies on behalf of the College, 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.
- Information submitted to accrediting organizations.
- Requests by parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
- In the case of emergencies, Mid 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.
- To federal officials who have need to audit and evaluate federally-supported programs.
- The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- 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.

Change of Name and/or Gender

Mid recognizes that individuals may use a name to identify themselves that differs from their legal name. This includes individuals that identify with a gender that differs from their birth-assigned sex. These individuals may exercise their option to change their name and/or gender information that is on record with the College. Requests should be directed to Registration & Records.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

- The right to inspect and review the student's education records within 45 days of the day that Mid receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar makes arrangements for access and notify the student of the time and place where the records may be inspected. Such requests should be sent to:

  Mid Michigan College
  Registrar
  1375 S. Clare Ave. Harrison, MI 48625

- 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 Registrar; 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 notifies 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 is provided to the student when notified of the right to a hearing.
- 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.)
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mid to comply with the requirements of FERPA. Such requests should be sent to:

  Family Policy Compliance Office
  U.S. Department of Education
  600 Independence Ave, SW Washington, DC 20202-4605

Social Security Number Disclosure

Federal law recognized a 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 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 College, you are strongly encouraged to do so, if you have one. Providing an SSN speeds up matching material such as transcripts and test scores with your application. An SSN is required if you are applying for financial aid, federal tax benefits, or employment, and may be required for other purposes. The information may be disclosed only under certain circumstances, include to other institutional officials, 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, and other circumstances are required by State or federal law. Mid Michigan College is committed to ensuring the privacy and confidentiality of student records.

Student Code of Conduct

midmich.edu/conduct

Students are required to engage in responsible social conduct and model appropriate and professional behavior that promotes a collaborative and optimal learning environment. Conduct violations that disrupt the College environment are not tolerated and are addressed assertively. The three classes of misconduct that are subject to disciplinary action are 1) violations of civil/criminal law, 2) disruption of the educational process, and 3) violation of College rules, regulations and policies. Should a violation occur, Student Conduct is authorized to investigate, render a determination and impose sanctions upon any student(s) found to have violated the Code of Conduct. For the complete Student Code of Conduct and applicable rules, regulations, definitions and sanctions, please refer to midmich.edu/conduct.

The Student Code of Conduct applies to all Mid locations including off-site campus locations, internships, studies abroad, club and athletic events, and at any College-sponsored activity or event. Off-campus behavior that may adversely affect the College and/or the pursuit of its objectives may also be considered violations of this Code. Below are examples of conduct violations. Any student found to have committed or attempted to commit any of the following misconducts would be subject to disciplinary sanctions

- Acts of dishonesty or plagiarism
- Disruption or obstruction of teaching or other College activities
- 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
- Any sexual harassment or sexual misconduct or any other violation of the College's Non-Discrimination, Harassment, and Sexual Misconduct Policy
- Attempted or actual theft of and/or damage to property of the College or member of the College community
- Hazing
- Failure to comply with the directives of College officials or law enforcement officers acting in the performance of their duties
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises
- Violation of any federal, state, local law or College policy, rule, or regulation published in hard copy or available electronically on the College website

- Use, possession, manufacturing, or distribution of alcoholic beverages, marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law, or any violation of Mid's Alcohol and Other Drug Policy
- Possession or use of firearms, explosives, other weapons, or dangerous chemicals on College premises
- Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College
- Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions
- Conduct that is disorderly, lewd, or indecent; breach of peace
- Theft or other abuse of computer facilities and resources
- Abuse of the Student Conduct System
- Bringing children on campus and leaving them unattended

Conduct Process

midmich.edu/incidentreport

Any member of the College community may file a complaint against a student for violations of the Student Code. A complaint should be submitted through the online reporting system (Maxient) or prepared in writing and directed to Student Conduct. Any complaint should be submitted as soon as possible after the event occurs. The online reporting form can be accessed at midmich.edu/incidentreport or by contacting Student Conduct at (989) 386-6622 x548.

- A Student Conduct investigation shall be conducted and follow the general timeline below. It shall be concluded within 30 days, excluding any Appeal.
- Alleged violation received (Day 1)
- Case Manager determines extent of investigation and assigns matter to an Investigator from Student Conduct; a preliminary investigation may be necessary and interim measures may be implemented (Day 2-7)
- Initial intake by the Investigator includes a brief meeting with the reporting party or the complainant
- The Investigator notifies the Accused, in writing (email is an acceptable method of delivery), of the Complaint/Report, outlines the charge(s) and further provides (Day 8-10)
    - A copy of their Rights
    - Information regarding possible sanctions that could be issued, should the Alleged be found responsible using the preponderance of evidence or more likely than not standard
- The Alleged is also provided with an outline of the Administrative Model/Conduct Process, as well as next steps
- The Investigator meets with the alleged and any witnesses. The Investigator may meet with the Reporting party for fact finding/investigation. (Day 10-20)
- The Investigator prepares a Case Summary and Determination, including findings, rationale and sanctions and provide a written copy to the alleged, along with Appeal information. Email is an acceptable method of delivery. (Day 21-30)

Sanctions

Sanctions may be imposed upon any student found to have violated the Code of Conduct, including but not limited to: a warning, No Contact Order, probation, loss of privileges, fines, restitution, referral for external assessment, behavior contract, discretionary assignment, suspension, expulsion, renovation of admission,

withholding of transcript or degree, or immediate removal from the campus. More than one of the listed sanctions may be imposed for any single violation and may also be applied to a student group or organization.

Right to Appeal

A decision reached by Student Conduct and sanctions imposed may be appealed by the Alleged Student(s) to the Appeal Board within five (5) business days of the decision. Such appeals must be made in writing and shall be delivered to the Student Conduct Case Manager or their designee.

Student Right to Know

midmich.edu/righttoknow

Pertinent student information is located throughout this catalog and on the Mid website at midmich.edu/righttoknow. The Student Right to Know webpage offers an easy way to access information and materials that provide students the opportunity to make fully informed choices regarding Mid. This information is in accordance with the Student Right to Know Act of 1990, which requires Federally Title IV funded Colleges and Universities to disclose certain information to prospective and enrolled students, parents, and employees.

By providing this information in one location, our objective is to make this site as resourceful and efficient as possible. Students are encouraged to become familiar with the information housed on the Student Right to Know webpage. We hope the provided information assists students in making the best possible choices for their future educational journey.

Student Complaint Process

midmich.edu/incidentreport

Mid Michigan College is committed to supporting students through their educational journey. We endeavor to provide an effective and robust learning environment to our students but recognize that periodically, students may encounter issues that need to be addressed. We encourage students to discuss concerns/complaints with the appropriate college personnel. We cannot improve our processes or facilitate solutions if we are not aware of issues. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. Depending on the concern, the following offices may offer assistance.

Campus Security

Harrison Campus	(989) 339-4204	Room 124/E-208
Mt. Pleasant Campus	(989) 339-7323	CSS 146

Security Operations and Systems

(989) 386-6638

Title IX

(989) 386-6638

Student Conduct

(989) 386-6622 x548

Student Outreach/Success

(989) 386-6622 x256

Equal Opportunity/Affirmative Action

(989) 386-6621

Academic Advising

midmich.edu/advising

Academic Advisors are available to students at orientation, throughout the academic year, and between semesters. Academic Advisors are trained to assist students one-on-one with career selection, program and pathway planning, course scheduling, and to provide assistance to students who are experiencing academic difficulties.

All new first-time freshmen have the opportunity to speak with an Academic Advisor during their mandatory orientation session. First-time freshmen are not permitted to register prior to attending an orientation session facilitated by their Mid Mentor.

Some students, depending on their status, are required to see an Academic Advisor prior to registering for classes. It is generally recommended for students to contact an Academic Advisor whenever they have a question about their pathway, course selection, or are struggling academically.

Prior to meeting with an Academic Advisor for the first time, students should complete an admissions application, submit high school and college transcripts, and provide SAT scores when available.

Choosing a Guided Pathway and Building Your Educational Plan

midmich.edu/pathways

Guided Pathways and Educational Plans outline the courses that should be taken each semester. Students create a personalized pathway with an Academic Advisor, and the plan can be updated at any time to reflect changing needs or goals.

The number of credits that should be taken each semester depends on many factors. At Mid, we recommend students complete at least 30 credits per academic year. The 15 to Finish campaign saves students thousands, both in tuition costs and wages from postponing a career. Students who take at least 15 credits a semester or 30 a year earn higher GPAs on average, and graduate at much higher rates than students taking less credits. Academic Advisors help students balance courses, work, and family, while taking into account prerequisites and course availability when building individualized educational plans.

Academic Support

midmich.edu/lls

Math Lab

The Math Lab is open to help students with instructional materials and assignment assistance throughout the semester.

Science Center

The Science Center is open to help students with diagrams, models, resources, and assignment assistance throughout the semester.

Supplemental Instruction

Supplemental Instruction and Peer Tutoring are available for students who need additional help to confidently master course material. These peer-assisted study sessions are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together.

Writing & Reading Center

The WRC is designed to help students with writing and reading for any course. Students can seek help during any stage of the writing process or assigned reading by scheduling an appointment.

Accommodation Services

midmich.edu/accommodation-services

Mid Michigan College is committed to making accommodations and providing services to students with documented disabilities that interfere with their learning process. Accommodations vary and depend on the specific disability. Services may include readers, note-takers, interpreters, 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.

Admissions

midmich.edu/admissions

Mid offers an education that provides something rich and unique. Whether you're looking to save money on your four-year or advanced educational plans, you're coming back to college later in life, or you want to begin a career in two years or less, we're confident that you'll find your path to success at Mid.

Students should apply well in advance of their anticipated start date to allow time for assessment, academic advising, and course registration. As soon as students have applied for admission at Mid they are connected to a Mid Mentor. As a student's single-point-of-contact, Mid Mentors can assist with everything from financial aid to registering for classes.

There are specific Next Steps for particular types of students to help them navigate the application and admissions process.

- First-Time Freshman, Transfer, and Returning Students midmich.edu/nextsteps
- Guest Students midmich.edu/guest
- Military-Connected & Veteran Students midmich.edu/veterans
- International Students midmich.edu/international
- Dual Enrolled High School Students midmich.edu/dual

Athletics

midmich.edu/athletics

Since the revival of athletics in 2008, the program has grown at a steady pace. Mid's Lakers compete in the Michigan Community College Athletic Association (MCCAA) against other community colleges for conference championships and participate in state and national tournaments. The Lakers compete in the National Junior College Athletic Association (NJCAA) as well. Structured comparably to the well-known NCAA and its associated conferences (Big 10, ACC, SEC, etc.), the NJCAA includes the MCCAA as one of forty junior college conferences nationwide.

Mid currently fields men's and women's varsity teams in cross country, bowling, basketball, baseball, and softball. If students are interested in participating, they can complete a Prospective Student Athlete Form located on the website.

Attendance

midmich.edu/academics

Mid strongly suggests that students attend their courses and actively participate in their education. If students choose not to attend scheduled courses their financial aid may be impacted and students can be dismissed from the College.

If a student is reported as not attending a course during the first two weeks of the semester, Mid drops the student from that course. This applies to students who never attended class, have stopped attending class, or have not engaged in academic-related activities, including online classes, within the first two-weeks of the semester. Students who receive Pell Grants, loans, or scholarships become ineligible for federal funding if they are not attending class. Failure to have attendance/participation verified could result in financial aid being reduced or cancelled. The student would then be responsible to pay any outstanding tuition, fees, and Bookstore charges incurred at Mid.

To verify attendance, students receive an Attendance Verification Letter which instructs them to email their professor(s) requesting verification. Professors should verify the attendance of a student by emailing the student name, student ID number, course number, and course section to attendance@midmich.edu.

Bookstore

midmich.edu/bookstore

Mid has one Bookstore on each campus. Required textbooks and supplies for courses, along with a variety of items including Mid clothing, office supplies, snacks, and gifts are also available.

Using Financial Aid at the Bookstore

Students have the option of using financial aid to pay for Bookstore charges. Bookstore financial aid charges typically start one week before the beginning of each semester. Please check midmich.edu/bookstore for specific dates. Your Mid student ID is required to complete financial aid charges at the Bookstore.

Career Center

midmich.edu/careercenter

Mid's Career Center assists students with determining a career path that meets their interests, academic abilities, personal values, lifestyle, and the current job market. Students can receive help with résumé & cover letter development, interview preparation, career exploration, and applying for local job openings.

Cashier's Office

midmich.edu/payment

How to Pay Your Bill

All students are expected to pay 100% of all assessed charges at the time of registration. Mid students have several options for paying tuition and fees. Financial aid can be used if the student has already applied for aid and received an award letter. Students also have the option to pay online via MidWeb or by mail.

Mid Michigan College
ATTN: Cashier
1375 S. Clare Avenue
Harrison, MI 48625

Payment plans are available through Nelnet Business Solutions. Additional information explaining the payment plan program is available at Registration & Records on either campus or by calling NBS at (800) 609-8056.

Any student with an outstanding bill at the College is not allowed to charge costs to financial aid, re-enroll, or obtain grades, transcripts, or diplomas until such time as their bill is paid in full.

Tuition Refund Policy

Mid Michigan College has an established schedule for refunding tuition and fees based upon the date when a student drops a course. During a 16-week semester, a full refund is allowed through the first seven calendar days of the semester. There is no differentiation between partial and total drops in terms of the percentage of refund for tuition and fees. The refund period for courses scheduled for less than 16-weeks may be shortened. Check with Registration & Records for updated tuition refund schedules. Library Learning Services courses and Independent Study courses shall be considered to be 16-weeks in length. The date the drop is initiated is counted as the date of refund.

Campus Life

midmich.edu/lakerlife

At Mid, we call campus life, *Laker Life*! Get involved in our unique blend of clubs and campus activities that help you get a broader college experience. Mid has a number of student clubs that allow students to gather together, share experiences, and connect over interests they share. All student clubs have Mid advisors that help them organize and grow. Clubs can be formed around almost any topic, start one today!

Commencement

midmich.edu/graduation

Commencement is the ceremony held for those who have completed credential requirements. Mid has one Commencement each May (after Winter Semester). Students are eligible to participate in Commencement if they have graduated in the previous Fall Semester or have applied to graduate in the Winter, or following Summer Semester.

Mid does not automatically award credentials when a student completes the necessary coursework. Students must apply to the Registrar to receive their credential. Students should apply for graduation by April 1 to have their name included in the commencement program. Applicants after that date are eligible to participate in the ceremony, but their name may not appear in the program.

Students may purchase caps, gowns, diploma covers, frames, and tassels at Mid Bookstores beginning in early April. Honors Graduates receive honor cords to wear with graduation attire at no cost. Cords can be picked up at either Bookstore.

Computer Labs

midmich.edu/technology

All students have free access to open computer labs for academic pursuits.

Dining Options

midmich.edu/dining

Books n' Beans has locations on each campus and features daily lunch specials, a wide selection of snacks, coffee, smoothies, and much more.

Dual Enrollment

midmich.edu/dual

Dual enrollment, taking college courses while still in high school, allows students to get a jump start on their college careers and equips them for college success. Mid partners with nearly 35 local high schools to offer dual enrollment options for students. Dual enrolled students at Mid are paired with a dedicated Mid Mentor to assist them with any questions or issues that may arise throughout the process.

Early College

midmich.edu/dual

Early Colleges are partnerships between a college and high school or intermediate school district that allow high school students to graduate with both their high school diploma and an associate degree or 60 college credits. These programs receive State of Michigan designations, recognizing the Early College as a 5-year, state-funded entity.

To complete the 60 college credits, students begin taking college courses in their 10th or 11th grade years. Early College students attend a fifth year of high school, in which they spend nearly 100% of their time taking Mid courses. To ensure that students meet their goals, Mid's Academic Advisors and high school counselors help students select and schedule courses that work toward their goals.

Email

portal.midmich.edu

MidMich email is essential for student success. Students are issued an account upon admission. Official messages from various offices such as Financial Aid, Registration & Records, and the Cashier are sent here. Students are strongly encouraged to check their midmich email regularly to ensure they are aware of important communications.

Financial Aid

midmich.edu/finaid

Financial Aid encourages all students to apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students may apply online at StudentAid.ed.gov. Nearly 79% of first-time, full-time freshmen receive some type of financial aid. Financial aid programs offer students the opportunity to pursue their educational goals. Mid, along with federal and state programs and private and civic organizations, offer a variety of scholarships, grants, loans, and employment opportunities to assist students in financing their education.

How to Apply

The Free Application for Federal Student Aid (FAFSA) is the first step in the financial aid process. This application can be submitted online at StudentAid.ed.gov. Once a student's financial aid has been completely processed they may charge tuition, fees, and books against any available financial aid funding.

Students transferring to Mid must add Mid's school code, 006768, to their FAFSA at StudentAid.ed.gov. Students must renew their FAFSA each year. Contact Financial Aid for summer semester financial aid eligibility.

Students selected for verification may be required to submit documents to Financial Aid. For these students, Mid must compare the information from the FAFSA to the applicable tax forms and other required documents.

- Financial aid is not awarded until all required documents are provided. If it is determined that additional documents are required, financial aid previously awarded may be cancelled.
- Falsification of income information submitted for the purpose of receiving financial assistance may result in the cancellation of all future assistance and required repayment of all previously awarded financial aid.
- If federal and/or state funds are involved, the appropriate government agencies are notified including the U.S. Department of Education, Michigan Department of Treasury, and/or the Office of Inspector General.

Eligibility Requirements

To be eligible for federal and state financial aid, including 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 Mid's 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 is used only to pay for the cost of attending an institution of higher education
- Cannot have a conviction for drug possession or sale while receiving financial aid

Financial Aid Need

Financial need is determined by subtracting a student's Expected Family Contribution (EFC) from their cost of attendance at Mid. Additional information regarding Mid's cost of attendance and need based aid can be found at midmich.edu/finaid. Mid 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 financial need-based assistance, Mid 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. Financial Aid must use the EFC calculated by the U.S. Department of Education. However, when appropriate Financial Aid may make adjustments.

Financial Aid Package & Use

A student's financial aid package may include all awards, including scholarships, grants, work-study, and student loans. The awards are determined annually. Financial Aid notifies students of the estimated financial aid

award that they are eligible for by mail or email. Financial aid awards are subject to change due to changes in the student's enrollment, finances, or satisfactory academic progress. Changes in enrollment status, including a reduction of credit hours or withdrawing from all classes before the end of the semester may result in a reduction or cancellation of all financial aid. Students should check with Financial Aid before dropping classes. If a student or student's family experiences a change in financial circumstances, the student should contact Financial Aid to determine if an adjustment needs to be made to the student's FAFSA.

Financial Aid Refunds

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 is issued to the student for the balance.

Students have the option of using financial aid to pay for charges and fees incurred beyond tuition costs such as: Bookstore charges, Library or Parking fines, Graduation fees, or Club Membership fees. Financial aid may include Federal Student Aid, which can include Pell Grants, Supplemental Educational Opportunity Grants, and Federal Direct Stafford Loans.

Students have the right to cancel or modify this approval at any time by submitting a signed, dated, written request to Financial Aid at Mid. A request for cancellation or modification is effective as of the date it is received by Mid. Because this request is not retroactive, Mid may use financial aid funds to pay any authorized charges incurred before the notice was received by the College.

Students may receive refunds as a check, delivered through standard mail which takes 5-10 business days after the refund is issued, or as a direct deposit. Students may sign up for direct deposit service at midmich.edu/directdeposit. Students are responsible for verifying the accuracy of all billing charges, credits, and the 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.

Financial Aid Student Rights & Responsibilities

Rights of Financial Aid Applicants

- You have the right to know what financial aid programs are available.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid is distributed, how decisions on that distribution are made, and the basis for these decisions.
- 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.
- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know the Mid Financial Aid Refund Policy.
- 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.
- You have the right to know how Mid 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 visit Financial Aid and meet with a Financial Aid Representative.

Responsibilities of Financial Aid Applicants

- You must complete all application forms accurately and submit them on time to the right place.
- 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.
- You must return all additional documentation, verification, corrections, and/or new information requested by either Financial Aid or the agency to which you submitted your application.
- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- You must accept responsibility for all agreements that you sign.
- You must perform the work that is agreed upon in accepting Work Study employment.
- You must meet satisfactory academic progress guidelines to continue to receive aid. See Mid's Satisfactory Academic Progress Policy.
- You are responsible for reporting the type and amount of any assistance you have received from any source outside of Mid.
- You must be attending your classes in order to be eligible for Federal Aid funding.

Satisfactory Academic Progress Policy (SAP)

All students receiving financial aid from federal and state sources at Mid must meet satisfactory academic progress (SAP) standards. These standards are established to ensure that students are progressing towards an educational objective and are able to complete a degree within a maximum time frame (MTF). All academic grades are required to be calculated in the review, regardless if the student received aid. Academic grade records are reviewed for SAP at the end of each semester of enrollment (Fall, Winter, and Summer) or at the time the FAFSA application is received if a SAP status has not previously been determined. Students without a prior SAP status who are not meeting the overall standards go on "Warning "or "Ineligible" status depending on the number of unsuccessful semesters on record. Students who are not meeting the SAP requirements are notified of their SAP status by means of their Mid email account.

The standards of satisfactory academic progress include the following components.

- Grade Point Average (GPA)
    - Students must maintain a minimum overall 2.0 GPA
- Completion Rate
    - Students must complete 67% of all attempted credits, including transfer credits. The completion rate is calculated by dividing the number of completed credits by the number of attempted credits
    - All "F", "W", and "I" grades are considered as credits attempted but not as completed
    - If a student receives a grade of D- or higher in a class and repeats the course, the repeated credits are counted as attempted but not completed
    - Transfer, ESL, and remedial courses are counted as attempted and completed credits
    - Credit hours taken as an audit are not included in determining enrollment status for financial aid disbursement or satisfactory academic progress
- Maximum Time Frame (MTF)

- Students may receive aid up to 150% of the credits required for graduation, refer to specific programs for credits required.

Maximum Time Frame Examples		
Program Type	Total Credit Hours Required	Maximum Attempted Credit Hours Allowed
Associate in Arts (AA)	62	93
Certificate	24	36

Satisfactory Academic Progress (SAP) Review

Students who are not meeting the minimum overall standards of SAP are placed on a status of WARNING for the following semester. During that semester, students may continue to receive federal and state financial aid. Students with a WARNING status should seek additional services from an Academic Advisor to discuss issues related to their academic performance.

After the semester spent on WARNING status, students who do not obtain the minimum SAP standards become INELIGIBLE to receive federal or state financial aid. Students who are unable to meet SAP standards are encouraged to make an appointment with an Academic Advisor.

Students who have reached their Maximum Time Frame or graduate with an associate degree are not eligible to receive a WARNING status. They lose their eligibility for Title IV funds unless they file a successful appeal.

Students may regain eligibility for financial aid by meeting the minimum SAP standards. Students must successfully complete the number of credits needed to obtain those standards without the use of federal or state financial aid.

Satisfactory Academic Progress (SAP) Appeal

Students who become ineligible have the right to appeal for continued eligibility. Students must meet with an Academic Advisor to complete an Individual Academic Plan (IAP). The student must submit a complete Appeal Packet which includes an IAP, SAP Appeal Form, appeal letter, and supporting documentation to Financial Aid.

Students should clearly describe (1) the circumstances that occurred beyond their control that contributed to their failure to meet the minimum SAP standards and (2) what corrective action has been taken to prevent this from happening in the future.

Examples of situations considered beyond a person's control may include

- Serious illness or injury to a student that required extended recovery time
- 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

Before submitting the Appeal Packet, students should have a completed FAFSA on file. Students should also complete exit counseling at studentloans.gov if they have borrowed funds from the Federal Direct Student Loan program. In addition, students should also submit official academic transcripts from all colleges attended. Student copies are accepted in certain circumstances. Results of the transcripts or failure to provide transcripts, factors into the decision of the Financial Aid Appeal Committee.

The Financial Aid Committee generally reviews all completed Appeal Packets within 2-4 weeks of submission. Before a decision is finalized, students may need to meet with a Financial Aid Officer. The student is notified by email of the committee's decision. If an appeal is approved, the student regains their eligibility for federal and state aid. The student must meet the conditions of the IAP until he or she is able to meet SAP or if the student has an approved appeal for the Maximum Time Frame requirement, they must meet the terms of the IAP until they graduate.

Failure to meet the terms of the IAP results in the loss of eligibility for federal and state financial aid. Students may file subsequent appeals if there were different extenuating circumstances from the original appeal. If students are requesting an approval for a change of program of study, they must meet with an Academic Advisor, submit a revised IAP, Change of Program Appeal Form, and documentation to Financial Aid for approval.

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

If the appeal is denied but there are circumstances or documentation that was not considered in the original decision, the student may request a second review of the appeal. The request and any additional documentation must be submitted in writing to the Director of Financial Aid. The Financial Aid Committee reviews the request and notifies the student of the decision within ten business days. The committee's decision is considered final. The Financial Aid Committee consists of department representatives from advising, financial aid, admissions, compliance, and faculty. A minimum of three members is required for reviewing the request and reversing the denial.

Financial Aid Penalties for Drug Offenses

These penalties affect all enrolled students, whether using Financial Aid or not.

Mid is required to notify all students of the federal regulations and penalties for drug law violations while receiving Title IV funds under the Higher Education Act. Mid is required to provide a timely notice to each student who has lost eligibility for any grant or loan assistance as a result of said penalties. We advise students of the ways in which to regain eligibility. Penalties are only imposed when students are receiving Federal Title IV funds. Please take a moment to read and become familiar with this information. You may direct any questions or concerns to Financial Aid by email at finaid@midmich.edu or by phone at (989) 386-6664.

If a student receiving Title IV funding has been convicted of an offense involving the possession or sale of illegal drugs while enrolled, the student becomes ineligible to receive Title IV funds. If the offense occurred outside of an enrollment period, the student is still eligible to receive funding.

When completing the Federal Student Aid (FAFSA) Free Application, students self-certify and respond to questions regarding drug convictions. Should a conviction occur after a student has submitted the FAFSA, the student must notify Financial Aid immediately. A conviction denotes a conviction that is on a student's record. A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. A conviction that was reversed, set aside, or removed from the student's record is not relevant for these

purposes. In addition, it is not a determination or adjudication arising out of a juvenile proceeding. An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substance Act (CSA) (Title 21 of the United States Code section 802), and does not include alcohol or tobacco.

Penalties for Drug Offenses	
Possession of Illegal Drugs	**Penalty**
First Offense	Ineligible for one year after date conviction
Second Offense	Ineligible for two years after date of second conviction
Third Offense	Ineligible indefinitely after date of third conviction
Sale of Illegal Drugs	
First Offense	Ineligible for two years after date of conviction
Second Offense	Ineligible indefinitely after date of second conviction

In the event that a student is convicted of both, possessing and selling illegal drugs and the periods of ineligibility differ, it results in the longer period of ineligibility.

Students who become ineligible for financial aid due to a drug related conviction receive written notification from Financial Aid, via email to their Mid account. Information is also provided on ways in which eligibility can be regained.

A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Additional drug related convictions render a student ineligible again.

A student who successfully completes a drug rehabilitation program following their most recent drug conviction, regains eligibility on the date of rehabilitation program completion. A drug rehabilitation program is one that

- Includes at least two unannounced drug tests
- Has received or is qualified to receive funds directly or indirectly under a Federal, State or Local government program
- Is administered or recognized by a Federal, State, or Local government agency or court
- Has received or is qualified to receive payment directly or indirectly from a Federally or State licensed insurance company
- Is administered or recognized by a Federal or State licensed hospital, health clinic or medical doctor

For additional Student Right to Know information please visit midmich.edu/righttoknow

Returning Title IV Funding

Students who withdraw from all classes prior to completing more than 60% of a semester 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 has earned only 30% of any Title IV to which they were entitled. The school and/or the student must return the remaining 70%. Students considering withdrawing from all classes prior to completing 60% of the semester are strongly encouraged to contact Financial Aid to determine how withdrawing affects current and future financial aid.

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

- 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.
- A student's official withdrawal date is the date the student began the institution's withdrawal process as defined in Mid's College 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.

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.

- When the total amount of unearned aid is greater than the amount returned by Mid from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows
    - Unsubsidized Stafford Loan*
    - Subsidized Stafford Loan*
    - PLUS - Parent Loans to Undergraduate*
    - Federal Pell Grant
    - Federal SEOG

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

A notice of the refund calculation is sent to the student's Mid email following the withdrawal or after grades are submitted at the end of the semester. A copy of the calculation is available upon request.

- 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 Mid Business Office within fourteen days to avoid further action.
- 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.

If students do not receive all of the funds they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, students must notify Mid that they wish to receive the loan funds. Mid may automatically use all or a portion of the post-withdrawal disbursement including loan funds, if students accept them for current year tuition and fees. For all other school charges, Mid needs a student's permission to use the post-withdrawal disbursement funds.

Refunds and adjusted bills are sent via direct deposit or 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.

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

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

complete 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 mistudentaid@michigan.gov.

Tuition Incentive Program (TIP)

This high school completion program offers to pay for the first two years of college and beyond for eligible students identified be the State who graduate from high school or complete their GED before age 20. The TIP application must be completed by the student prior to the deadline of August 31 of the academic year in which the student graduates from high school or its recognized equivalent. TIP covers up to 24 credit hours of tuition and up to $250 in fees per year at Michigan Community Colleges and select Michigan universities. More information is available from high school counselors and by contacting Student Scholarships & Grants at 1-888-447-2687 or mistudentaid@michigan.gov.

Michigan Children of Veterans Tuition Grant

Dependent children of deceased or totally and permanently disabled veterans whose injuries were a result of military service may be eligible for VA Benefits. Children must be between the ages of 16 and 26 and be Michigan residents for 12 months prior to application. They must be enrolled at least half-time and the amount depends on enrollment status. Applications may be obtained online at michigan.gov/mistudentaid. Please contact Financial Aid if you have difficulty locating the application. Students that are covered under any of the veteran's programs must contact Financial Aid each semester.

Federal Financial Aid Programs

Carl D. Perkins Grant

This is a federal program designed to help students who are enrolled in a two-year state-approved program. 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, college 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 is given to those students who have the greatest unmet need and are closest to completing their degree. For additional information please contact (989) 386-6622 x259.

Federal Pell Grants

Students may apply for Pell Grants by filling out a FAFSA. Eligibility for Pell Grants is based on financial need as determined by the federal formula and is applied to all applicants. The maximum award for 2019-2020 is

$6,195. Award amounts are subject to change. The amount of the award is adjusted based on the student's actual enrollment status.

Federal College Work-Study Program (FCWS)

These work opportunities are awarded to students who meet Financial Aid Eligibility requirements. Job placement extends to most areas of the College. Every effort is made to refer students to positions compatible with their interests 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 Human Resources. Apply online at midmich.edu/jobs.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG is a federal grant awarded to students with the greatest financial need according to the federal formula. The grants vary from $100 to $1,600 per year for Mid students. Students must be Pell Grant eligible and meet all other conditions outlined in the Financial Aid Eligibility requirements to continue receiving the grant. The FSEOG is awarded by Financial Aid in accordance with federal guidelines.

William D. Ford Federal Direct Loan Program

This 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 disbursed 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 increases the amount of loan the student has 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 requirements and are enrolled at least half-time (6 credits). Students must complete all federal and school requirements such as completing Entrance Loan Counseling, a Master Promissory Note (MPN), and Mid's online Request a New Loan Form available at midmich.edu/loanrequest. If the loan is approved, the borrower receives a Disclosure Statement from the Department of Education listing the approved amount of the loan and the approximate date(s) the loan funds become available. Student's complete loan information can be found at the National Student Loan Data System website, nslds.ed.gov. Students need their FSA ID and password to view their complete loan information at NSLDS.

The Department of Education makes a financial commitment to the borrower by helping to finance the student's education. Borrowers are responsible for contacting their loan servicer immediately if they

- Withdraw, graduate or are enrolled less than halftime
- Change their name or address
- 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

- The minimum monthly payment must be $50. Under unusual circumstances the loan servicer may permit reduced payments.
- The standard repayment period is 10 years; however, there are other repayment options available for up to 25 years.
- 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 occurs if the borrower fails to make scheduled loan payments or 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

- Assign the student's loan to a collection agency
- File suit against the student to recover the amount owed, plus court costs and fees
- Garnish the student's wages or federal funds
- Withhold federal and state income tax refunds

A defaulted loan is immediately due and payable in full. Student's credit rating is adversely affected and may seriously jeopardize chances for qualifying for any future loans (auto, mortgage, etc.) Students who have defaulted on loans are not 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 is determined by completing a FAFSA. Parent Plus loan eligibility is contingent upon credit history. Parents may borrow up to the remaining need of the dependent student cost of

attendance minus other financial aid. PLUS loans are issued at a fixed interest rate and cannot exceed 7% and are subject to origination fees. 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

These 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 vets.gov. All students must complete the Mid Admissions Application and then contact the Mid Veterans Resource Representative. 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 but have to take at least 7 credits to receive the VA monthly housing stipend. Veterans who have attended other schools beyond high school must have an official transcript from their previous school(s) sent to Registration & Records for evaluation of possible transfer credit(s). Mid notifies the U.S. 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 who have previously received VA benefits at other institutions must complete the Change of Study/Program Form. Students that are covered under any of the veteran's programs must contact Financial Aid each semester to sign a certification form.

Grades

Grading System		
Grade	Significance	Points Per Semester Hour
A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
I	Incomplete	
Z	Deferred Grade	
AU	Audit	
W	Withdrawal	
CR/NC CR	C or Better	
NC	C- or Below	
CR	Transfer Credit, Advanced Credit, Articulation Credit, Credit for Prior Learning	

The Grade Point Average (GPA) is found by dividing the total points earned by the hours. Instructors may choose whether or not to use the +/- grading options for their students.

Incomplete Grades

In order to qualify for an incomplete contract the student must have completed at least 75% of the course work. It is at the discretion of the instructor to grant an incomplete grade (I).

Upon completion of the course requirements, the instructor changes the student's grade from an Incomplete (I) to the regular letter grade earned by the student in the course. Failure of the student to comply with these requirements by the due date results in an automatic change of the Incomplete (I) to a grade of Failure (F).

The following is the maximum timeline for completing an incomplete contract. If the incomplete is for the fall semester, all course requirements must be completed by the end of the next winter semester. An incomplete for winter semester, must be completed by the end of the next fall semester. An incomplete for the summer semester must be completed by the end of the next fall semester.

Credit/No Credit

A student may take courses on a credit/no credit basis by submitting a Credit/No Credit Request on a Drop/Add Form to Registration & Records during the official schedule adjustment period for a semester. The instructor is not notified when a course is taken credit/no credit and assigns the student a letter grade. The grade is converted to credit or no credit according to the following guidelines.

- The student earns credit (CR) for the course and credit toward graduation when a grade of C or better is assigned.
- No credit (NC) is recorded when the assigned grade is a C- or below.

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. The course appears on the student's permanent records with the CR or NC grade, but the grade has no effect on the grade point average.

Departments designate which of their courses may be taken on a credit/no credit basis. A department may offer certain courses exclusively on a credit/no credit basis after approval by the appropriate curricular authorities and once the course is labeled as such on MidWeb.

A maximum of 12 credit hours earned under the credit/no credit option may be applied toward a degree. Courses exclusively offered on this basis are not included in the 12 credit hour restriction.

Checking Grades

Grade reports can be obtained on MidWeb which can be accessed through midmich.edu. Grade reports are not released for students who have outstanding account balances or who have overdue books in the Library.

Changing Grades

Responsibility for resolving grade disputes is shared between the instructor, student, appropriate Academic Administrator, and Vice President of Academic Services.

Instructors determine 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 Dean. The Dean 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 reviews 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 informs the student that the grade issued stands unchanged. If the Vice President determines there is valid justification for the grievance, he/she calls the Grade Review Committee into session. This committee is composed of three faculty members, the Registrar or his/her representative, and the appropriate Dean. 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 deliberates 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 is notified in writing of the decision. This written decision provided to the student is the final decision 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.

Graduation

midmich.edu/graduation

Requirements

Graduation requirements for a certificate or associate degree are based on the regulations and requirements printed in the College Catalog in effect at the time of a student's initial registration. A College 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 needs to follow the College 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 is in place so that no student may graduate under the requirements of a College 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 College 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 place 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

- Apply for graduation prior to registration for your last semester. Winter degrees are awarded in May, Summer degrees are awarded in August, and Fall degrees are awarded in December.
- Regardless of which semester you plan to graduate in, students must apply for graduation by April 1 to be included in the commencement program that is printed for the early-May commencement ceremony.
- Earn a minimum of 15 credit hours at Mid for an Associate Degree and 6 credits for a Certificate or Training Credential.
- Complete the number of credit hours required for each degree. A minimum of 62 is required for an Associate Degree; minimums vary for Certificates and Training Credentials and 31 for a Certificate of Achievement.
- Maintain a 2.0 GPA or higher. Some programs require students to get minimum grades in many or all of their courses. Students are expected to be aware of program specific grade requirements.
- Courses numbered below 100 do not count toward graduation.
- For each additional Associate Degree, a student must take an additional 12 credits at Mid. For each additional Certificate or Training Credential, a student must take an additional 6 credits at Mid.
- If a student has taken classes from another college, the transcript must be received by Mid within six weeks after the scheduled gradation date in order to allow the student to graduate in said semester.

Mid reserves the right to make changes in academic programs, graduation requirements, or grading policy at any time.

Graduating with Honors

Graduation with honors or high honors is determined by the student's cumulative GPA at the end of the last semester prior to graduation.

A student must have a cumulative GPA of 3.500 through 3.899 to graduate with Honors and cumulative GPA of 3.900 through 4.000 to graduate with High Honors.

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

Help Desk

midmich.edu/helpdesk

The Help Desk is a part of Technology Services and provides support to students, faculty, and staff who are experiencing technical difficulties, building issues, or just have a question they do not know how to answer.

If you are experiencing any problems with technology, a classroom issue, need a key issued, or just need a question answered you can contact the Help Desk. Our staff includes trained Help Desk personnel as well as technical professionals. If we cannot answer submitted questions, we connect you to someone who can.

International Students

midmich.edu/international

Mid serves nearly 100 students from across the world each year as they pursue American college degrees. Mid values diverse classroom and learning experiences for all of our students. Students can participate in weekly conversation circles with international students, and a dedicated team is in place to assist international students.

Library

midmich.edu/lls

The Charles A. Amble Library provides services that are designed to meet the academic, general, and technical needs for students, faculty, and administration at Mid. In addition to serving the College's academic community, the library offers information services and programs to members of the community as well.

The Harrison Library contains a collection of informational material. All of the information that is housed in the library is cataloged under the Library of Congress Classification System. Other resource holdings include a collection of numerous periodicals and newspaper subscriptions, along with an audio and video collection that is approaching 2,000 titles.

Both library locations provide the most up to date technology and services including free wireless internet, laptops for both in-house and take-home use, viewing facilities for students who need to watch a DVD for course related purposes, and desktop computers for both student and community member use. The staff at both libraries can provide bibliographic instruction, library tours, and research tutorials for instructional purposes.

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.

Mid'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 throughout 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 Mid's ILL and online services are available for on or off-campus users. Off-campus access is restricted to library card holders.

MidAlert

midmich.edu/midalert

A concerted effort is conducted to keep the campus community informed and responsive. The College uses a notification system, MidAlert!, which allows the College to send notifications out to the campus community. There are two components to this system: (1) an emergency notification which allows members of the Core Crisis Team, Security Operations and Systems, or Campus Security to send out time sensitive information such as warning notices, emergency situations, inclement weather, and campus closures; (2) a second component sends notification of general campus information such as activities, notices, and announcements. Students currently enrolled at Mid are, by default, automatically enrolled to receive automated voice calls to the telephone numbers listed on file. Students, faculty, and staff need to enroll in order to receive notifications via text. To update preferences, receive MidAlert! general campus information, or to opt-out visit midmich.edu/midalert.

Mid Mentors

midmich.edu/mentors

Mid Mentors care about student success and about students as individuals. That's why Mid Mentors are committed to a personalized approach that provides students with an ally and advocate from application through graduation. As soon as students have applied for admissions at Mid, they are connected with a Mid Mentor. Mid Mentors can assist students with everything from financial aid to registering for classes.

Moodle

moodle.midmich.edu

Moodle is the learning management system Mid uses to deliver online courses, and to supplement face-to-face instruction. Students are able to easily navigate through course work, contact instructors, and interact with other students in Moodle.

Parking

Parking is currently free at Mid and a permit is not required.

Phi Theta Kappa

midmich.edu/ptk

The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

Phi Theta Kappa is the international honor society of two-year colleges. 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 across the United States.

Membership is primarily based upon academic achievement. Invitations to membership are extended twice a year to Mid students who have completed at least twelve credit hours and have a GPA of 3.5 or better.

Mid launched a PTK chapter in 1989—one of nearly 1300 PTK chapters worldwide. Over the past 28 years, Mid's chapter has grown and obtained the highest level of achievement - a 5 Star Chapter. Through chapter and individual projects, members have succeeded in serving the College and surrounding communities.

Portal

portal.midmich.edu

The Portal provides access to the Help Desk, Mid email, MidWeb, Moodle, and more through single-sign-on verification. This is the place to start if unsure where to find something.

Referral Management System (RMS)

The RMS is a tool used by instructors to identify students who do something exceptional and students who may need support to succeed. Students identified in the RMS system are contacted by the appropriate team who can offer assistance.

Registration & Records

midmich.edu/enrollment

Registration & Records maintains student records and assists students in registering for, dropping, adding, and withdrawing from courses.

Advanced Placement

College course credit is granted to students who participate in Advanced Placement (AP) and pass AP 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 Mid faculty transfer in as Mid credit. AP exam scores should be sent directly to Registration & Records. AP exams measure the college level learning experience that takes place in a high school AP course, honors class, an intensive regular course, or an independent study. Grade comparability studies in various AP subject examinations have compared to college student's performance in similar courses. A recording fee may be charged at the time of transferring the Advanced Placement credit, contact Registration & Records for more information on applicable fees.

Articulation

Articulation is a term used to describe the transition process of a student from one educational institution to another, or from one level of education to the next with minimum duplication of coursework. High school

students successfully completing career/technical training may receive college credit through articulation. For more information contact Registration & Records.

Changing Your Program of Study

At the time of application, students are required to declare a program of study and are given an Academic Pathway to follow, which outlines all courses required for completion of the degree or certificate. If a student decides to change their program of study, Registration & Records must be notified and a new Academic Pathway should be used to assure that the student completes the necessary courses required for the new program.

Credit for Prior Learning

midmich.edu/cfpl

Students possessing education experiences or skills gained through non-traditional sources such as work experience, may request such experiences be evaluated for credit. Students may obtain a Non-Traditional Credit Application from Registration & Records. The completed application should be returned to Registration & Records with any and all supporting documentation for evaluation. If credit is granted, a $20 per credit hour fee is 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 or universities.

Credit by Examination

A registered student who has had experience or background comparable to a course offered at Mid Michigan College may wish to receive credit for the course through the Credit by Examination process. Credit by Examination should be requested through Library & Learning Services to complete the Credit by Examination permission form. It is recommended to see an Academic Advisor to determine if the Credit by Examination process is an option for the program of study selected by the student.

The student then pays 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. Library & Learning Services makes the necessary arrangements for the examination. Students receive credit upon successful completion of the exam, not a grade for the course the examination is replacing. Students should be aware that Mid Credit by Examination is unlikely to transfer to another college or university.

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 from the College Board to Registration & Records for evaluation.

At Mid, the minimum scores for CLEP subject examinations are determined by the department authorizing credit for the subject. See Registration & Records for a detailed list of CLEP subject exams accepted for credit, as well as their critical cut scores.

To be eligible for CLEP credit, a student must have been granted admission to Mid 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. Students receive credit upon successful completion of the exam, not a grade for the course the examination is replacing. Mid currently does not proctor CLEP examinations. Visit collegeboard.org 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 at acenet.edu. Mid follows the American Council on Education's recommendations for evaluating credits. In addition, Mid grants veterans two physical education elective credits (PED XXX). Veterans planning to transfer from Mid should be aware that other colleges or universities may not accept the credit for military training awarded by Mid.

Developmental Education

Developmental courses prepare students for college-level course work. Students who are required to take a developmental course must earn a passing grade before enrolling in a credit bearing course.

Honors Courses

Students may apply to take a course with an honors option. The student is required to meet with the instructor one additional hour per week in addition to the regularly scheduled course. The student and the instructor develop an extra project collaboratively. Such options are marked "Honors" on the student's transcript. Only a minimum number of honors options are permitted each year. Students interested in this option should contact the instructor, Dean, and must apply and be approved prior to the beginning of the semester during which the honors option course is taken.

Honors Recognition

Each semester students who achieved academic excellence are recognized for their hard work and dedication.

President's List recognition is awarded to a student who has earned a letter grade in 12 or more college-level credit hours and earned a 4.0 grade point average for that semester.

Dean's List is for a student who has earned a letter grade in 12 or more college-level credit hours and earned a 3.5 - 3.999 grade point average for that semester.

Scholars List is for a student who has earned a letter grade in 6 or more but fewer than 12 college-level credit hours with a 3.5 or higher grade point average for that semester.

President's, Dean's and Scholars Lists are calculated at the end of the fall and winter semesters. A notation of these awards is posted on the student's transcript for each eligible semester.

How Many Credits?

Credit hours represent the time invested in a course. For each credit hour awarded, Mid requires 800 minutes of instruction, or its equivalent, to be delivered to the student. In addition to this instructional time, there are two hours of out-of-class work each week for fifteen weeks, or its equivalent that students should invest in their courses. Online courses are awarded the same credit hours as on-campus courses provided that the same learning outcomes are expected in both formats. Credit hours for labs, clinicals, internships, co-ops, and other similar offerings are awarded on a ratio of contact hours to credit hours ranging from 2:1 to 5:1, depending on how independently the student is working.

Twelve or more credit hours is considered full-time, 9-11 credit hours is considered three-quarter-time, and 6-8 credit hours is considered half-time. 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.

Mid encourages students to complete 30 credit hours each academic year. Taking 15 credits a semester (or 30 per academic year) dramatically increases students' chances of reaching graduation. Students committing to their education at this level often earn higher grade point averages, and save on their education by completing academic programs more quickly and beginning their careers sooner.

A student may not elect more than 18 credit hours per semester without special permission from the Vice President of Student Services and the Registrar. Students wishing to enroll in more than 20 credit hours per semester must receive special permission from the Vice President of Academic Affairs.

How to Register

Students who are attempting or have completed at least 12 credit hours and have no holds on their account may register in person or online via MidWeb. All other students must see an Academic Advisor to register for courses.

Add Courses

Students may add courses to their schedule during the schedule adjustment period by completing the Drop/Add Form obtained from Registration & Records or by utilizing the MidWeb system if they are eligible to do so.

Audit Courses

A course in which a student enrolls for no grade and no credit is regarded as an Audit. Students 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.

Drop Courses

Students may drop courses from their schedule by completing the Drop/Add Form obtained from Registration & Records or by utilizing the MidWeb system if eligible to do so. Refund of tuition is based on the Tuition Refund Policy. Courses from which students withdraw after the schedule adjustment period are assigned a grade of "W" with no grade point average penalty. Students are not allowed to withdraw from courses after the posted last day to withdraw date.

Independent Study Courses

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 Dean.

LUCES Academy Courses

LUCES Academy (Learning & Understanding Content to Empower Success), courses are ideal for international students and students who do not speak English as their first language. LUCES Academy courses begin one week after the first day of classes, and connect language with content for increased retention of knowledge.

Repeating Courses

When a course is repeated for the purpose of improving a grade, the lower grade with its credit hours and points are removed from the existing grade point average (GPA); the higher grade with its credit hours and honor points are 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 does not remove the Mid equivalent from the Mid transcript.

In an effort to avoid potential same course re-enrollment abuse, the following conditions apply

- Regardless of grade(s) earned in a course(s) previously, a student is allowed to re-enroll for the 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.
- Regardless of grade(s) earned in course(s) previously, a student is allowed to re-enroll for a course for a third time but must complete a Same Course Enrollment Form in consultation with an Academic Advisor prior to registering.
- 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 Vice President of Student 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.

Substituting Courses

Students are expected to take the required courses for 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 Registration & Records. This form should be completed by the student in consultation with an Academic Advisor, or with a faculty member from the program that would be accepting the substituted course. A clear rationale for the substitution must be provided. This substitution must then be approved by the Dean and by the Registrar. If any of the three disapproves the action, the student must 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 their intended destination institution for specific course requirements.

Withdrawing

Students who withdraw totally from the College must initiate formal withdrawal procedures with Registration & Records to avoid the posting of failing grades for all courses not completed. Students who receive Title IV Federal Student Aid Funds and withdraw completely prior to completing 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.

Mid can withdraw a student who has never attended any classes, or has quit attending classes during a semester. Institutional considerations, including reporting requirements, guide the utilization of this policy. If a student feels they have been identified in error, they may contact Registration & Records.

Safe Zone Ally Training

Safe Zone trainings are opportunities to learn about LGBTQIA+ identities, gender and sexuality, and examine prejudice, assumptions, and privilege. The goal of this training is to provide a welcoming environment for lesbian, gay, bisexual, transgender, or questioning persons by establishing an identifiable network of supportive persons who can be a resource for our campus community. For more information, contact Amy Goethe at (989) 386-6622 x256 or agoethe@midmich.edu.

Safety & Security

midmich.edu/safety

Crime Prevention & the Annual Security Report

As an institution of education, Mid Michigan College has a responsibility to provide a learning environment that consistently provides safe and healthy surroundings for its students, faculty, staff, and visitors. Our primary attention is to maintain an equitable, secure and safe College environment. As such, we expect all members of the College community to identify and report potential safety concerns. An important part of this process is through education on the guidelines for safety concerns, reporting processes, potential hazards, available resources, and crime statistic disclosures that are reported to Campus Security/Law Enforcement, Campus Security Authorities, and local law enforcement agencies. This information and Mid's crime statistics are available annually by October 1, through the publication and dissemination of the Annual Security Report. Publication of the Annual Security Report is effected in accordance with federal law, specifically the Student Right to Know and Campus Security Act of 1990 (remanded the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act).

A copy of Mid Michigan College's most recent Annual Security Report is available on the web at midmich.edu/securityreport. A paper copy may be freely obtained by contacting Security Operations & Systems at (989) 386-6638 or sos@midmich.edu.

Campus Security & Law Enforcement

Primary security responsibilities at Mid are coordinated through Security Operations & Systems with assistance from Campus Security and the Campus Safety and Security Committee. Day-to-day security is provided through Law Enforcement and contract security. These Security Officers maintain a presence on both the Harrison and Mt. Pleasant Campuses. Security coverage is provided from 7:00 AM to 10:00 PM Monday through Thursday and from 7am to 4:30pm on Friday. Summer hours may vary but are maintained for the duration of daily class times and while Mid's buildings are open to students, staff, and visitors. Security Coverage is also available for all on-campus events and activities when buildings are open and accessible to the campus community or when events occur outside normal operational hours. A copy of the College's Campus Security patrol locations can be found at midmich.edu/clerygeography.

Mid Michigan College's Law Enforcement Liaison Officers have powers to arrest; contract Security Officers do not. Both hold the responsibility of keeping the campus community safe and upholding Campus Safety and Security Policies, the Campus Sexual Misconduct and Harassment Policy, the Code of Conduct, as well as other Mid policies. The College abides by all Local, State, and Federal laws. Should violations occur, prosecution of all serious crimes is referred to the appropriate court venue and may also be addressed under the Code of Conduct or the College Disciplinary Procedure. Students are expected to adhere to the laws governing the community, as well as the College's rules and regulations governing conduct as set forth in this College Catalog and other policy manuals. All rules and regulations apply to all Mid Michigan College locations and at all College-sponsored events and activities.

Mid Michigan College makes timely reports to the campus community when crimes are considered to pose an ongoing threat. To learn more about Mid's Timely Warning and Emergency Notification processes visit midmich.edu/campus-life/safety-security.

Incident Reporting

If you or someone else are in the midst of any kind of emergency, immediate harm or threat of harm, please contact 9-1-1. Reports of any act (criminal or otherwise) which threaten a person, damage property or result in harmful implications can be made in person to Campus Security or to Security Operations & Systems as follows:

Campus Security

Harrison Campus	(989) 339-4204	Room 124/E-208
Mt. Pleasant Campus	(989) 339-7323	CSS 146

Security Operations and Systems

Associate VP of Security Operations and Systems, Chief Title IX Coordinator

Kim Barnes	(989) 773-6622 x236	Mt. Pleasant Campus, Doan 105

Director of Security Operations and Systems, Deputy Title IX Coordinator/Clery Compliance Officer

Martricia Farrell	(989) 386-6622 x394	Harrison Campus, Room 128

Coordinator of Security Operations and Systems

Becky Knickmeier	(989) 386-6638	Harrison Campus, Room 127

Online Reporting System

Maxient	midmich.edu/incidentreport	Click on "Student Concern Report"

Scholarships

midmich.edu/scholarships

Students can complete one online scholarship application to be considered for all of Mid's scholarships. The online application is available from October 1 through March 31 for the upcoming academic year. Availability of scholarships is subject to change based upon the availability of funds. Check the Financial Aid web page for more information at midmich.edu/finaid.

Student Employment

midmich.edu/jobs

Part-Time Opportunities

Students who are not Work Study eligible, can still apply to be student workers. Many departments on campus have funds available to support their areas of work with student employees. Students can view and apply for current available student employment positions online at midmich.edu/jobs.

Work-Study Opportunities

Students are eligible to be hired via the Federal Work Study Program. Work Study is a part of a student's federal financial aid package. A student's eligibility is determined via their FAFSA submission. Students interested in this route should be sure to answer YES to the question on their FAFSA about wanting to be considered for Work Study. Students who are eligible for the Federal Work Study Program can view and apply for current available positions online at midmich.edu/jobs.

Student ID

midmich.edu/id

Student ID cards are issued to students who are registered for any Mid course. The original ID card is free and replacement cards are available for $5 at either Mid library.

Student Wellness

midmich.edu/incidentreport

midmich.edu/support-for-success

Mid is concerned about the health, safety, and success of each student, and recognizes that students face adverse situations throughout their time at Mid. Student Wellness connects students to resources on campus and in the community that can help them cope with difficult circumstances. Mid offers limited counseling services to students who are at risk and are referred to Student Wellness. Students may seek help themselves by completing a request at midmich.edu/incidentreport. Students may also be referred to Student Wellness by members of the campus community. For a comprehensive list, visit 211michigan.org. Student Wellness Coordinator, Amy Goethe, can be contacted at (989) 386-6622 x256 or agoethe@midmich.edu.

Study Abroad

midmich.edu/studyabroad

Mid offers study abroad educational experiences to enrich and expand learning opportunities. Students have enjoyed traveling the world with Mid for nearly 10 years. From Nicaragua to the Dominican Republic and even Europe, Mid puts the world at your fingertips. Plus, many trips give back to the communities they visit through service learning activities.

Technology

midmich.edu/technology

The Information Technology Department provides students, faculty, and staff with support and sources related to the technology tools Mid available. If support is needed contact helpdesk@midmich.edu or call 411.

Testing Centers

midmich.edu/testing

Mid's testing centers offer test proctoring for online courses, make-up exams, credit by examination, and placement testing. Students should schedule an appointment to take a test. To schedule an appointment for testing, students should call the campus they prefer to use. The Testing Centers are located in the Library on the Harrison Campus and CLAB Room 168 on the Mt. Pleasant Campus.

Harrison (989) 386-6677 | Mt. Pleasant (989) 773-6622 x287

Transcripts

midmich.edu/transcripts

Request Mid transcripts by going to midmich.edu/transcripts. Students can request a digital PDF of a transcript for a fee through the National Student Clearinghouse. Digital transcripts can be sent to any destination email address. Students may also request printed transcripts for no fee; these transcripts will be mailed via USPS. Students may also obtain a printed transcript for no fee at the Harrison Campus or the Mt. Pleasant Campus upon presentation of valid photo ID.

Mid Michigan College
Registration & Records
1375 S. Clare Ave.
Harrison, MI 48625

Transfer

midmich.edu/transfer

Students are able to transfer to Mid or from Mid to other colleges and universities. Mid accepts most course work completed with a C or better from an accredited institution and our Transfer Degrees make transitioning into public or private four-year colleges and universities easy. Transferring is a convenient and economical option for many students. Our Academic Advisors consider what students have already completed and what courses they should take at Mid to achieve their goals.

MACRAO

Beginning with the 2014 fall semester, the MACRAO agreement was replaced by the Michigan Transfer Agreement. Students who have begun collegiate level coursework prior to the 2014 fall semester have until the beginning of the 2019 fall semester to complete the requirements for the MACRAO endorsement. Students who begin coursework in the 2014 fall semester are expected to pursue the Michigan Transfer Agreement (MTA).

The College participates in the Michigan Association of Collegiate Registrars and Admissions Officers Agreement (MACRAO), which allows students completing the MACRAO requirements to transfer into 4-year colleges and universities that also participate. Some schools have additional qualifications to the MACRAO agreement. Transfer students are advised to check with their destination college or university for specific course questions.

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

- ENG 111 and ENG 222
- Eight hours of science and mathematics (Group II) electives in more than one discipline, with one course being a laboratory science
- Eight hours of social sciences (Group III) electives in more than one discipline
- Eight hours of humanities and fine arts (Group IV) electives in more than one discipline
- At Least 12 credit hours must be taken at Mid

Mid automatically verifies MACRAO requirements and posts a MACRAO training credential to the transcript if applicable, whenever a student completes a Graduation Application or Transcript Request Form.

Michigan Transfer Agreement (MTA)

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires the 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 is marked MTA Satisfied. Participating four-year colleges and universities accept the transcript notation as completion of the 30 credits towards general education requirements. 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 that is applicable. The following are Mid's Designated MTA courses by MTA area. Each course must be completed with a minimum grade of C.

- English Composition: ENG 111
- Communication: Either ENG 222, COM 101, or COM 257
- Mathematics: Either MAT 114, 107, 114, 124, 126, 212, 217, 218, 225, 226, 230
- Natural Science: Two of the following, each from a different subject area. BIO 100, 101, 103, 111, 112, 131, 138, 141, 142, 201, 203, 210; CHM 105, 106, 111, 112, 245, 246, 255, 256; GEL 101, 112; PHY 101, 105, 106, 211, 212; PSC 101, 102; SCI 200. At least one course must be a laboratory science.
- Social Science: Two of the following, each from a different subject area. ANT 170; ECO 110, 201, 202; HES 100; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 230, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200
- Humanities: Two of the following, each from a different subject area. ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275. Only one Language course may be applied.

Transfer Credit to Mid

Mid accepts transfer credit from other accredited institutions. An evaluation is only done from an official transcript. An official transcript bears the appropriate signatures and seals and is sent directly to Mid from the issuing institution. Transcripts not sent directly from an issuing institution are considered unofficial and are not evaluated. Credits are transferred for courses with a minimum grade of C or better. Grades from transfer courses are not calculated into the Mid Michigan College cumulative grade point average. Transfer credits are shown on the student's academic record. A minimum of one-half of the student's credits toward a program must be taken at Mid to be eligible to graduate from Mid with honors.

Students who transfer to Mid after completing a degree at

- An accredited two-year institution are exempt from 100 Level General Education requirements with the exception of math. 200 Level requirements are determined in the transcript evaluation process.
- An accredited four-year institution are exempt from both the 100 and 200 Level General Education requirements.

Transcript evaluation generally takes four to six weeks after the transcript is received by the Registrar. Students planning to transfer to Mid should have transcripts from other institutions sent to the College well in advance of their planned start date.

Tuition & Fees

midmich.edu/tuition

Tuition rates are subject to change without notice by action of the Board of Trustees. Rates are applied per contact hour. Contact hours are computed by totaling lecture hours + lab hours. For example, BIO.101 is a 4 credit course with 3 lecture hours + 2 lab hours equaling 5 contact hours. There is a cap of 15 contact hours per course.

Tuition Rates	
Student Residency Classification	**Tuition Rate**
In-District & Dual Enrollees	$129
Out-District	$217
International	$378

Nursing, Radiography, Medical Assistant, and Physical Therapist Assistant courses are assessed an additional $20 per contact hour over the tuition rates listed above.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Mid, regardless of his/her formal state of residence, are granted in-state tuition rates. Once a student qualifies for in-state tuition, that status continues while the student stays enrolled in the same degree program at Mid. The in-state tuition rate remains 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

- They are a dependent students, as defined by IRS 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.
- They reside within the College district at the time of registration and are a United States citizen or permanent resident.
- 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.
- 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.
- Military personnel whose Home of Record or Legal Residence is within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison.
- The students are enrolled under the provisions of Act 245, Public Acts of 1935, as amended by Act 371, Public Acts of 1965 (students receiving benefits under the Michigan Veterans' Trust Fund).

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 are mailed to the student's address that is on record in Mid's system using the POSTMASTER DO NOT FORWARD label. If a postcard is returned to Mid because the mail is undeliverable, future registrations are billed at the out-district rate until the student can confirm in-district residency.

Fees

- *Assessment Fees* Anyone who is not a registered Mid student is charged an Assessment Fee when making use of services provided by Library & Learning Services (LLS).
- *Course Fees* are charged for selected courses to defray the cost of special equipment or materials.
- *Enrollment Fee* A fee is required each semester a student enrolls, with the amount based upon date of initial enrollment. The fee is $50 during the designated Early Registration period, and $100 during Late Registration.
- *Facilities Fee* A $10 per contact hour fee is assessed on all courses offered on the Harrison or Mt. Pleasant campuses.
- *Student Activities Fee* A $60 fee is assessed each semester to all students enrolling in 3 or more contact hours.
- *Technology Fee* A $15 per contact hour fee is assessed to all students.

Fees are subject to change without notice by action of the Board of Trustees.

Veteran Resources

midmich.edu/veterans

Mid is dedicated to supporting veterans and their dependents. Our veteran service representative works directly with military-connected students to navigate Mid and VA processes and forms required for federal and state education benefits.

Mid's Veteran Resource Center provides recreational space for student-veterans to study and interact with one another, and features computers with CAC card readers, DAV (Disabled American Veterans) representative sessions for assistance with disability claims, and resource materials and information specific to military-connected students and their family members.

Voter Registration

midmich.edu/student-resources

Voter registration information can be found at midmich.edu/student-resources, which includes a link to the Michigan Secretary of State website. Voter registration applications can also be obtained on the Harrison and Mt. Pleasant Campuses.

Academic Affairs

midmich.edu/academics

Programs of Study

Programs of Study focus on specific skill sets that connect to industry standards in different career fields. Programs of Study are constructed to enable students to progress through levels of courses, building skills throughout the process, and upon achieving the learning outcomes and credit requirements associated with Program of Study to earn a degree or credential.

The listed programs of study and course descriptions represent what is generally available. New programs of study and courses are continuously being developed, course offerings often adjust based on instructor availability, and at times certain programs of study or courses may cease to be offered. For complete details visit MidWeb.

Program Application Deadlines		
Program	**Application Deadline**	**Campus**
Medical Assistant	May 1	Harrison & Mt. Pleasant
Magnetic Resonance Imaging (MRI)	February 1	Online
Nursing	Fall – March 9 Winter – Last Friday in August	Fall – Harrison Winter – Mt. Pleasant
Pharmacy Technician	July 1	Mt. Pleasant
Physical Therapist Assistant (PTA)	March 1	Mt. Pleasant
Radiography (X-Ray)	March 1	Harrison

Guided Pathways

midmich.edu/pathways

Guided Pathways offer students an easy-to-follow sequence of courses that correspond directly to a specific degree or credential within a Program of Study. Areas of Interest group Programs of Study and their related Guided Pathways into categories connected by similar interests or skills. Mid's Guided Pathways are organized into the following Areas of Interest: Arts & Communications, Business & Technology, Health Sciences, Human Services, Math & Science, and Skilled Trades.

Industry-Recognized Certifications

midmich.edu/certifications

To help alert and inform employers about skills Mid students have mastered, the College has partnered with organizations representing a wide-range of career-fields to award industry-recognized skill certifications. As part of this effort, Mid is affiliated with NC3, the National Coalition of Certification Centers, a nationwide network of education/training providers and corporations that develops, implements, and sustains industry-recognized certifications built on national skills standards. Through Mid's affiliation with NC3, the College is able to broaden the number of industry certifications students can earn.

Degrees and Credentials

The degrees and credentials offered at Mid are relevant to today's workforce needs, and students can ladder their learning from one achievement to the next. Students may begin with a Short-Term Training to gain an understanding of the career field, and then extend their skills to a Training Credential. Many students then continue their education to attain Certificate or Associate Degree credentials. With many Mid courses able to

transfer to four-year colleges and universities, students are able to continue studying and earn Bachelor Degrees and beyond.

Course Distribution Groups

Courses that apply toward associate degrees or certificates are arranged into Distribution Groups.

- Communication Skills
  - English 104, 110, 111, 222, 225, Journalism, Communication
- Science & Mathematics
  - Mathematics, Biology, Chemistry, Physical Science, Physics, Science, Computer Information Systems 110, 111, 151, 175, 176
- Social Science
  - Anthropology, Economics, Human Environmental Studies, Political Science, Psychology, Social Science, Social Work, Sociology, History 211, 212, 223, 251, 252, MID 103
- Humanities & Fine Arts
  - Art, Music, Theatre, English 112, 201, 202, 205, 206, 211, 212, 213, 281, 289, German, History 101, 102, Humanities, Japanese, MUS 275, Philosophy, Religion, Spanish, TAI 275, Excludes MUS 275 and TAI 275
- Applied Arts & Sciences
  - Accounting, Administrative Assistant Professional, Advanced Integrated Manufacturing, Allied Health, Automotive Service, Business, Computer Information Systems, Computer Tomography, Criminal Justice, Drafting, Early Childhood Education, Facilities/Heating/Refrigeration/Air Conditioning, Magnetic Resonance Imaging, Neurodiagnostic (EEG) Technologist, Nursing, Pharmacy Technician, Physical Therapist Assistant, Plastics Engineering Technology, Radiography, Welding
  - Health & Physical Education
    - Health, Physical Education
- Education
  - Elementary Education, Secondary Education
- Personal Development
  - MID Courses

General Education Requirements

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

General Education Requirements for Associate in Applied Sciences & Associate in Nursing Degrees

- Level I CIS 100, ENG 111, MAT as specified by the degree or credential, and either SPE 101 or 257
- Level II HUM 200 (or HUM 253), SCI 200, and SSC 200 or their respective equivalents
- SCI 200 or 7 credit hours from the Science Distribution Group with coursework from two different course designators, one class with a lab is required
- SSC 200 or 6 credit hours in two disciplines from the Social Sciences Distribution Group
- HUM 200 (or HUM 253) or 6 credit hours in two disciplines from the Humanities Distribution Group

Assessment of student academic achievement is an institutional requirement and may be required in General Education courses. Students who transfer to Mid after completing a degree at an accredited institution are given the following exemptions:

- Students transferring to Mid with a two-year degree from an accredited institution are exempt from 100 Level General Education Requirements with the exception of math. Exemption from 200 Level General Education Requirements is determined in the transcript evaluation process.
- Students transferring to Mid with a four-year degree from an accredited institution are exempt from both the 100 and 200 Level General Education Requirements.

General Education Requirements 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 General Education goals with Michigan Transfer Agreement requirements.

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

The MTA Designated List are compiled based on transferability and suitability, and are reviewed and updated on a regular basis.

- English Composition: ENG 111
- Communication: ENG 222, COM 101, COM 257
- Mathematics: Either MAT 114, MAT 212, or one of the following MAT 107, 124, 126, 212, 225, 226, 230
- Natural Science: Two of the following, each from a different subject area. BIO 100, 101, 103, 111, 112, 131, 138, 141, 142, 201, 203, 210; CHM 105, 106, 111, 112, 245, 246, 255, 256; GEL 101, 112; PHY 101, 105, 106, 211, 212; PSC 101, 102; SCI 200. At least one course must be a laboratory science.
- Social Science: Two of the following, each from a different subject area. ANT 170; ECO 110, 201, 202; HES 100; HIS 211, 212, 223; POL 201, 250; PSY 101, 103, 205, 212, 230, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200
- Humanities: Two of the following, each from a different subject area. ENG 112, 201, 202, 205, 206, 213, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275. Only one Language course may be applied.

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, are also eligible for application towards an MTA Endorsement from Mid.

Curriculum Changes

General Education Requirements

- For Associate in Applied Science Degrees and for Associate in Nursing Degrees: Substitution requirements for SSC 200 and HUM 200/253 change from three courses in each respective Distribution Group to two courses each (six credits from two different disciplines).
- For all programs: Most Communications courses that carried the SPE designator will now carry COM as a designator (American Sign Language courses will carry ASL as a subject designator).

New Programs of Study

- Associate in Arts Degree: Enhanced Business Studies Transfer
- Associate in Applied Science Degree: Advanced Integrated Manufacturing - Automation
- Associate in Applied Science Degree: Computer Information Systems - IT Infrastructure and Cybersecurity
- Associate in Applied Science Degree: Neurodiagnostic (EEG) Technologist
- Certificate: Advanced Integrated Manufacturing Pre-Apprentice
- Training Credential: Advanced Integrated Manufacturing – Automation

Revised Programs of Study

- Associate in Applied Science Degree: Advanced Integrated Manufacturing
    - Now requires the completion of one of the following concentrations: Automation, Machine Tool Operations, Management, Plastics, or Welding
- Associate in Applied Science Degree: Automotive Technology
    - Program name changed to Associate in Applied Science Degree: Automotive & Diesel Service
    - Required credit hour total reduced from 69 to 67.5
- Associate in Applied Science Degree: Business
    - BUS 289 removed from program requirements
- Associate in Applied Science Degree: Computer Information Systems
    - Concentrations removed
    - Program name changed to Associate in Applied Science Degree: Computer Information Systems - Software Development
- Associate in Arts: Criminal Justice Law Enforcement Transfer, Associate in Applied Science: Criminal Justice - Corrections, Associate in Applied Science: Criminal Justice – Law Enforcement Pre-Service
    - CJS 207 Communications in Criminal Justice added as a requirement
- Associate in Applied Science Criminal Justice Law Enforcement Pre-Service
    - Credits awarded for CJS 215 Police Academy reduced to 16 from 21
- Associate in Applied Science Degree: Heating/Refrigeration/Air Conditioning
    - Program name changed to Associate in Applied Science Degree: Facilities/Heating/Refrigeration/Air Conditioning
    - Added HRA 191 and HRA 226 to program requirements
    - Removed HRA 223 and HRA 225 from program requirements
- Associate in Applied Science Degree: Magnetic Resonance Imaging
    - All non-MRI coursework must now be completed prior to registration for MRI coursework
- Associate in Applied Science Degree: Radiography
    - Removed RAD 230 program requirements

- Certificate of Achievement: Auto Service Mechanic
    - Credential and name changed to Training Credential: Automotive and Diesel Service
- Certificate of Achievement: Early Childhood Education
    - PSY 101 requirement changed to HES 100
- Training Credential: Heating and Electricity Specialist
    - Name changed to Training Credential: Facilities, Heating, and Electricity Specialist

Discontinued Programs of Study

- Certificate of Achievement: Advanced Integrated Manufacturing
- Certificate of Achievement: Automotive Technology 2-Year Certificate
- Certificate of Achievement: Machine Tool Operation
- Training Credential: Advanced Integrated Manufacturing

New Courses

- AIM 101X Machine Shop Practices I
- AIM 101Y Machine Shop Practices I
- AIM 102X Basic Machine Shop Practices II
- AIM 102Y Basic Machine Shop Practices II
- AIM 103 Fundamentals of Industrial Robotics
- AIM 104 Blueprint Reading for Trades
- AIM 106 Intro to Metrology
- AIM 107 Introduction to Electricity
- AIM 150 Robotic Programming and Material Handling
- AIM 200 Robotic Vision/Sensors
- AMS 101 Automotive Service Introduction
- AMS 240 Automotive Diesel Performance and Diagnostics
- BIO 103 Concepts of Genetics and Biotechnology
- BUS 213 Business Law and Ethics
- CHM 225 Survey of Organic Biological Chemistry
- CIS 140 IT Fundamentals
- CIS 150 Ethics in Information Technology
- CIS 215 Cybersecurity Operations
- CIS 250 Help Desk Fundamentals
- CIS 255 Linux Fundamentals
- CIS 265 Ethical Hacking
- CJS 207 Communications in Criminal Justice
- EEG 100 Neuroanatomy and Physiology
- EEG 101 Introduction to Neurodiagnostic Procedures
- EEG 102 EEG Application
- EEG 120 EEG Pre-Clinical Preparation
- EEG 130 Principles of EEG
- EEG 131 Principles of Electricity and Electrical Safety
- EEG 132 EEG Instrumentation I
- EEG 200 EEG Procedures and Pathology I
- EEG 201 EEG Instrumentation 2

- EEG 202 EEG Quality Control
- EEG 220 EEG Clinical Practice I
- EEG 221 EEG Clinical Practice 2
- EEG 230 EEG Procedures and Pathology 2
- EEG 231 EEG Procedures and Pathology 3
- EEG 232 EEG Procedures and Pathology 4
- HRA 191 Introduction to Facilities Plumbing Maintenance
- HRA 226 Residential HVAC Load and Distribution Determination
- SWK 200 Introduction to Social Work
- A/B courses in Applied Science areas -- The "A" and "B" versions of these courses are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.
    - This was established for the following courses: ALH 230; AMS 104, 110, 116, 124, 125, 126, 205, 206, 214, 222; AAP 120, 140, 142; CIS 100, 110, 125, 130, 131, 135, 155, 170, 175, 185, 190, 195, 221, 231, 260, 275, 285; DRF 101, 120, 210, 211, 220, 280; HED 289; and WLD 225, 245.

Revised Courses

AIM 100	Industrial Safety	Credits Changed
AIM 101/IND 101	Basic Machine Shop Practices	Course name changed from IND to AIM
AIM 102/IND 102	Machine Shop Practices II	Course name changed from IND to AIM
AIM 110	Manufacturing Production Processes	Removed AIM 100 as a prerequisite
AIM 113/IND 113	Introduction to CNC Programming	Course name changed from IND to AIM
AIM 116/IND 116	CNC Programming	Course name changed from IND to AIM
AIM 140/IND 140	Metallurgy and Industrial Materials	Course name changed from IND to AIM
AMS 104	Basic Automotive Electricity	Changed to lab hours/contact hours
AMS 110	Engine Fundamentals and Overhaul	Course description changed
AMS 116	Electrical Systems 1	Changed to contact hours, description
AMS 124	Auto Heating & Air Conditioning	Changed to credit hours, description
AMS 125	Engine Performance I	Changed to contact hours, description
AMS 126	Engine Performance II	Changed to lab hours, description
AMS 205	Steering and Suspension Systems	Changed to credit hours, description
AMS 206	Brakes	Changed to credit hours, description
AMS 214	Automatic Transmissions	Changed to credit hours, description
ART 130	Introduction to Oil Painting	New title, course description
ART 135	Introduction to Graphic Design	New title, course description
ART 206	Sequential Art and Storyboarding	New title, course description
ART 210	Digital Painting and Illustration	New title, course description
ART 211	Digital Prepress & Continuity	New title, course description
ART 230	Advanced Theories in Oil Painting	New title, course description
ART 235	Introduction to Digital Imagery	New title, course description
ART 236	Logo and Corporate Identity	New title, course description
ART 240	Professional Practices/Portfolio	New title, course description
ART 253	Introduction to Animation	New title, course description

• BUS 241	Human Resource Management	Changed title, description
• ECE 112	Infant-Toddler Development	Added prerequisite Granted Petition
• MID 101	Strategies for Success in College	Change credits from 2 to 1
• RAD 221	Clinical Issues in Radiography II	Remove RAD 230 as a corequisite
• RAD 250	Clinical Education III	Remove RAD 230 as a corequisite
• REL 200	Religion, Race, Class, & Discrimination	Revised course description
• SPE 101/COM 101	Fundamentals of Communication	Course name changed from SPE to COM
• SPE 105/ASL 105	Basic American Sign Language I	Course name changed from SPE to ASL
• SPE 195/COM 195	Intercultural Communication	Course name changed from SPE to COM
• SPE 205/ASL 205	Basic American Sign Language II	Course name changed from SPE to ASL
• SPE 215/ASL 215	Basic American Sign Language III	Course name changed from SPE to ASL
• SPE 225/ASL 225	Basic American Sign Language IV	Course name changed from SPE to ASL
• SPE 253/COM 253	Small Group Communication	Course name changed from SPE to COM
• SPE 257/COM 257	Public Speaking	Course name changed from SPE to COM
• SPE 261/COM 261	Interpersonal Communication	Course name changed from SPE to COM
• SPE.270/COM.270	Special Topics	Course name changed from SPE to COM

Discontinued Courses

- AMS 223 Elec Sys II: Engine Elec Sys
- BUS 153 Business Law
- BUS 202 Legal Environment of Business
- CHM 106 Biochemistry for Allied Health
- HRA 223 Residential HVAC Load Determination
- HRA 225 Residential HVAC Distribution
- MAT 099 Refresher Math
- MAT 101A Basic Mathematics 1 of 3
- MAT 101B Basic Mathematics 2 of 3
- MAT 101C Basic Mathematics 3 of 3
- MAT 101X Basic Mathematics
- MAT 101Y Basic Mathematics Pt 2
- MAT 104A Basic Algebra 1 of 3
- MAT 104B Basic Algebra 2 of 3
- MAT 104C Basic Algebra 3 of 3
- MAT 104X Basic Algebra Pt 1
- MAT 104Y Basic Algebra Pt 2
- MAT 105X Intermediate Algebra Part 1
- MAT 105Y Intermediate Algebra Part 2
- MAT 116 Business Mathematics I
- MAT 216 Business Mathematics II
- RAD 230 Radiographic Quality Assurance
- SOC 105 Awareness of Fine Arts/Science/Society
- SOC 225 Death and Dying (cross-listed REL 225 and SSC 225 will continue)
- SPE 121 Listening Skills
- SPE 251 Found of Communication
- SPE 263 Professional Interviewing

- SPE 264 Organizational Communication
- SPE 265 Theories of Persuasiveness
- SPE 267 Nonverbal Communication
- SPE 271-279 Special Topics
- SPE 285 Dir Act in Forensics
- SPE 290 Intern in Communication Study
- SPE 291 Special Topics

Associate in Arts: Business Studies Transfer

AA.BUS (Associate in Arts Degree: Business Studies Transfer) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 9 credit hours		
☐	ENG 111	Freshman English Composition
☐	ENG 222	Expository Writing & Research
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10 credit hours		
☐	MAT 107*	College Algebra
	OR MAT 114	Mathematical Literacy
	OR MAT 212	Introduction to Probability and Statistics
☐	*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.	
☐	Two courses from different subject areas selected from the MTA Natural Science List	
☐		
☐		
Social Sciences (Group III) - 9 credit hours		
☐	ECO 201	Principles of Economics (Macro)
☐	ECO 202	Principles of Economics (Micro)
☐		Select 3 credits from MTA Social Science list
Humanities (Group IV) - 6 credit hours		
☐	Two courses from different subject areas selected from the MTA Humanities List	
☐		
☐		
Program Electives - 13 credits from ACC, BUS, CIS or AAP only		
☐	Elective (ACC, BUS, CIS or AAP only)	
☐	Elective (ACC, BUS, CIS or AAP only)	
☐	Elective (ACC, BUS, CIS or AAP only)	
☐	Elective (ACC, BUS, CIS or AAP only)	
Electives – credits to reach minimum of 62		
	Maximum of 6 credit hours from HED or PED. EDU, MID, and courses below 100 level are NOT applicable.	
☐	Elective	
☐	Elective	
☐	Elective	
☐	Elective	
☐	Elective	
☐	Elective	

Associate in Arts: Criminal Justice Transfer

AA.CJS (Associate in Arts Degree: Criminal Justice Transfer) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 9 credit hours	
☐ ENG 111	Freshman English Composition
☐ ENG 222	Expository Writing & Research
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10 credit hours	
☐ MAT 107*	College Algebra
OR MAT 114	Mathematical Literacy
OR MAT 212	Introduction to Probability and Statistics
☐ *MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.	
☐ Two courses from different subject areas selected from the MTA Natural Science List	
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☐	
Social Sciences (Group III) - 6 credit hours	
☐ Two courses from different subject areas selected from the MTA Social Science List	
☐	
☐	
Humanities (Group IV) - 6 credit hours	
☐ Two courses from different subject areas selected from the MTA Humanities List	
☐	
☐	
Criminal Justice and Applied Science Courses - 15 credit hours	
☐ CJS 200	Intro to Law Enforcement
☐ CJS 201	Criminal Law for Police Officers
☐ CJS 202	Juvenile Law and Procedures
☐ OR CJS 204	Criminal Investigation
☐ CJS 205	Evidence and the Police Officer
☐ OR CJS 206	Police Patrol Operations
☐ CJS 207	Communications in Criminal Justice
Electives – credits to reach minimum of 62	
Choose from Group III, IV, V and VI (PED 255 recommended)	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	

Associate in Arts: Enhanced Business Studies Transfer

AA.EBUS (Associate in Arts Degree: Enhanced Business Studies Transfer) Requirements		
A minimum of 87 credits is required to complete this program.		
Communication Skills (Group I) - 9 credit hours		
☐	ENG 111	Freshman English Composition
☐	ENG 222	Expository Writing & Research
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10 credit hours		
☐	MAT 107*	College Algebra
	OR MAT 212	Introduction to Probability and Statistics
☐	*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.	
☐	Two courses from different subject areas selected from the MTA Natural Science List	
☐		
☐		
Social Sciences (Group III) - 9 credit hours		
☐	ECO 201	Principles of Economics (Macro)
☐	ECO 202	Principles of Economics (Micro)
☐		Select 3 credits from MTA Social Science list
Humanities (Group IV) - 6 credit hours		
☐	Two courses from different subject areas selected from the MTA Humanities List	
☐		
☐		
Applied Arts and Sciences: Business Core - 23 Credit Hours		
☐	ACC 201	Financial Accounting
☐	ACC 211	Managerial Accounting
☐	BUS 122	Management Theory & Practice
☐	BUS 162	Principles of Marketing
☐	BUS 213	Business Law and Ethics
☐	CIS 100	Introduction to Information Systems
☐	CIS 130	Applications with Microcomputers
Electives – credits to reach minimum of 87		
	Maximum of 6 credit hours from HED or PED. EDU, MID, and courses below 100 level are NOT applicable.	
☐		Elective
☐		Elective
☐		Elective
☐		Elective
☐		Elective
☐		Elective
☐		Elective
☐		Elective

Associate in Science: Health Science Transfer

AS.HST (Associate in Science Degree: Health Science Transfer) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 9 credit hours	
☐ **ENG 111**	**Freshman English Composition**
☐ **ENG 222**	**Expository Writing & Research**
☐ **COM 101**	**Fundamentals of Communication**
OR COM 257	**Public Speaking**
Science and Mathematics (Group II) – 15 credit hours	
☐ **MAT 107***	**College Algebra**
OR MAT 114	**Mathematical Literacy**
OR MAT 212	**Introduction to Probability and Statistics**
***MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.**	
Two courses from different subject areas selected from the MTA Natural Science List	
☐	
☐	
Math/Science Elective	
☐	
Social Sciences (Group III) - 9 credit hours	
Three courses from at least two different subject areas selected from the MTA Social Science List	
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☐	
Humanities (Group IV) - 9 credit hours	
Three courses from at least two different subject areas selected from the MTA Humanities List	
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☐	
☐	
Electives – credits to reach minimum of 62	
Select courses from Group II, Group V (ALH, CIS 100, CTG, EEG, MRI, NUR, RAD, PHT, PTA), or Group VI (HED, PED).	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	

Associate in Arts: Liberal Studies Transfer

AA.LBS (Associate in Arts Degree: Liberal Studies Transfer) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 9 credit hours	
☐ **ENG 111**	**Freshman English Composition**
☐ **ENG 222**	**Expository Writing & Research**
☐ **COM 101**	**Fundamentals of Communication**
OR COM 257	**Public Speaking**
Science and Mathematics (Group II) – 10 credit hours	
☐ **MAT 107***	**College Algebra**
OR MAT 114	**Mathematical Literacy**
OR MAT 212	**Introduction to Probability and Statistics**
☐ ***MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.**	
☐ **Two courses from different subject areas selected from the MTA Natural Science List**	
☐	
☐	
Social Sciences (Group III) - 6 credit hours	
☐ **Two courses from different subject areas selected from the MTA Social Science List**	
☐	
☐	
Humanities (Group IV) - 6 credit hours	
☐ **Two courses from different subject areas selected from the MTA Humanities List**	
☐	
☐	
Electives – credits to reach minimum of 62	
Courses must come from Groups I, II, III, IV, V (maximum 9 credits), VI (maximum 6 credits) and VII. MID courses and courses below 100 level are NOT applicable.	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	
☐ **Elective**	
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☐ **Elective**	
☐ **Elective**	
☐ **Elective**	

Associate in Science: Math and Science Studies Transfer

AS.MSC (Associate in Science Degree: Math and Science Studies Transfer) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 9 credit hours	
☐	**ENG 111 Freshman English Composition**
☐	**ENG 222 Expository Writing & Research**
☐	**COM 101 Fundamentals of Communication**
	OR COM 257 Public Speaking
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* College Algebra**
	OR MAT 114 Mathematical Literacy
	OR MAT 212 Introduction to Probability and Statistics
	***MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.**
	Two courses from different subject areas selected from the MTA Natural Science List
☐	
☐	
	Math/Science Electives
☐	
☐	
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☐	
Social Sciences (Group III) - 6 credit hours	
	Two courses from different subject areas selected from the MTA Social Science List
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☐	
Humanities (Group IV) - 6 credit hours	
	Three courses from at least two different subject areas selected from the MTA Humanities List
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☐	
Electives – credits to reach minimum of 62	
	Select courses from Group II, Group V (ALH, CIS 100, CTG, EEG, MRI, NUR, RAD, PHT, PTA), or Group VI (HED, PED). MID courses and courses numbered below the 100 level are NOT applicable.
☐	**Elective**
☐	**Elective**
☐	**Elective**
☐	**Elective**
☐	**Elective**
☐	**Elective**
☐	**Elective**

AA.VISUAL (Associate in Arts Degree: Visual Arts) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 9 credit hours	
☐ ENG 111	Freshman English Composition
☐ ENG 222	Expository Writing & Research
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10 credit hours	
☐ MAT 107*	College Algebra
OR MAT 114	Mathematical Literacy
OR MAT 212	Introduction to Probability and Statistics
*MAT 124, 126, 225, 226, and 230 also satisfy this requirement. Other MAT courses do not.	
Two courses from different subject areas selected from the MTA Natural Science List	
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☐	
Social Sciences (Group III) - 6 credit hours	
Two courses from different subject areas selected from the MTA Social Science List	
☐	
☐	
Fine Arts and Humanities - 34 credit hours	
☐ ART 105	Drawing I
☐ ART 115	Design I
☐ HUM 101	World of Creativity I
☐ HUM 102	World of Creativity II
☐ ART 240	Professional Practices/Portfolio
One course selected from the MTA Humanities list. Cannot carry HUM subject designator.	
☐	
ART electives - 16 credit hours Select from: ART 110, 130, 135, 137, 152, 205, 206, 207, 210, 211, 215, 230, 235, 236, 237, 239, 240, 247, 252, 253, 254, 256, or 280. See Mid Michigan College Catalog for prerequisite information.	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	
☐ Elective	
Electives – credits to reach minimum of 62	
Maximum of 2 credit hours from HED or PED. MID courses and courses below 100 level are NOT applicable.	
☐ Elective	
☐ Elective	

Associate in Applied Science: Accounting

AAS.ACC (Associate in Applied Science Degree: Accounting) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 6 credit hours	
☐ ENG 111	Freshman English Composition
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours	
☐ MAT 107	College Algebra
☐ SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours	
☐ SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours	
☐ HUM 200	Modernity and Culture
OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 44 credit hours	
☐ ACC 201	Financial Accounting
☐ ACC 205	Payroll Accounting
☐ ACC 211	Managerial Accounting
☐ ACC 231	Principles of Cost Accounting
☐ ACC 251	Tax Accounting I
☐ ACC 252	Tax Accounting II
☐ ACC 261	Computerized Accounting
☐ ACC 280	Accounting Internship
☐ AAP 264	Business Communications II
☐ BUS 151	Introduction to Business Issues
☐ BUS 213	Business Law and Ethics
☐ BUS 255	Entrepreneurial Finance
☐ CIS 100	Introduction to Information Systems
☐ CIS 130	Applications with Microcomputers
☐ MID 150	Career Readiness

Associate in Applied Science: Administrative Assistant Professional

AAS.AAP (Associate in Applied Science Degree: Administrative Assistant Professional) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 6 credit hours	
☐ ENG 111	Freshman English Composition
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 3 credit hours	
☐ SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours	
☐ SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours	
☐ HUM 200	Modernity and Culture
OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 47 credit hours	
☐ ACC 201	Financial Accounting
☐ AAP 120	Office Mathematics
☐ AAP 136	Terminology and Proofreading
☐ AAP 142	Intermediate Word Processing/Keyboarding
☐ AAP 164	Business Communications I
☐ AAP 200	Advanced Word Processing Applications
☐ AAP 230	Written Correspondence I
☐ AAP 240	Advanced Word Processing/Keyboarding
☐ AAP 250	Records Management
☐ AAP 260	Business Information Systems Internship
☐ AAP 264	Business Communications II
☐ CIS 100	Introduction to Information Systems
☐ MID 150	Career Readiness
A minimum of 9 hours must come from a selected track	
General AAP Track	
☐ CIS 130	Applications with Microcomputers
☐ AAP 234	Written Correspondence II
☐ AAP 254	Office Procedures
Medical Office Track	
☐ ALH 100	Medical Terminology
☐ ALH 112	Insurance Billing
☐ AAP 255	Medical Office Procedures
☐ CIS 130	App. with Microcomputers
Legal Office Track	
☐ AAP 138	Basic Legal Terminology
☐ AAP 238	Legal Transcription
☐ AAP 254	Office Procedures

Associate in Applied Science: Advanced Integrated Manufacturing

AAS.AIM (Associate in Applied Science Degree: Advanced Integrated Manufacturing) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours		
☐	MAT 170	Technical Mathematics
☐	SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity and Culture
	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 46 credit hours		
☐	AIM 101	Machine Shop Practices I
☐	AIM 103	Introduction to Robotics
☐	AIM 104	Blueprint Reading
☐	AIM 106	Introduction to Metrology
☐	CIS 100	Introduction to Information Systems
Completion of one of the following tracks		
☐	**Automation**	
☐	AIM 102	Machine Shop Practices II
☐	AIM 107	Basic Electricity
☐	OR AIM 100	Industrial Safety
☐	AIM 113	Introduction to CNC Programing
☐	AIM 116	CNC Programming
☐	AIM 140	Metallurgy & Industrial Materials
☐	AIM 150	Robotics Programing
☐	AIM 200	Robotics Vision and Sensor
☐	DRF 210	Introduction to SolidWorks
☐	**Machine Tool**	
☐	AIM 100	Industrial Safety
☐	AIM 102	Machine Shop Practices II
☐	AIM 107	Basic Electricity
☐	OR WLD 127	SENSE 1b
☐	AIM 113	Introduction to CNC Programing
☐	AIM 116	CNC Programming
☐	AIM 140	Metallurgy & Industrial Materials
☐	AIM 150	Robotics Programing
☐	DRF 210	Introduction to SolidWorks
☐	WLD 126	Sense 1a
☐	**Management**	
☐	ACC 201	Financial Accounting
☐	AIM 150	Robotics Programing
☐	BUS 122	Management Theory & Practice
☐	BUS 151	Intro to Business
☐	BUS 213	Business Law and Ethics
☐	BUS 231	Principles of Marketing

☐	DRF 210	Introduction to SolidWorks
☐	OR AIM 100	Industrial Safety
☐	PHY 103	Applied Physics
☐	WLD 126	Sense 1a

☐	**Plastics**	
☐	AIM 107	Basic Electricity
☐	OR AIM 100	Industrial Safety
☐	AIM 113	Introduction to CNC Programing
☐	AIM 140	Metallurgy & Industrial Materials
☐	AIM 150	Robotics Programing
☐	AIM 200	Robotics Vision and Sensor
☐	DRF 210	Introduction to SolidWorks
☐	OR AIM 100	Industrial Safety
☐	PLT 101	Introduction to Plastics
☐	PLT 110	Plastics and Polymer Materials
☐	PLT 225	Production Planning/Control
☐	WLD 126	Sense 1a
☐	**Welding**	
☐	AIM 102	Machine Shop Practices II
☐	AIM 113	Introduction to CNC Programing
☐	AIM 140	Metallurgy & Industrial Materials
☐	AIM 150	Robotics Programing
☐	DRF 210	Introduction to SolidWorks
☐	OR AIM 100	Industrial Safety
☐	WLD 126	Sense 1a
☐	WLD 127	Sense 1b
☐	WLD 130	Metal Fabrication
☐	WLD 225	Advanced Welding

Associate in Applied Science: Automotive and Diesel Service

AAS.AMS (Associate in Applied Science Degree: Automotive and Diesel Service) Requirements	
A minimum of 67.5 credits is required to complete this program.	
Communication Skills (Group I) - 6 credit hours	
☐ ENG 111	Freshman English Composition
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours	
☐ MAT 101	Basic Mathematics
☐ SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours	
☐ SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours	
☐ HUM 200	Modernity and Culture
OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 49.5 credit hours	
☐ AMS 101	Introduction to Auto Service Technology
☐ AMS 104	Basic Automotive Electricity
☐ AMS 110	Engine Fundamentals and Overhaul
☐ AMS 116	Electrical Systems I: Electrical Accessories
☐ AMS 124	Automotive Heating & Air Conditioning
☐ AMS 125	Engine Performance I
☐ AMS 126	Engine Performance II
☐ AMS 205	Steering & Suspension Systems
☐ AMS 206	Brakes
☐ AMS 214	Automatic Transmissions
☐ AMS 222	Manual Transmissions
☐ AMS 232	Automotive and Diesel Service Internship
☐ AMS 240	Automotive Diesel Performance and Diagnostics
☐ CIS 100	Introduction to Information Systems
☐ MID 150	Career Readiness

Associate in Applied Science: Business

AAS.BUS (Associate in Applied Science Degree: Business) Requirements		
A minimum of 65 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours		
☐	MAT 107	College Algebra
☐	SCI 200	Science, Technology & Society
Social Sciences (Group III) - 6 credit hours		
☐	ECO 201	Principles of Economics (macroeconomics)
☐	OR ECO 202	Principles of Economics (microeconomics)
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 44 credit hours		
☐	ACC 201	Financial Accounting
☐	ACC 211	Managerial Accounting
☐	AAP 264	Business Communications II
☐	BUS 122	Management Theory & Practice
☐	BUS 151	Introduction to Business Issues
☐	BUS 213	Business Law and Ethics
☐	BUS 162	Principles of Marketing
☐	BUS 231	Principles of Advertising
☐	BUS 255	Entrepreneurial Finance
☐	BUS 291	Business Internship
☐	CIS 100	Introduction to Information Systems
☐	CIS 130	Applications with Microcomputers
☐	MID 150	Career Readiness
☐	**6 credit hours must come from the following courses**	
☐	ACC 251	Tax Accounting I
☐	ACC 252	Tax Accounting II
☐	BUS 225	International Business
☐	BUS 250	Entrepreneurial Management
☐	PSY 101	Introduction to General Psychology
☐	AAP 140	Beginning Word Processing/Keyboarding

Associate in Applied Science: Computer Assisted Drafting and Design Technology

AAS.DRF (Associate in Applied Science Degree: Computer Assisted Drafting and Design Technology) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10-13 credit hours		
☐	MAT 170	Technical Math II
☐	OR MAT 124	Pre-Calculus
☐	SCI 200	Science, Technology, & Society
☐	PHY 103	Applied Physics
	OR PHY 105	General Physics I
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 38 credit hours		
☐	CIS 100	Introduction to Information Processing Systems
☐	DRF 101	Technical Drawing
☐	DRF 105	Intro to Geometric Dimensioning & Tolerancing
☐	DRF 120	Introduction to AutoCAD
☐	DRF 201	Mechanical Detail Drafting w/CAD
☐	DRF 210	Introduction to SolidWorks
☐	DRF 211	Advanced SolidWorks Applications
☐	DRF 250	Drafting/CAD Internship
☐	DRF 280	CAD Program and Software Certification
☐	AIM 101	Basic Machine Shop Practices
☐	AIM 113	CNC Machining
☐	AIM 116	CNC Programming
☐	MID 150	Career Readiness
Electives – 2-5 credit hours from the following courses:		
☐	DRF 220	Introduction To Revit
☐	AIM 140	Metallurgy and Industrial Metals
☐	WLD or PLT Elective	Any WLD or PLT Elective

Associate in Applied Science: Computer Information Systems – Software Development

AAS.CIS.SWD (Associate in Applied Science Degree: Computer Information Systems - Software Development) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours		
☐	MAT 105	Intermediate Algebra
☐	SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity and Culture
	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 44 credit hours		
☐	ACC 201	Financial Accounting
☐	AAP 264	Business Communications II
☐	CIS 100	Introduction to Information Systems
☐	CIS 110	Programming Logic I
☐	CIS 135	Introduction to Website Design
☐	CIS 155	Operating Systems
☐	CIS 170	Networking Essentials
☐	CIS 221	Computers In Business
☐	CIS 125	Database Systems
☐	CIS 260	Systems Analysis
☐	CIS 175	Programming I
☐	CIS 275	Programming II
☐	MID 150	Career Readiness
Students must complete 6 elective hours of additional CIS coursework		
☐		Elective
		Recommended for Networking: CIS 185 Introduction to Cybersecurity
		Recommended for Programming: CIS 131 .NET Programming I
☐		Elective
		Recommended for Networking: CIS 285 Network Cybersecurity
		Recommended for Programming: CIS 231 .NET Programming II

Associate in Applied Science: Criminal Justice – Corrections

AAS.CJS (Associate in Applied Science Degree: Corrections) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 9 credit hours		
☐	ENG 111	Freshman English Composition
☐	ENG 222	Expository Writing & Research
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 9 credit hours		
☐	MAT 105	Intermediate Algebra
☐	SCI 200	Science, Technology & Society
☐		Math/Science Elective
Social Sciences (Group III) - 9 credit hours		
	Three courses from different subject areas selected from the MTA Social Science List	
☐		
☐		
☐		
Humanities (Group IV) - 9 credit hours		
	Three courses from different subject areas selected from the MTA Humanities List	
☐		
☐		
☐		
Applied Arts and Sciences (Group V) - 15-21 credit hours		
☐	CIS 100	Introduction to Information Systems
☐	CJS 207	Communications in Criminal Justice
☐	Select one of the following concentration tracks	
☐	State Corrections	
☐	CJS 220	Intro to Corrections
☐	CJS 221	Legal Issues in Corrections
☐	CJS 222	Correctional Facilities and Institutions
☐	CJS 223	Client Growth & Development in Corrections
☐	CJS 224	Client Relations in Corrections
☐	Local Detention	
☐	CJS 231	Local Detention Academy I
☐	CJS 232	Local Detention Academy II
☐	CJS 233	Local Detention Academy III
Electives (5-11 credit hours) Choose from Group III, IV, and VI (PED 255 recommended). OTHER GROUP CREDITS ARE NOT ELIGIBLE.		
☐		Group III, IV, or VI Elective
☐		Group III, IV, or VI Elective
☐		Group III, IV, or VI Elective
☐		Group III, IV, or VI Elective

Program Notes

All coursework must be completed with a minimum grade of C.

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).

Associate in Applied Science: Criminal Justice – Law Enforcement Pre-Service

AAS.CJS.PRE (Associate in Applied Science Degree: Criminal Justice - Law Enforcement Pre-Service) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours		
☐	MAT 105	Intermediate Algebra
☐	SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 43 credit hours		
☐	CIS 100	Introduction to Information Systems
☐	CJS 200	Intro to Law Enforcement and Criminal Justice
☐	CJS 201	Criminal Law for Police Officers
☐	CJS 202	Juvenile Law & Procedures
☐	CJS 203	Fundamentals of Supervision & Management in Criminal Justice
☐	CJS 204	Criminal Investigation
☐	CJS 205	Evidence and the Police Officer
☐	CJS 206	Police Patrol Operations
☐	CJS 207	Communications in Criminal Justice
☐	CJS 215	Police Academy – Kirtland Community College or Delta College
Health and Physical Education (Group VI) - 3 credit hours		
☐	PED 255	Physical Training

Associate in Applied Science: Early Childhood Education

AAS.ECE (Associate in Applied Science Degree: Early Childhood Education) Requirements	
A minimum of 62 credits is required to complete this program.	
Communication Skills (Group I) - 6 credit hours	
☐ ENG 111	Freshman English Composition
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours	
☐ MAT 101	Basic Mathematics
☐ SCI 200	Science, Technology & Society
Social Sciences (Group III) - 6 credit hours	
☐ HES 100	Human Lifespan Development
☐ SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours	
☐ HUM 200	Modernity and Culture
OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 36 credit hours	
☐ CIS 100	Introduction to Information Systems
☐ ECE 101	Intro to Early Childhood Education
☐ ECE 112	Infant-Toddler Development
☐ ECE 113	Early Childhood: Development and Learning
☐ ECE 114	Interacting with Children, Parent/Adult Child Relations
☐ ECE 201	Guidance & Implementation of Programs for Young Children
☐ ECE 202	Creative Development of the Child
☐ ECE 206	Parent, School & Community Involvement
☐ ECE 207	Early Childhood Education Practicum
☐ ECE 208	Early Childhood Education Administration
Electives - 6 credit hours	
Recommended: ART 110, ART 245, ECE 150, ECE 160, EDU 107, ENG 222, PSY 281. Neither ENG 104 nor ENG 110 can be used.	
☐ CIS 100	Introduction to Information Systems
☐ ECE 101	Intro to Early Childhood Education

Associate in Applied Science: Facilities, Heating, Refrigeration, and Air Conditioning

AAS.HRA (Associate in Applied Science Degree: Facilities, Heating, Refrigeration, and Air Conditioning) Requirements	
A minimum of 69 credits is required to complete this program.	
Communication Skills (Group I) - 6 credit hours	
☐ ENG 111	Freshman English Composition
☐ COM 101	Fundamentals of Communication
OR COM 257	Public Speaking
Science and Mathematics (Group II) – 10-13 credit hours	
☐ MAT 170	Technical Math II
☐ OR MAT 124	Pre-Calculus
☐ SCI 200	Science, Technology, & Society
☐ PHY 103	Applied Physics
OR PHY 105	General Physics I
Social Sciences (Group III) - 3 credit hours	
☐ SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 3 credit hours	
☐ HUM 200	Modernity and Culture
☐ OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 38 credit hours	
☐ CIS 100	Introduction to Information Processing Systems
☐ DRF 120	Introduction to AutoCAD
☐ HRA 102	Refrigeration Fundamentals
☐ HRA 104	Residential Refrigeration
☐ HRA 105	Hydronics
☐ HRA 106	Heating Fundamentals
☐ HRA 108	Heating Systems
☐ HRA 116	Fundamentals of Electricity
☐ HRA 191	Introduction to Facilities Plumbing Maintenance
☐ HRA 198	EPA Refrigerant Handler Certification
☐ HRA 204	Light Commercial Refrigeration
☐ HRA 205	Motors & Controls
☐ HRA 215	HRA Controls
☐ HRA 220	Commercial Refrigeration Design
☐ HRA 226	Residential HVAC Load & Distribution Determination
☐ HRA 240	Adv Comm Refrig
☐ HRA 285	HRA Internship
☐ MID 150	Career Readiness
Program Notes	
Students intending to transfer to Ferris State University should take MAT 124 and PHY 105	

Associate in Applied Science: Graphic Design

AAS.DESIGN (Associate in Applied Science Degree: Graphic Design) Requirements		
A minimum of 66 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 6 credit hours		
☐	MAT 101	Basic Mathematics
☐	SCI 200	Science, Technology & Society
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences and Contemporary America
Humanities and Fine Arts (Group IV) - 42 credit hours		
☐	HUM 101	World of Creativity I
☐	HUM 102	World of Creativity II
☐	ART 105	Drawing I - Introductory
☐	ART 110	Basic Photography
☐	ART 115	Design I
☐	ART 205	Drawing II
☐	ART 215	Design II
☐	ART 130	Introduction to Oil Painting
☐	ART 135	Introduction to Graphic Design
☐	ART 235	Introduction to Digital Imagery
☐	ART 236	Logo and Corporate Identity
☐	ART 211	Digital Prepress and Continuity
☐	ART 239	Page Layout II
☐	ART 152	Introduction to Website Design
☐	OR CIS 135	
☐	ART 240	Professional Practices/Portfolio
Elective – 6 credit hours: Choose TWO from the following:		
☐	ART 210	Digital Painting and Illustration
☐	ART 237	Photography II
☐	ART 230	Advanced Theories in Oil Painting
☐	ART 137	Digital Photography
☐	ART 206	Sequential Art and Storyboarding
☐	ART 207	Comic Book & Graphic Novel Illustration II
☐	ART 247	Contemporary Photography
☐	ART 252	Website Design II
☐	ART 253	Introduction to Animation
☐	ART 281	Internship I
☐	BUS 231	Principles of Advertising
☐	CIS 100	Introduction to Information Systems
☐	DRF 120	Introduction to AutoCAD

Associate in Applied Science: IT Infrastructure and Cybersecurity

AAS.CIS.ITC (Associate in Applied Science Degree: IT Infrastructure and Cybersecurity) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 3 credit hours		
☐	MAT 105	Intermediate Algebra
Social Sciences (Group III) - 3 credit hours		
☐	Elective	Social Science course from the MTA List
Humanities (Group IV) - 3 credit hours		
☐	Elective	Humanities course from the MTA List
Applied Arts and Sciences (Group V) – 47 credit hours		
☐	ACC 201	Financial Accounting
☐	CIS 110	Programming Logic
☐	CIS 135	Introduction to Website Design
☐	CIS 140	IT Fundamentals
☐	CIS 155	Operating Systems
☐	CIS 170	Networking Essentials
☐	CIS 185	Introduction to Cybersecurity
☐	CIS 190	Cisco Internetworking I
☐	CIS 195	Cisco Internetworking II
☐	CIS 215	Cybersecurity Operations
☐	CIS 255	Linux Fundamentals
☐	CIS 265	Ethical Hacking
☐	CIS 285	Network Cybersecurity
☐	CIS 290	Cisco Internetworking III
☐	CIS 295	Cisco Internetworking IV
☐	MID 150	Career Readiness

Associate in Applied Science: Magnetic Resonance Imaging

AAS.MRI1//AAS.MRI (Associate in Applied Science Degree: Magnetic Resonance Imaging) Requirements		
A minimum of 71 credits is required to complete this program.		
Prerequisites to the Program – 32 credit hours		
☐	ALH 100	Medical Terminology
☐	CIS 100	Introduction to Information Processing Systems
☐	ENG 111	Freshman English Composition
☐	MAT 105	Intermediate Algebra
☐	PHY 101	Introductory Physics
☐	BIO 138	Human Anatomy and Physiology
	OR BIO 141 AND	Anatomy and Physiology I
☐	BIO 142	Anatomy and Physiology II
☐	COM 101	Fundamentals of Communication
☐	OR COM 257	Public Speaking
☐	PSY 101	Introduction to General Psychology
☐	SSC 200	The Social Sciences and Contemporary America
☐	HUM 200	Modernity and Culture
	OR HUM 253	American Culture
Completion of BIO 141 and BIO 142 is recommended to students intending to transfer to a four-year institution.		
Applied Arts and Sciences (Group V) - 39 credit hours		
	First Semester	
☐	MRI 200	Professional Prospectus
☐	MRI 260	MRI Pre-Clinical Preparation
☐	MRI 241	Applied Sectional Anatomy
	Second Semester	
☐	MRI 220	Physics I
☐	MRI 230	MRI Procedures and Pathophysiology I
☐	MRI 201	Computer Applications in Medical Imaging
☐	MRI 261	Clinical Practice I
	Third Semester	
☐	MRI 222	MRI Physics II
☐	MRI 232	MRI Procedures and Pathophysiology II
☐	MRI 240	Image Analysis
☐	MRI 262	Clinical Practice II
	Fourth Semester	
☐	MRI 263	Clinical Practice III
☐	MRI 295	MRI Certification Exam Preparation
Program Notes		

All courses in a semester must be passed with a minimum grade of "C" to progress to the next semester.
BIO 138 (or BIO 141 & BIO 142 each) must be passed with a minimum grade of "B-".

Anatomy and Physiology courses must be completed within five (5) years prior to the student's program admission date, or the student must have worked in the field of Radiography during at least half of the interim.
Prerequisites for this program may only be repeated once.
All MRI courses are offered through Michigan Colleges Online.

Associate in Applied Science: Medical Assistant

AAS.MA1//AAS.MA (Associate in Applied Science Degree: Medical Assistant) Requirements		
A minimum of 65 credits is required to complete this program.		
Prerequisites to the Program – 27 credit hours		
☐	**ENG 111**	**Freshman English Composition**
☐	**COM 101**	**Fundamentals of Communication**
	OR COM 257	**Public Speaking**
☐	**MAT 104**	**Basic Algebra**
☐	**ALH 100**	**Medical Terminology**
☐	**BIO 131**	**Basic Anatomy and Physiology**
☐	**PSY 101**	**Intro to General Psychology**
☐	**CIS 100**	**Introduction to Information Systems**
☐	**ACC 201**	**Financial Accounting**
☐	**AAP 164**	**Business Communications**
Other Program Requirements – 12 credit hours		
☐	**SCI 200**	**Science, Technology & Society**
☐	**PSY 212**	**Developmental Psychology**
☐		**Group III Social Science Elective (Subject other than PSY)**
☐	**HUM 200**	**Modernity & Culture**
	OR HUM 253	**American Culture**
Applied Arts & Sciences (Group V) - 26 credit hours		
☐	**ALH 112**	**Insurance Billing**
☐	**ALH 220**	**Medical Law and Ethics**
☐	**AAP 255**	**Procedures for the Medical Office**
☐	***ALH 212**	**Clinical Procedures I**
☐	***ALH 213**	**Pharmacology for the Medical Assistant**
☐	***ALH 214**	**Clinical Procedures II**
☐	***ALH 230**	**Laboratory Procedures for the Medical Office**
☐	***ALH 250**	**Medical Assistant Office Externship**

Program 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).

Associate in Applied Science: Neurodiagnostic (EEG) Technologist

AAS.EEG (Associate in Applied Science Degree: Neurodiagnostic (EEG) Technologist) Requirements		
A minimum of 63 credits is required to complete this program.		
Prerequisites to the Program – 33 - 35 credit hours		
☐	ALH 100	Medical Terminology
☐	CIS 100	Introduction to Information Processing Systems
☐	ENG 111	Freshman English Composition
☐	MAT 104	Basic Algebra
☐	BIO 101	College Biology
☐	BIO 138	Human Anatomy and Physiology
	OR BIO 141 AND	Anatomy and Physiology I
☐	BIO 142	Anatomy and Physiology II
☐	COM 101	Fundamentals of Communication
☐	OR COM 257	Public Speaking
☐	PSY 101	Introduction to General Psychology
☐	SSC 200	The Social Sciences and Contemporary America
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 30 credit hours		
	First Semester	
☐	EEG 100	Neuroanatomy and Physiology
☐	EEG 101	Introduction to Neurodiagnostic Procedures
☐	EEG 102	EEG Applications
☐	EEG 120	EEG Pre-Clinical Preparation
	Second Semester	
☐	EEG 130	Principles of EEG
☐	EEG 131	Principles of Electricity and Electrical Safety
☐	EEG 132	EEG Instrumentation
☐	EEG 200	EEG Procedures and Pathology 1
☐	EEG 201	EEG Instrumentation 2
☐	EEG 202	EEG Quality Control
☐	EEG 220	EEG Clinical Practice 1
	Third Semester	
☐	EEG 230	EEG Procedures and Pathology 2
☐	EEG 231	EEG Procedures and Pathology 3
☐	EEG 232	EEG Procedures and Pathology 4
☐	EEG 221	EEG Clinical Practice 2

Program Notes

All courses in a semester must be passed with a minimum grade of "C" to progress to the next semester.
BIO 138 (or BIO 141 & BIO 142 each) must be passed with a minimum grade of "B-".
Anatomy and Physiology courses must be completed within five (5) years prior to the student's program admission date.
Prerequisites for this program may only be repeated once.

Associate in Applied Science: Physical Therapist Assistant

AAS.PTA1//AAS.PTA (Associate in Applied Science Degree: Physical Therapist Assistant) Requirements		
A minimum of 75 credits is required to complete this program.		
Prerequisites to the Program – 15-17 credit hours		
☐	**PTA 101**	**Orientation to Physical Therapy**
☐	**ALH 100**	**Medical Terminology**
☐	**BIO 138**	**Human Anatomy and Physiology**
	OR BIO 141 AND	**Anatomy & Physiology I AND**
	BIO 142	**Anatomy & Physiology II**
Completion of BIO 141 and BIO 142 is recommended to students intending to transfer to a four-year institution.		
☐	**ENG 111**	**Freshman English Composition**
☐	**COM 101**	**Fundamentals of Communication**
	OR COM 257	**Public Speaking**
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.)		
☐	**CIS 100**	**Introduction to Information Systems**
☐	**MAT 104**	**Basic Algebra**
☐	**PHY 101**	**Introductory Physics**
☐	**PSY 101**	**Intro to General Psychology**
☐	**SSC 200**	**The Social Sciences & Contemporary America**
☐	**HUM 200**	**Modernity & Culture**
	OR HUM 253	**American Culture**
Applied Arts & Sciences (Group V) - 42 credit hours		
☐	**PTA 115**	**Clinical Kinesiology**
☐	**PTA 116**	**Clinical Kinesiology Lab**
☐	**PTA 105**	**Modalities I**
☐	**PTA 106**	**Modalities I Lab**
☐	**PTA 110**	**Therapeutic Exercise**
☐	**PTA 111**	**Therapeutic Exercise Lab**
☐	**PTA 125**	**Measurement Techniques**
☐	**PTA 126**	**Measurement Techniques Lab**
☐	**PTA 130**	**Advanced Therapeutic Exercise**
☐	**PTA 131**	**Advanced Therapeutic Exercise Lab**
☐	**PTA 140**	**Clinic I**
☐	**PTA 205**	**Modalities II**
☐	**PTA 206**	**Modalities II Lab**
☐	**PTA 207**	**Rehabilitation Techniques**
☐	**PTA 208**	**Rehabilitation Techniques Lab**
☐	**PTA 210**	**Clinical Forum**
☐	**PTA 240**	**Clinic II**

Prerequisite Notes

The following courses must each be passed with a minimum grade of "B-"(2.7) and may be repeated only once:
BIO 138 (or BIO 141 and BIO 142 each), ALH 100, ENG 111, SPE 101 or SPE 257 and PTA 101.

BIO 138 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.

Completion of BIO 135 (no longer offered) with a minimum grade of "B-" (2.7) within the last five years will satisfy the BIO 138/(141 &142) requirement.

PTA Course Notes

AAS.PTA1//AAS.PTA (Associate in Applied Science Degree: Physical Therapist Assistant) Requirements

Admission to the PTA Program is required before taking all PTA Courses with the exception of PTA 101 which is a prerequisite course.

Students must pass each PTA didactic (lecture and laboratory) course with a minimum grade of "B-" (2.7).

Students must pass each PTA clinical education course (PTA 140 & 240). PTA 140 & 240 courses will be pass/fail; no grade will be given. Each course may be repeated only once.

PTA Program of Study Notes

Students must finish their Associate Degree in Applied Science requirements before receiving their Physical Therapist Assistant Certificate.

The Physical Therapist Assistant Program at Mid Michigan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) (1111 North Fairfax Street, Alexandria, VA 22314; phone (703) 706-3245; accreditation@apta.org; http://www.capteonline.org

Associate in Applied Science: Public Health

AAS.PBH (Associate in Applied Science Degree: Public Health) Requirements		
A minimum of 62 credits is required to complete this program.		
Communication Skills (Group I) - 9 credit hours		
☐	ENG 111	Freshman English Composition
☐	ENG 222	Expository Writing & Research
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 9 credit hours		
☐	MAT 105	Intermediate Algebra
☐	MAT 212	Introduction to Probability and Statistics
☐	BIO 131	Basic Anatomy and Physiology
Social Sciences (Group III) - 6 credit hours		
☐	PSY 101	Introduction to General Psychology
☐	SSC 200	The Social Sciences and Contemporary America
Humanities (Group IV) - 6 credit hours		
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
☐	PHL 220	Ethical Issues
Health Education (Group V) - 32 credit hours Generalist or Health Navigator		
☐	HED 106	Healthy Lifestyles
☐	HED 110	Introduction to Public Health
☐	HED 111	Introduction to Health Education Theories
☐	HED 120	Health Care Delivery
☐	HED 121	Health Insurance
☐	HED 122	Accessing & Analyzing Health Information
☐	HED 203	Leadership for Health Professions
☐	HED 205	CPR and First Aid
☐	HED 252	Environmental Health
☐	HED 285	Community Health
☐	HED 289	Public Health Internship

Associate in Applied Science: Radiography

AAS.RAD1//AAS.RAD (Associate in Applied Science Degree: Radiography) Requirements		
A minimum of 74 credits is required to complete this program.		
Prerequisites to the Program – 17-19 credit hours		
☐	ALH 100	Medical Terminology
☐	CIS 100	Introduction to Information Processing Systems
☐	ENG 111	Freshman English Composition
☐	MAT 104	Basic Algebra
☐	BIO 138	Human Anatomy and Physiology
	OR BIO 141 AND	Anatomy and Physiology I
	BIO 142	Anatomy and Physiology II
☐	Completion of BIO 141 and BIO 142 is recommended to students intending to transfer to a four-year institution.	
Other Required courses - 12 credit hours		
☐	COM 101	Fundamentals of Communication
☐	OR COM 257	Public Speaking
☐	PSY 101	Introduction to General Psychology
☐	SSC 200	The Social Sciences and Contemporary America
☐	HUM 200	Modernity and Culture
☐	OR HUM 253	American Culture
Applied Arts and Sciences (Group V) - 45 credit hours		
	First Semester	
☐	RAD 100	Introduction to Radiologic Technology
☐	RAD 110	Radiation Physics
☐	RAD 113	Radiation Biology
	Second Semester	
☐	RAD 115	Principles of Radiographic Exposure
☐	RAD 130	Radiographic Procedures I
☐	RAD 213	Radiation Protection
☐	**Third Semester**	
☐	RAD 175	Radiographic Procedures II
☐	RAD 180	Clinical Experience I
	Fourth Semester	
☐	RAD 201	Clinical Issues in Radiography I
☐	RAD 205	Clinical Experience II
☐	RAD 211	Sectional Anatomy
☐	RAD 217	Advancements in Imaging
☐	**Fifth Semester**	
☐	RAD 221	Clinical Issues in Radiography II
☐	RAD 250	Clinical Experience III

Program Notes

All courses in a semester must be passed with a minimum grade of "C" to progress to the next semester.
BIO 138 (or BIO 141 & BIO 142 each) must be passed with a minimum grade of "B-".
Anatomy and Physiology courses must be completed within five (5) years prior to the student's program admission date.
Prerequisites for this program may only be repeated once.

Associate in Nursing

NUR.ADN/NUR.ADN2 (Associate Degree in Nursing) Requirements

A minimum of 65 credits is required to complete this program. Group I and Group II courses must be completed to apply to the Nursing Program.

Communication Skills (Group I) - 6 credit hours		
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
	OR COM 257	Public Speaking
Science and Mathematics (Group II) – 9 credit hours		
☐	MAT 104	Basic Algebra
☐	BIO 138	Human Anatomy & Physiology
☐	OR BIO 141	Anatomy & Physiology I
☐	AND BIO 142	Anatomy & Physiology II
Social Sciences (Group III) - 3 credit hours		
☐	SSC 200	The Social Sciences & Contemporary America
Humanities (Group IV) - 3 credit hours		
☐	HUM 200	Modernity & Culture
	OR HUM 253	American Culture
Highly Recommended Group - 10 credit hours		
☐	ALH 100	Medical terminology
☐	CHM 225	Survey of Organic Biological Chemistry
☐	BIO 210	Microbiology
Applied Arts & Sciences (Group V) - 44 credit hours		
☐	NUR 101	Foundations in Nursing
☐	NUR 150	Pharmacology in Nursing
☐	NUR 151	Assessment in Nursing
☐	NUR 102	Adult Health I
☐	NUR 103	Mental Health Nursing
☐	NUR 202	Adult Health II
☐	NUR 203	Family Centered Nursing
☐	NUR 204	Adult Health III
☐	NUR 227	Leadership in Nursing
☐	NUR 229	Capstone
☐	NUR 132	Program Readmission Practicum

Program of Study Notes

All NUR courses in a semester must be passed with a minimum grade of "78%" to progress to the next semester. For those intending to transfer, it is strongly recommended to take BIO.141 and BIO.142. Please speak with your advisor or Nursing Director. BIO. 138, 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. 138, 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.

Admissions to the Mid Michigan College 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 Department.

Final acceptance into the nursing program is based on results of a criminal background check and urine drug screen.

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.

Certificate: Advanced Integrated Manufacturing – Pre-Apprentice

AIM.C (Certificate: Advanced Integrated Manufacturing - Pre-Apprentice) Requirements		
A minimum of 12 credits is required to complete this program.		
First Semester - 6-7 credit hours		
☐	AIM 101	Machine Shop Practices I
☐	AIM 103	Introduction to Robotics
☐	OR AIM 110	Manufacturing Production Processes
Second Semester - 6-7 credit hours		
☐	AIM 102	Machine Shop Practices II
☐	AIM 106	Introduction to Metrology
☐	OR AIM 299	Manufacturing Internship

Certificate: Computed Tomography Technology

CTG.C (Certificate: Computed Tomography Technology) Requirements		
A minimum of 16 credits is required to complete this program.		
First Semester - 8 credit hours		
☐	CTG 210	CT Patient Care and Safety
☐	CTG 215	Principles of CT
☐	CTG 230	CT Procedures and Pathophysiology II
☐	CTG 240	CT Clinical Practice I
Second Semester - 8 credit hours		
☐	CTG 220	Financial Accounting
☐	CTG 231	Advanced Word Processing Applications
☐	CTG 241	Intermediate Word Processing/Keyboarding

Certificate: Web Design

CERT.WEBDSGN (Certificate: Web Design) Requirements		
A minimum of 12 credits is required to complete this program. Each course is available online.		
	SEMESTER I	6 credit hours
☐	ART 135	Graphic Design I
☐	CIS 135	Introduction to Website Design
	SEMESTER II	6 credit hours
☐	ART 211	Page Layout I
☐	CIS 235	Website Design II

Certificate of Achievement: Administrative Assistant Professional

AAP.C (Certificate of Achievement: Administrative Assistant Professional) Requirements		
A minimum of 31 credits is required to complete this program.		
First Semester (Fall) 15 credit hours)		
☐	AAP 120	Office Mathematics
☐	CIS 100	Introduction to Information Systems
☐	AAP 140	Beginning Word Processing/Keyboarding
☐	AAP 164	Business Communications I
☐	AAP 250	Records Management
Second Semester (Winter) - 16 credit hours		
☐	ACC 201	Financial Accounting
☐	AAP 200	Advanced Word Processing Applications
☐	AAP 142	Intermediate Word Processing/Keyboarding
☐	ENG 111	Freshman English Composition
☐	COM 101	Fundamentals of Communication
☐	OR COM 257	Public Speaking

Certificate of Achievement: Computer Assisted Drafting

DRF.C.CAD (Certificate of Achievement: Computed Assisted Drafting - CAD) Requirements		
A minimum of 38 credits is required to complete this program.		
First Semester - 16 credit hours		
☐	DRF 101	Technical Drawing
☐	DRF 120	Introduction to AutoCAD
☐	DRF 210	Introduction to SolidWorks
☐	IND 101	Basic Machine Shop Practices
☐	CIS 100	Introduction to Computer Information Systems
Second Semester - 16 credit hours		
☐	DRF 201	Mechanical Detail Drafting w/CAD
☐	DRF 211	Advanced SolidWorks Applications
☐	IND 113	CNC Machining
☐	ENG 111	Freshman English Composition
☐	MAT 170	Technical Math II
Third Semester - 6 credit hours		
☐	DRF 280	CAD Program and Software Certification
☐	COM 101	Fundamentals of Communication
☐	OR COM 257	Public Speaking

Certificate of Achievement: Early Childhood Education

ECE.C (Certificate of Achievement: Early Childhood Education) Requirements		
A minimum of 31 credits is required to complete this program.		
First Semester - 14 credit hours		
☐	**ECE 101**	**Introduction to Early Childhood Education**
☐	**ECE 112**	**Infancy**
☐	**CIS 100**	**Introduction to Information Systems**
☐	**ENG 111**	**Freshman English Composition**
Second Semester - 17 credit hours		
☐	**ECE 113**	**Early Childhood**
☐	**ECE 114**	**Interacting with Children, Parent/Adult Child Relations**
☐	**MAT 101**	**Basic Mathematics**
☐	**HES 100**	**Human Lifespan Development**
☐	**COM 101**	**Fundamentals of Communication**
☐	**OR COM 257**	**Public Speaking**

Certificate of Achievement: Pharmacy Technician Specialist

PHT.C (Certificate of Achievement: Pharmacy Technician Specialist) Requirements		
First Semester - 13 credit hours		
☐	**PHT 104**	**Orientation to Pharmacy & Community Pharmacy Practice**
☐	**PHT 105**	**Pharmacy Law**
☐	**PHT 106**	**Pharmaceutical Calculations**
☐	**PHT 113**	**Orientation to Institutional Pharmacy Practice**
Second Semester - 11 credit hours		
☐	**PHT 114**	**Pharmacology for Pharmacy Technicians**
☐	**PHT 115**	**Pharmacy Technician Clinical**

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.

Certificate of Achievement: Welding Technology

WLD.C (Certificate of Achievement: Welding Technology) Requirements		
A minimum of 35 credits is required to complete this program.		
First Semester - 12 credit hours		
☐	**WLD 126**	**SENSE IA**
☐	**DRF 101**	**Technical Drawing**
☐	**AIM 140**	**Metallurgy & Industrial Materials**
☐	**MAT 170**	**Technical Mathematics II**
Second Semester - 12 credit hours		
☐	**WLD 127**	**SENSE IB**
☐	**WLD 130**	**Metal Fabrication**
☐	**DRF 120**	**Introduction to AutoCAD**
☐	**ENG 111**	**Freshman English Composition**
Third Semester - 11 credit hours		
☐	**WLD 225**	**Advanced Welding**
☐	**WLD 245**	**Pipe Welding OR**
☐	**OR AIM 101**	**Basic Machine Shop Practices**

Non-Degree: Michigan Transfer Agreement (MTA)

MTA.ND (Non-Degree: Michigan Transfer Agreement) Requirements

A minimum of 30 credits is required to complete the MTA. At least 1 course must be taken at Mid Michigan College. Coursework transferred from other institutions that does not have a direct equivalent at Mid may be eligible to satisfy MTA, dependent on evaluation.

Designated MTA courses: EACH course must be completed with a minimum grade of C.

English Composition

☐	**ENG 111**	**Freshman English Composition**

Communication

☐	**ENG 222**	**Expository Writing & Research**
	OR COM 101	**Fundamentals of Communication**
	OR COM 257	**Public Speaking**

Mathematics

☐	**MAT 107**	**College Algebra**
	OR MAT 114	**Mathematical Reasoning**
	OR MAT 212	**Introduction to Probability and Statistics**

MAT 124, MAT 126, MAT 225, MAT 226, and MAT 230 also fulfill this requirement.

Natural Science

Two of the following, each from a different subject area: BIO 100, 101, 103, 111, 112, 131, 135, 141, 142, 201, 203, 210, 245; CHM 105, 106, 111, 112, 241, 242; GEL 101, 112; PHY 101, 105, 211; PSC 101, 102; SCI 200. At least one must be a laboratory science.

☐	**MTA Natural Science**
☐	**MTA Natural 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, 230, 240, 285; SOC 101, 200, 202, 220, 250, 289; SSC 111, 200.

☐	**MTA Social Science**
☐	**MTA Social Science**

Humanities

Two of the following, each from a different subject area: ENG 112, 201, 202, 205, 206, 213, 253, 289; FRN 101, 102; GER 101, 102; HIS 101, 102; HUM 101, 102, 183, 200, 205, 210, 225, 253, 283; MUS 275; PHL 201, 205, 210, 220, 250; REL 111, 200, 225, 250; SPN 101, 102, 201; TAI 275. Only one Language course may be applied.

☐	**MTA Humanities**
☐	**MTA Humanities**

Additional Coursework

If necessary, additional Designated MTA courses (from above lists) to total or exceed 30 credit hours.

☐	**MTA Additional Course (if needed)**
☐	**MTA Additional Course (if needed)**

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 toward their general education requirements. Students intending to transfer should contact their intended transfer institution. The MTA requires that colleges list coursework which is applicable.

Training Credential: Advanced Integrated Manufacturing – Automation

AIM.TC.ATM (Training Credential: Advanced Integrated Manufacturing - Automation) Requirements		
A minimum of 34 credits is required to complete this program.		
First Semester - 17 credit hours		
☐	AIM 101	Machine Shop Practices I
☐	AIM 103	Introduction to Robotics
☐	AIM 106	Intro to Metrology
☐	AIM 113	Introduction to CNC Programing
☐	MAT 170	Technical Math
Second Semester - 17 credit hours		
☐	AIM 102	Machine Shop Practices II
☐	AIM 104	Blueprint Reading
☐	AIM 116	CNC Programing
☐	AIM 150	Robotics Programming
☐	WLD 126	SENSE 1a

Training Credential: Advanced Integrated Manufacturing – Machine Tool Operation

AIM.TC.MTO (Training Credential: Advanced Integrated Manufacturing - Machine Tool Operation) Requirements		
A minimum of 34 credits is required to complete this program.		
First Semester - 17 credit hours		
☐	AIM 101	Machine Shop Practices I
☐	AIM 103	Introduction to Robotics
☐	AIM 106	Intro to Metrology
☐	AIM 113	Introduction to CNC Programing
☐	MAT 170	Technical Math
Second Semester - 17 credit hours		
☐	AIM 102	Machine Shop Practices II
☐	AIM 104	Blueprint Reading
☐	AIM 116	CNC Programing
☐	AIM 140	Metallurgy & Industrial Materials
☐	WLD 126	SENSE 1a

Training Credential: Automotive and Diesel Service Technology

AMS.TC (Training Credential: Automotive and Diesel Service Technology) Requirements		
A minimum of 34.5 credits is required to complete this program.		
First Semester - 16 credit hours		
☐	AMS 101	Intro.-Automotive Service Technology
☐	AMS 104	Basic Automotive Electricity
☐	AMS 125	Engine Performance I
☐	AMS 205	Steering and Suspension systems
☐	AMS 206	Brakes
Second Semester - 15.5 credit hours		
☐	AMS 116	Electrical Systems I: Electrical Accessories
☐	AMS 222	Manual transmissions and drive-train
☐	AMS 126	Engine Performance II
☐	AMS 240	Automotive Diesel performance and diagnostics
☐	MAT 101	Basic Mathematics

Training Credential: Geothermal Technology

HRA.TC.GEO (Training Credential: Geothermal Technology) Requirements		
A minimum of 19 credits is required to complete this program. **Courses must be taken in sequence. This program is not intended for students without collegiate or professional experience.**		
☐	**HRA 251**	**Geothermal Basics**
☐	**HRA 254**	**Air Source Heat Pumps**
☐	**HRA 261**	**Geothermal System Design**
☐	**HRA 262**	**Geothermal Loop Systems**
☐	**HRA 263**	**Closed Loop Ground Source Heat Pump Installation Workshop IGSHPA**
☐	**HRA 265**	**Geothermal Research and Development**

Training Credential: HRA – Facilities, Heating, and Electricity Specialist

HRA.TC.HEAT (Training Credential: HRA - Facilities, Heating, and Electricity Specialist) Requirements		
A minimum of 26 credits is required to complete this program.		
First Semester - 15 credit hours		
☐	**HRA 116**	**Fundamentals of Electricity**
☐	**HRA 205**	**Motors & Controls**
☐	**HRA 106**	**Heating Fundamentals**
☐	**HRA 108**	**Heating Systems**
☐	**HRA 226**	**Residential HVAC Load and Distribution Determination**
☐	**MID 150**	**Career Readiness**
Second Semester - 8 credit hours		
☐	**HRA 191**	**Introduction to Facilities Plumbing Maintenance**
☐	**HRA 105**	**Hydronics**
☐	**HRA 285**	**HRA Internship**
Third Semester - 3 credit hours		
☐	**HRA 215**	**HRA Controls**

Training Credential: HRA – Refrigeration and Air Conditioning Specialist

HRA.TC.RAC (Training Credential: HRA - Refrigeration and Air Conditioning Specialist) Requirements		
A minimum of 26 credits is required to complete this program.		
First Semester - 6 credit hours		
☐	**HRA 116**	**Fundamentals of Electricity**
☐	**HRA 205**	**Motors & Controls**
☐	**MID 150**	**Career Readiness**
Second Semester - 11 credit hours		
☐	**HRA 102**	**Refrigeration Fundamentals**
☐	**HRA 104**	**Residential Refrigeration**
☐	**HRA 285**	**HRA Internship**
☐	**HRA 204**	**Light Commercial Refrigeration**
Third Semester - 9 credit hours		
☐	**HRA 198**	**EPA Refrigerant Handler Certification**
☐	**HRA 220**	**Commercial Refrigeration Design**
☐	**HRA 215**	**HRA Controls**
☐	**HRA 240**	**Advanced Commercial Refrigeration**

Course Descriptions

Course numbers and names are listed, followed by the number of credit hours and the number of lecture and lab hours. Prerequisites, courses that must be completed before the listed course can be taken, and corequisites, courses that can be taken before or at the same time as the listed course, are also included in the course description if required.

Administrative Assistant Professional (AAP)

AAP 100 Keyboarding 1(1-0)

This course is for anyone who wishes to develop basic touch keyboarding (typewriting) skills on computers. Using the touch method, students learn to key (type) alphabetic, numeric, punctuation, and symbol keys; and to use the ten-key pad. In addition to classroom work, students are required to complete a minimum of one-half hour of computer lab work per week.

AAP 120 Office Mathematics 3(3-0)

This course covers basic mathematical operations and 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, and consumer and business credit.

AAP 120A Office Mathematics Pt. 1 1-2(1-0)

This course covers basic mathematical operations and 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, and consumer and business credit. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AAP 120B Office Mathematics Pt. 2 1-2(1-0)

This course covers basic mathematical operations and 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, and consumer and business credit. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AAP 136 Terminology and Proofreading 3(3-0)

This course helps the student build a better vocabulary and improve spelling and proofreading skills. Three hundred groups of commonly confused words and special lists of frequently misspelled terms are studied. Topics include working with the dictionary, pronunciation, phonetics, word division, prefixes and suffixes, plurals and possessives, and specialized and reference vocabularies. Students improve proofreading skills by identifying errors in typing, spelling, grammar, punctuation, capitalization, format, numbers, word division, and content using appropriate proofreader's marks.

Prerequisite: AAP 164

Corequisite: ENG 111

AAP 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. Students learn to spell, define, and use the terms 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, judgements, 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.

Corequisites: AAP 140 or equivalent, AAP 164

AAP 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.

AAP 140A Beg Word Processing/Keyboarding Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AAP 140B Beg Word Processing/Keyboarding Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AAP 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 use the most current word processing software to create documents. Speed ranges of 40-55 words a minute are needed to pass.

Prerequisite: AAP 140 or equivalent

AAP 142A Inter Word Processing/Keyboarding Pt. 1 1-2(1-0)

This course is designed to build a marketable keyboarding (typewriting) skill. Business letters, business forms, speed, and accuracy are stressed. Students use the most current word processing software to create documents. Speed ranges of 40-55 words a minute are needed to pass. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: AAP 140 or equivalent

AAP 142B Inter Word Processing/Keyboarding Pt. 2 1-2(1-0)

This course is designed to build a marketable keyboarding (typewriting) skill. Business letters, business forms, speed, and accuracy are stressed. Students use the most current word processing software to create documents. Speed ranges of 40-55 words a minute are needed to pass. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: AAP 140 or equivalent

AAP 164 Business Communications I 3(3-0)

Students learn/review basic grammar rules, punctuation rules, and sentence structure. Students use the computer and current word processing software for realistic business office applications of the rules. Students will be introduced to machine transcription and learn to use office reference manuals.

Prerequisite: Recommend concurrent enrollment in AAP 140 or knowledge of correct keyboarding techniques

AAP 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 include teaching 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 the skills needed to complete the MOS Expert Certification Exam.

Prerequisite: AAP 140 or equivalent

AAP 230 Written Correspondence I 3(3-0)

Using the computer, current word processing software, 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, CIS 100, AAP 136, AAP 142, AAP 164

AAP 234 Written Correspondence II 3(3-0)

This course is an intense application of skills learned in business communications, English, keyboarding/word processing, and other AAP courses. The students transfer material into high-quality (mailable) keyboarded documents using computers, current word processing software, CDs, and a variety of reference materials. To provide a realistic experience, a word processing simulation is used.

Prerequisites: AAP 200, AAP 230, AAP 240

AAP 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: AAP 138, AAP 200, AAP 230, AAP 240

AAP 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, AAP 136, AAP 142, AAP 200

AAP 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: CIS 100, AAP 140 or equivalent

AAP 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, 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 AAP advisory committee members. Other forms of AAP program assessment may be required. The student continues with preparation of high-quality (mailable) documents from both dictated and rough draft materials.

AAP 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, oral presentation techniques, interview preparation, self-analysis and self-improvement interviews.

Prerequisites: CIS 100, AAP 140

AAP 260 Admin Assistant Professional Internship 3(3-0)

Internship is a capstone course planned for the last semester of the Associate in Applied Science: Administrative Assistant Professional degree. Students are employed in an approved internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisites: In order to be placed in a training site and enrolled in AAP 260, the student should have completed the first three semesters of the program and MID 150

AAP 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: AAP 164 or ENG 111

Accounting (ACC)

ACC 050 Accounting Basics 1(2-0)

This Individualized Learning Center course is a computerized accounting course designed to increase the understanding of basic accounting concepts. The course may be taken as a review of such material or as initial preparation for further accounting studies.

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.

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 is included in addition to classroom work.

Prerequisites: ACC 201 with minimum grade of C

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 on the preparation of form 1040 and supporting schedules. Included is an introduction to computerized tax planning and preparation.

Prerequisite: ACC 201recommended

ACC 252 Tax Accounting II 3(3-0)

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

Prerequisite: ACC 251

ACC 261 Computerized Accounting 3(3-0)

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

Prerequisites: CIS 130, ACC 211

ACC 275 Intermediate Accounting I 3(3-0)

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

Prerequisite: ACC 211 with a minimum grade of C

ACC 276 Intermediate Accounting II 3(3-0)

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

Prerequisite: ACC 275 with a minimum grade of C

ACC 280 Accounting Internship 2(2-0)

Internship is a capstone course planned for the last semester of the Associate in Applied Science: Accounting degree. The students will be employed in an approved internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisite: The student must have completed at least 45 credit hours in the Associate in Applied Science: Accounting degree and MID 150

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.

Advanced Integrated Manufacturing (AIM)

AIM 100 Industrial Safety 3(3-0)

This course covers basic industrial safety practices and includes samples of lessons learned in a manufacturing setting. Safety topics include fire, electrical, moving machinery, lifting, vision, hearing, overhead work, PPE, and proper cleanup investigation and documentation. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstration, and hands-on activities. This course will be part of a program that uses ADS (Alternative Delivery System).

AIM 101 Basic Machine Shop Practices 4(4-0)

This course is designed to prepare students for a variety of jobs in the machine tool industry. The students will be trained on periphery processes (common hand and portable electric tools), as they are related to the machine shop. 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.

AIM 101X Machine Shop Practices I 2(2-0)

This is the first part of a course designed to prepare students for a variety of jobs in the machine tool industry. The students will be trained on periphery processes (common hand and portable electric tools), as they are related to the machine shop. 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. Students who complete AIM 101X and AIM 101Y will have credit equivalent to AIM 101.

AIM 101Y Machine Shop Practices I 2(2-0)

This is the second part of a course designed to prepare students for a variety of jobs in the machine tool industry. The students will be trained on periphery processes (common hand and portable electric tools), as they are related to the machine shop. 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. Students who complete AIM 101X and AIM 101Y will have credit equivalent to AIM 101.

Prerequisite: AIM 101X

AIM 102 Machine Shop Practices II 4(4-0)

This course is 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 course is an extension of AIM 101. This course takes basic machining and measuring techniques to the next level. The expectations along with the project work will greatly increase in this course.

Prerequisites: AIM 101, MAT 104 with a minimum grade of C or equivalent

AIM 102X Machine Shop Practices II 2(2-0)

This is the first part of a course 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 course is an extension of AIM 101. This course takes basic machining and measuring techniques to the next level. The expectations along with the project work will greatly increase in this course. Students who complete AIM 102X and Y will have credit for AIM 102.

Prerequisites: AIM 101, MAT 104 with a minimum grade of C or equivalent

AIM 102Y Machine Shop Practices II 2(2-0)

This is the second part of a course 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 course is an extension of AIM 101. This course takes basic machining and measuring techniques to the next level. The expectations along with the project work will greatly increase in this course. Students who complete AIM 102X and Y will have credit for AIM 102.

Prerequisites: AIM 102X, MAT 104 with a minimum grade of C or equivalent

AIM 103 Fundamentals of Industrial Robotics 3(3-0)

The goal of this course is to introduce students to industrial robots. Through online, lecture, text, and laboratory work, students will better understand the various uses of robots in industry. In addition to uses, students will also have a better understanding of how to manipulate, program, and maintain the robot.

AIM 103X Fund of Industrial Robotics Pt. 1 1.5(1.5-0)

This is the first part of a course designed to introduce students to industrial robots. Through online, lecture, text, and laboratory work, students will better understand the various uses of robots in industry. In addition to uses, students will also have a better understanding of how to manipulate, program, and maintain the robot. AIM 103X is the first half of AIM 103.

AIM 103Y Fund of Industrial Robotics Pt. 2 1.5(1.5-0)

This is the second part of a course designed to introduce students to industrial robots. Through online, lecture, text, and laboratory work, students will better understand the various uses of robots in industry. In addition to uses, students will also have a better understanding of how to manipulate, program, and maintain the robot. AIM 103Y is the second half of AIM 103.

AIM 104 Blueprint Reading for Trades 3(2-1)

This technical blueprint-reading course, with practical applications, is structured around a workbook approach to learning. Topics include basic projection of views, lines, reading scales, sketching, isometric and oblique projection, sections, perspectives, threads, title blocks, stock lists, and interpreting blueprints. This course also contains a brief introduction to geometric dimensioning and tolerancing (GD&T). Drawings and schematics for fluid power, and electrical will also be discussed and studied. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstration, and hands-on activities. This course uses ADS - Alternative Delivery System. The course management system (MOODLE) will be used for all course materials, testing, grading, and attendance.

AIM 105 Introduction to Advanced Integrated Manufacturing 2(2-0)

This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques, and produce some simple products. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

AIM 106 Intro to Metrology 3(1.5-1.5)

This course, with practical applications, is structured around a textbook, lab book, homework through the course management system (Moodle), and PowerPoint presentations. Topics covered will include the language and systems of measurement, tolerances, graduated scales and scaled instruments, micrometers, gage blocks, and measurement by comparison. This course will utilize face to face lecture, lab demonstrations, and student application of the knowledge and skills learned in both the classroom and lab. Students completing the course will be able to discuss what precision measurement is as well as select the best tool and method for the measurement being ask for.

AIM 107 Introduction to Electricity 3(1.5-1.5)

This course, with practical applications, is structured around a textbook, lab book, homework through the course management system (Moodle), and PowerPoint presentations. Topics covered will include the terminology used in the electrical field. The mathematical laws that apply to electricity and the calculations for the purpose of calculating circuit load, voltage drops, and resistance. Testing tools will be used in this course that are common in the electrical trades. Also a SnapOn certification cart will be used to issue National Coalition of Certification Center (NC3) certifications upon completion of this course.

AIM 110 Manufacturing Production Processes 2(2-0)

This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

AIM 113 Introduction to CNC Programming 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 with G and M codes, translating basic print drawings into CNC programming codes, general CNC principles and its functions, and introduce them to CNC machines and basic CNC programming skills. Students will also be introduced to MasterCam CNC graphic software.

Corequisite: AIM 101 can be taken concurrently with AIM 113

AIM 115 Manufacturing Materials 2(2-0)

This course will introduce students to manufacturing materials, materials testing, and material science. Additionally, this course will introduce students to primary and secondary processing in manufacturing and allow the student to construct and conduct experiments with various manufacturing materials. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

Prerequisite: AIM 100

AIM 116 CNC Programming 4(2-2)

This course is focused on the operations of CNC equipment along with the integration of Mastercam technology. Students will be working with a HAAS Machining Center.

Prerequisites: AIM 101, AIM 113, and either MAT 105 or MAT 170 with a minimum grade of C

AIM 120 Manufacturing Power & Equipment Systems 2(2-0)

This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

Prerequisite: AIM 100

AIM 125 Manufacturing Equipment Maintenance & Operations 2(2-0)

This course is designed to provide the student with a basic knowledge of manufacturing equipment, safety, maintenance and operation procedures, control systems, and leadership opportunities in the field. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

Prerequisite: AIM 100

AIM 130 Design for Manufacturing 2(2-0)

This course is designed to expand on the introductory AIM courses and expose the student to basic design concepts, blueprint reading and schematics, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

Prerequisite: AIM 100

AIM 135 The Manufacturing Enterprise 2(2-0)

This course is designed to expand upon concepts learned in AIM courses while allowing students to further explore how manufacturing enterprises are established, how they maintain control, how they plan, produce, package, and distribute. Emphasis in this course will be placed on Lean Manufacturing, Quality Systems (QS, ISO, TS, etc.), Kiazen, 5S's, Quick Response Manufacturing, and Inventory Control Systems. This course is designed for a flipped classroom environment. Utilizing online delivery of course content with on campus meetings for discussion, project/lab demonstrations, and hands-on activities. This course uses ADS (Alternative Delivery System).

Prerequisite: AIM 100

AIM 140 Metallurgy and Industrial Materials 3(1.5-1.5)

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.

AIM 150 Robotic Programming/Material Handling 3(2-2)

This course is intended for a future operator, technician, engineer, or programmer who must setup and record programs on a robot. The course covers robot operations. Students will be required to set up a specific application, test, run, and refine the program; as one would in a production set up.

Prerequisite: AIM 103

AIM 200 Robotic Vision/Sensors 3(1-3)

This course will introduce students to robotic vision and sensors. Through lecture, text, and laboratory work, students will better understand the safety, software, vision, and sensor capabilities of robots and how this knowledge can be applied in an industrial setting. There will be several "pick and place" labs that will test the students' problem solving and analytical abilities.

Prerequisites: AIM 103, AIM 150

AIM 299 Special Topics 3(3-0)

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

Allied Health (ALH)

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 insurance 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 by medical assistants. A course designed with an emphasis on safe, accurate administration of medications. Through use of the text, the students will acquire knowledge of drug actions, major side effects, and techniques of administration as well as gain basic skills necessary to assist the physician in the examination of, diagnosis, and treatment of patients in the office setting.

Prerequisite: Admission to the Medical Assistant Program

Corequisite: ALH 213

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

This course utilizes ompetency-based objectives to guide medical assistant students in their study of each unit in the pharmacology text. This class stresses the rights of drug administration, including drug administration procedures such as standard precautions, purpose, equipment/supplies, and procedure steps to administering medications. Emphasis is placed on the legal implications of drug therapy, safety, and accuracy in calculating and administering medications.

Prerequisite: Admission to the Medical Assistant Program

Corequisite: ALH 212

ALH 214 Clinical Procedures II 3(2-2)

This course introduces students to the clinical duties of the medical assistant as related to medical specialties. The courses includes a review of anatomy and physiology of the human body and 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 include patient obligation in a medical contract, patient confidentiality, standards of care, physicians liability for employees, release of information, and patient rights and responsibility in receiving medical care.

ALH 230 Laboratory Procedures for the Medical Office 4(3-2)

This course is designed primarily for the allied health field and medical assistant students in particular. The student should have a basic understanding of both biological principles and anatomy and physiology. The student will, through lecture and lab, gain an understanding of the theory of laboratory procedures as well as the skills to perform accurately in the Physician's Office Laboratory (POL) setting.

Prerequisites: ALH 212, ALH 213

Corequisite: ALH 214

ALH 230A Lab Procedures for the Medical Ofc Pt. 2 1(1-0)

This course is designed primarily for the allied health field and medical assistant students in particular. The student should have a basic understanding of both biological principles and anatomy and physiology. The student will, through lecture and lab, gain an understanding of the theory of laboratory procedures as well as the skills to perform accurately in the Physician's Office Laboratory (POL) setting. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: ALH 212, ALH 213

Corequisite: ALH 214

ALH 230B Lab Procedures for the Medical Ofc Pt. 2 1(1-0)

This course is designed primarily for the allied health field and medical assistant students in particular. The student should have a basic understanding of both biological principles and anatomy and physiology. The student will, through lecture and lab, gain an understanding of the theory of laboratory procedures as well as the skills to perform accurately in the Physician's Office Laboratory (POL) setting. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: ALH 212, ALH 213

Corequisite: ALH 214

ALH 250 Medical Assisting Office Externship 4(5.25-0)

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.

Prerequisites: ALH 212, ALH 213, ALH 214, ALH 230

ALH 260 REVIEW Clinical Procedures 5.5(3-5)

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

Prerequisites: ALH 212, ALH 213, ALH 214, ALH 230, Permission of MA Program Director

ALH 290 Special Topics- Review of Clinical Procedures 1(0.5-0)

An introduction to the basic principles underlying teaching and learning: learning theory, motivation, the exceptional learner, gender and cultural differences, and classroom management strategies. The course is designed to develop and enhance the skills of allied health professionals teaching in an allied health setting.

ALH 296-299 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.

Automotive Service (AMS)

AMS 101 Automotive Service Introduction 3(3-3)

This course will introduce students to the soft skills needed to communicate with customers. Students will also learn the new service information systems available and become certified in its usage. Students will also receive National Coalition of Certification Center (NC3) certifications in torque and measurement systems. This course is designed to help students at the beginning levels of the automotive field and allow them to be top level employees.

AMS 104 Basic Automotive Electricity 2(2-0)

This course studies the fundamentals and applications in automotive electrical, electronics, voltage, current, resistance, series and parallel circuits, magnetism, application of Ohm's Law, and wiring diagrams. This course develops skills in establishing an electrical base for advanced electrical/electronic courses through the use of meters and test equipment.

AMS 104A Basic Automotive Electricity Pt. 1 1-2(1-0)

This course studies the fundamentals and applications in automotive electrical, electronics, voltage, current, resistance, series and parallel circuits, magnetism, application of Ohm's Law, and wiring diagrams. This course develops skills in establishing an electrical base for advanced electrical/electronic courses through the use of meters and test equipment. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 104B Basic Automotive Electricity Pt. 2 1-2(1-0)

This course studies the fundamentals and applications in automotive electrical, electronics, voltage, current, resistance, series and parallel circuits, magnetism, application of Ohm's Law, and wiring diagrams. This course develops skills in establishing an electrical base for advanced electrical/electronic courses through the use of meters and test equipment. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 110 Engine Fundamentals & Overhaul 4.5(7-0)

This course includes the study of engine principles, design construction, and the operation of automotive engines including small engines such as a 4 stroke and 2 stroke. The development of proper service procedure skills for 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 an emphasis on manufacturer's specifications and procedures.

AMS 110A Engine Fundamentals & Overhaul Pt. 1 1-4(1-0)

This course includes the study of engine principles, design construction, and the operation of automotive engines including small engines such as a 4 stroke and 2 stroke. The development of proper service procedure skills for 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 an emphasis on manufacturer's specifications and procedures. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 110B Engine Fundamentals & Overhaul Pt. 2 1-4(1-0)

This course includes the study of engine principles, design construction, and the operation of automotive engines including small engines such as a 4 stroke and 2 stroke. The development of proper service procedure skills for 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 an emphasis on manufacturer's specifications and procedures. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 116 Electrical Systems I: Electrical Accessories 2.5(4.5-0)

In this lecture/lab/online course, students will develop technical knowledge and the skills necessary to service and diagnose modern electrical systems. Emphasis will be placed on electrical testing techniques and use of electrical testing equipment. Instruction and lab work will cover chassis wiring, electrical accessories, batteries, starters, charging systems, and ignition system service. The student will be prepared to complete the ASE A6 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automobile electrical systems.

Prerequisite: AMS 104 or Permission of the Instructor

AMS 116A Electrical Systems I: Electrical Accessories Pt. 1 1-2(1-0)

In this lecture/lab/online course, students will develop technical knowledge and the skills necessary to service and diagnose modern electrical systems. Emphasis will be placed on electrical testing techniques and use of electrical testing equipment. Instruction and lab work will cover chassis wiring, electrical accessories, batteries, starters, charging systems, and ignition system service. The student will be prepared to complete the ASE A6 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automobile electrical systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 116B Electrical Systems I: Electrical Accessories 1-2(1-0)

In this lecture/lab/online course, students will develop technical knowledge and the skills necessary to service and diagnose modern electrical systems. Emphasis will be placed on electrical testing techniques and use of electrical testing equipment. Instruction and lab work will cover chassis wiring, electrical accessories, batteries, starters, charging systems, and ignition system service. The student will be prepared to complete the ASE A6 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automobile electrical systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 124 Automotive Heating & Air Conditioning 3.5(3-0)

In this lecture/lab/online course students will gain skills in refrigeration tools and materials, basic refrigeration systems, compressors, refrigerant controls, electric circuit controls, refrigerants testing, and repair of air conditioning units. The student will be prepared to complete the ASE A7 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive heating and air conditioning systems.

AMS 124A Automotive Heating & Air Conditioning Pt. 1 1-2(1-0)

In this lecture/lab/online course students will gain skills in refrigeration tools and materials, basic refrigeration systems, compressors, refrigerant controls, electric circuit controls, refrigerants testing, and repair of air conditioning units. The student will be prepared to complete the ASE A7 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive heating and air conditioning systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 124B Automotive Heating & Air Conditioning Pt. 2 1-2(1-0)

In this lecture/lab/online course students will gain skills in refrigeration tools and materials, basic refrigeration systems, compressors, refrigerant controls, electric circuit controls, refrigerants testing, and repair of air conditioning units. The student will be prepared to complete the ASE A7 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive heating and air conditioning systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 125 Engine Performance I 5(5-0)

This course introduces basic fuel, emissions, and electronic controls of today's modern vehicles. Students practice NATEF tasks to the MLR (maintenance and light repair) level related to engine performance systems. This lecture/lab course is designed to provide instruction in fundamentals, construction, operation, troubleshooting, and servicing of the components of the fuel and ignition control systems. Students will participate in disassembly and reassembly of components and fuel systems and in ignition control testing. Through the study of theory and use of testing and diagnostic procedures for computerized engine controls, students will develop the skills required of a diagnostic drivability technician. Students will also complete the National Coalition of Certification Center (NC3) scanner certification.

AMS 125A Engine Performance I Pt. 1 1-4(1-0)

This course introduces basic fuel, emissions, and electronic controls of today's modern vehicles. Students practice NATEF tasks to the MLR (maintenance and light repair) level related to engine performance systems. This lecture/lab course is designed to provide instruction in fundamentals, construction, operation, troubleshooting, and servicing of the components of the fuel and ignition control systems. Students will participate in disassembly and reassembly of components and fuel systems and in ignition control testing. Through the study of theory and use of testing and diagnostic procedures for computerized engine controls, students will develop the skills required of a diagnostic drivability technician. Students will also complete the National Coalition of Certification Center (NC3) scanner certification. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 125B Engine Performance I Pt. 2 1-4(1-0)

This course introduces basic fuel, emissions, and electronic controls of today's modern vehicles. Students practice NATEF tasks to the MLR (maintenance and light repair) level related to engine performance systems. This lecture/lab course is designed to provide instruction in fundamentals, construction, operation, troubleshooting, and servicing of the components of the fuel and ignition control systems. Students will participate in disassembly and reassembly of components and fuel systems and in ignition control testing. Through the study of theory and use of testing and diagnostic procedures for computerized engine controls, students will develop the skills required of a diagnostic drivability technician. Students will also complete the National Coalition of Certification Center (NC3) scanner certification. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 126 Engine Performance II 5(5-0)

This lecture/lab online course allows students to study the theory and use of testing and diagnostic procedures for computerized engine controls. Students will develop the skills required of a diagnostic drivability technician. The student will complete the ASE A8 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive engine management systems.

Prerequisite: AMS 125

AMS 126A Engine Performance II Pt. 1 1-4(1-0)

This lecture/lab online course allows students to study the theory and use of testing and diagnostic procedures for computerized engine controls. Students will develop the skills required of a diagnostic drivability technician. The student will complete the ASE A8 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive engine management systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: AMS 125

AMS 126B Engine Performance II Pt. 2 1-4(1-0)

This lecture/lab online course allows students to study the theory and use of testing and diagnostic procedures for computerized engine controls. Students will develop the skills required of a diagnostic drivability technician. The student will complete the ASE A8 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive engine management systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: AMS 125

AMS 205 Steering & Suspension Systems 3(4-0)

This is a lecture/lab/online course. This course studies passenger car and light duty truck suspension and steering systems. Skill development will focus on four-wheel alignment, power steering systems, and modern suspension systems. This course is also designed to improve students' communication, math, decision-making, thinking, reading, writing, ethics, and team-building skills.

AMS 205A Steering and Suspension Systems Pt. 1 1-2(1-0)

This is a lecture/lab/online course. This course studies passenger car and light duty truck suspension and steering systems. Skill development will focus on four-wheel alignment, power steering systems, and modern suspension systems. This course is also designed to improve students' communication, math, decision-making, thinking, reading, writing, ethics, and team-building skills. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 205B Steering and Suspension Systems Pt. 2 1-2(1-0)

This is a lecture/lab/online course. This course studies passenger car and light duty truck suspension and steering systems. Skill development will focus on four-wheel alignment, power steering systems, and modern suspension systems. This course is also designed to improve students' communication, math, decision-making, thinking, reading, writing, ethics, and team-building skills. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 206 Brakes 3(3-0)

This course studies brake systems. Skill development will be focused on drum, disc, hydraulic, power assist, and anti-lock brake systems.

AMS 206A Brakes Pt. 1 1-3(1-0)

This course studies brake systems. Skill development will be focused on drum, disc, hydraulic, power assist, and anti-lock brake systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 206B Brakes Pt. 2 1-3(1-0)

This course studies brake systems. Skill development will be focused on drum, disc, hydraulic, power assist, and anti-lock brake systems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 214 Automatic Transmissions 3(5.5-0)

In this lecture/lab/online course prepares students to service, diagnose, and overhaul commonly used automatic transmissions and transaxles. Emphasis will be placed on principles of operation, model variations, servicing techniques, and troubleshooting procedures. The student will complete the ASE A2 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automatic transmissions.

AMS 214A Automatic Transmissions Pt. 1 1-2(1-0)

In this lecture/lab/online course prepares students to service, diagnose, and overhaul commonly used automatic transmissions and transaxles. Emphasis will be placed on principles of operation, model variations, servicing techniques, and troubleshooting procedures. The student will complete the ASE A2 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automatic transmissions. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 214B Automatic Transmissions Pt. 2 1-2(1-0)

In this lecture/lab/online course prepares students to service, diagnose, and overhaul commonly used automatic transmissions and transaxles. Emphasis will be placed on principles of operation, model variations, servicing techniques, and troubleshooting procedures. The student will complete the ASE A2 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automatic transmissions. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 222 Manual Transmissions 4(6-0)

Studies passenger car and light truck clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases operation, service, and diagnosis. Students develop skills in diagnosis and service of clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases.

AMS 222A Manual Transmissions Pt. 1 1-3(1-0)

Studies passenger car and light truck clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases operation, service, and diagnosis. Students develop skills in diagnosis and service of clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 222B Manual Transmissions Pt. 2 1-3(1-0)

Studies passenger car and light truck clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases operation, service, and diagnosis. Students develop skills in diagnosis and service of clutches, manual transmissions, drive shafts, differentials, transaxles, front-drive axles, and transfer cases. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

AMS 232 Automotive Technology Internship 3(3-0)

Internship is a capstone course planned for the last semester of the Associate in Applied Science: Automotive Technology degree. The students will be employed in an approved internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisite: The student must have completed at least 45 credit hours in the Associate in Applied Science: Automotive Technology degree remaining courses concurrent to Internship and completed of MID 150

AMS 240 Auto Diesel Performance and Diagnosis 4(4-0)

This is a lecture/lab/online course is designed to teach students performance and diagnostic procedures on modern passenger car and light duty truck diesel engines. Differences between diesel engine diagnostics and gasoline engines will be covered in great detail. Combustion chamber, fuel, cooling, and lubrication system designs are discussed. Maintenance requirements due to low sulfur fuel, particulate traps, air filter service, and new engine oil configurations are all covered. The student will be trained to be able to complete the ASE A9 technician certification exam, demonstrating knowledge of the skills necessary to diagnose, service, and repair automotive diesel engines.

AMS 295 Special Topics 4(4-0)

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.

Anthropology (ANT)

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)

This course focuses on the development of observational skills and drawing techniques in black and white media. Students will explore line, value, shape, texture, and perspective through the use of still life, landscape, and the human figure.

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)

This course focuses on the basic elements and principles of two-dimensional design. Students will be introduced to the design process for creative problem solving and visual communication using a variety of media.

ART 130 Introduction to Oil Painting 3(3-0)

An introduction to painting with the exploration of media, techniques, and the concepts of space, form, and color.

ART 135 Introduction to Graphic Design 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.

Prerequisite: ART 110 or Permission of the 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 and development. Students will explore web technology topics and learn how to use HTML, CSS, JavaScript, and related technologies to construct web pages. As the final course outcome, students will build their own online portfolio or a website that acts as an individual portfolio piece. ART 152 is also cross-listed as CIS 135. Credit may not be earned in both classes.

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 Sequential Art and Storyboarding 3(3-0)

This course is designed to give students a comprehensive introduction into the concepts and techniques used in the creation of sequential art used in comic books and animation storyboarding. Students will explore character development, layout, timing, and illustration styles used in this specialized field, with specific focus on comic books, graphic novels, web strips, and animation.

ART 207 Comic Book and Graphic Novel Illustration II 3(3-0)

Students will have an opportunity to further explore the basic elements learned in ART 206 Sequential Art and Storyboarding. Students will write and illustrate their own original work. Emphasis is placed on the development of character design and storytelling skills, as well as the development of creative attitudes and concepts.

Prerequisite: ART 206

ART 210 Digital Painting and Illustration 3(3-0)

Development of conceptual and technical skills in digital painting and illustration software for use in print, web, and animation.

Prerequisites: ART 235, ART 205

ART 211 Digital Prepress & Continuity 3(3-0)

This course introduces the student to the software and tools used in the creation of single and multi-page documents. Students will learn the fundamentals of page layout, typography, effective use of color, proofing, and preparing documents for print and digital output.

ART 215 Design II 3(3-0)

Continuation of Design I, elements and principles of two-dimensional design, this course introduces students 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 the Instructor

ART 230 Advanced Theories in Oil Painting 3(3-0)

A continuation of Introduction to Oil Painting introducing more advanced techniques and media.

Prerequisite: ART 130

ART 235 Introduction to Digital Imagery 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.

Prerequisite: ART 135

ART 236 Logo and Corporate Identity 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 the 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.

Prerequisite: ART 110

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 Professional Practices/Portfolio 3(3-0)

This course focuses on the business of being a working visual artist or graphic designer. The first half of the semester is be devoted to more practical issues such as billing rates, fees, taxes, and other legal issues of self-employed artists. The second portion of the class centers on the creation of both a traditional and online portfolio.

Prerequisites: ART 110, ART 130, ART 205, ART 215, ART 236, ART 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 the Instructor

ART 245 Art in the Elementary School 3(3-0)

An investigation of how art fits into elementary school curriculum and what impact art has 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: the student has successfully completed EDU 107 and 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, ART 137

ART 252 Website Design II 3(3-0)

This course applies advanced web design and development techniques. Students will explore open source content management systems and use advanced HTML, CSS, JavaScript, and related web technologies to customize the functionality and appearance of dynamic websites. As the final course outcome, students will implement their own CMS with a responsive design and e-commerce features. ART 252 is also cross-listed as CIS 235. Credit may not be earned in both classes.

Prerequisite: CIS 135 or ART 152

ART 253 Introduction to Animation 3(3-0)

This course is an introductory animation course. Students will learn basic concepts of both traditional and digital animation such as staging, timing, key framing, and tweening. Students will also be introduced to industry standard animation software.

Prerequisite: ART 206

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 provide an introduction to small business ownership. It is designed for students seeking key opportunities to attain professional development, self-employment, and administrative roles in the art and design industry or to prepare students to transfer their coursework towards further undergraduate study.

Prerequisite: ART 252 or Permission of the 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, Permission of the Internship Coordinator

ART 285 Independent Study in Art II 3(3-0)

Continuation of ART 280.

Prerequisites: ART 280, 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.

American Sign Language (ASL)

ASL 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 fingerspelling, expressive and receptive, and information about deaf culture and different sign systems.

ASL 205 Basic American Sign Language II 3(3-0)

Continuation of ASL 105. This course increases the students' receptive and expressive skills while continuing to provide information and knowledge of deaf culture.

Prerequisite: ASL 105 or Permission of the Instructor

ASL 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.

ASL 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: ASL 215

Biology (BIO)

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 103 Concepts of Genetics and Biotechnology 3(3-0)

BIO 103 is a non-major introductory course for students without any biology background and have no intention of obtaining a biology or health-related degree. This course will provide a basic understanding of genetics and biotechnology and will cover DNA replication, gene expression, cell division, patterns of inheritance, cancer biology, and biotechnology.

BIO 110 Concepts in Microbiology 1(1-0)

This course is an introductory study of microorganisms such as bacteria, fungi, algae, viruses, and protozoa. The disease process involving these microorganisms will also be studied.

Prerequisite: BIO 101 with a minimum grade of C

BIO 111 Fundamentals of Cell Biology and Molecular Biology 4(3-3)

This course provides students a foundation in cellular biology. The course will cover the structure and function of cells including the basic chemistry of biomolecules, prokaryotic and eukaryotic cell structure, cell communication, membrane transport, bioenergetics, photosynthesis, respiration, cell division, and gene expression. The laboratory portion of the course will include experiments that introduce students to the scientific processes employed by biologists.

BIO 112 Fundamentals of Evolution and Diversity 4(3-3)

This course provides students foundational knowledge in evolution and diversity. The course will cover patterns of inheritance, basic evolutionary principles, speciation, and the diversity of life. The laboratory portion of the course will include experiments that introduce students to the scientific processes employed by biologists.

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.

Prerequisite: 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.

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

BIO 138 Human Anatomy and Physiology 6(4-4)

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.

Prerequisite: BIO 101 with a minimum grade of C

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 or BIO 111 and BIO 112 each 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 OR BIO 111 and BIO 112 each 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)

Topics cover fundamental principles of zoology including taxonomy, evolution, and characteristics of major animal phyla with emphasis on anatomy and physiology of selected groups. Labs will support exploration of animal groups using microscopic observations and dissections of preserved specimens.

Prerequisite: BIO 101 with a minimum grade of C

BIO 204 Human Genetics 3(3-0)

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

BIO 210 Microbiology 4(3-3)

Microbiology involves a study of the bacteria, fungi, algae, viruses, protozoa, and other related microorganisms 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 microorganisms (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 BIO 111 and BIO 112, each with a minimum grade of C-, or a 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 and 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 and BIO 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 5(6-0)

Courses designed to investigate various topics in biology not included in current courses. Topics will be announced.

Business (BUS)

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 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 213 Business Law and Ethics 3(3-0)

This course introduces students to important legal and ethical challenges they will face in business. Classroom discussion and case studies focus on a general background in law as applied to specific business applications such as torts and product liability, contracts, agency law, criminal law, employment law, securities law, the regulatory environment, business entity structures, and mergers and acquisitions.

BUS 221 Purchasing and Inventory Control 3(3-0)

Presents a fundamental and practical approach to the problem of buying and basic merchandise control. Subject matter includes planning budgets and stock control through sales analysis.

Prerequisite: ACC 201 with a minimum grade of C

BUS 222 Labor and Management Relations 3(3-0)

This course covers the scope of industrial personnel management with emphasis upon procuring, developing, maintaining, and effectively using the workforce. Attention is given to job analysis and evaluation and union-management relationships.

Prerequisite: BUS 122

BUS 225 International Business 3(3-0)

This course analyzes environmental changes as the firm expands globally. Emphasis is placed on the understanding and utilization of diversity and ethics in the development, operation, and international expansion of the firm. Multicultural work environments, employment and labor issues, domestic and international law, global marketing, trade and finance will be examined.

BUS 231 Principles of Advertising 3(3-0)

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

BUS 241 Human Resource Management 3(3-0)

This course introduces students to important principles and techniques of human resources management in the 21st century. Classroom discussion, real-world case studies, and learning activities include the topics of recruiting and selection, on-boarding, performance management, training and performance support, development and succession planning, compensation and benefits, and workforce planning. Important HRM-related legal knowledge, including employment law and workplace safety and health regulations are covered. Students learn a broad understanding of human resources management and how it applies to any future role.

BUS 250 Entrepreneurial Management 3(3-0)

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

BUS 255 Entrepreneurial Finance 3(3-0)

A course designed for persons desiring to operate or presently operating a small business. Course content includes the study of acquiring business ownership, initial financial planning, and on-going financing requirements. The course emphasizes actual case studies.

Prerequisite: ACC 201, MAT 107, BUS 151 and ECO 201 or ECO 202 are recommended

BUS 289 Business Practicum 1(1-0)

This is a capstone course that 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 consist of the company's mission, organizational chart, marketing plan, and pro-forma financial statements.

Prerequisites: CIS 100, ACC 201, BUS 122, BUS 151, BUS 153, BUS 162, BUS 231, and either ECO 201 or ECO 202

BUS 291 Business Internship 2(2-0)

Internship is a capstone course planned for the last semester of the Associate in Applied Science: Business degree. The students will be employed in an approved internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisites: The internship will be limited to students within one semester of graduation and who have completed MID 150

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.

Chemistry (CHM)

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 111 General College Chemistry I 5(4-3)

CHM 111 serves as the first semester course in a standard first year college chemistry sequence. This course covers fundamental concepts in chemistry including atomic structure, molecular structure, chemical reactions, fundamentals of thermodynamics, measurement and chemical calculations, gases, and solution chemistry. The lab component provides a hands-on opportunity to investigate these concepts.

Prerequisites: CHM 105 with a minimum grade of C or one year of high school chemistry with a minimum grade of C

Corequisite: MAT 105 or two years of high school algebra

CHM 112 General College Chemistry II 5(4-3)

This course serves as the second semester in a standard first year chemistry sequence. This course covers fundamental concepts in chemistry including intermolecular forces, solutions, kinetics, equilibrium, acid/base chemistry, thermodynamics, and electrochemistry. The lab component provides a student a hands-on opportunity to investigate these concepts.

Prerequisite: CHM 111 with a minimum grade of C, MAT 105

CHM 225 Survey of Organic Biological Chemistry 4(3-3)

A survey course in organic chemistry and biochemistry covering the nomenclature, structure, reactivity, synthesis, and analysis of major classes of organic compounds with an emphasis on those with biological applications, especially carbohydrates, lipids, proteins, and nucleic acids and their relationship to DNA replication, protein synthesis, mutagenesis, cellular respiration, and cancer. The laboratory will introduce basic organic laboratory techniques and will include experiments in organic synthesis, separations, and analysis. CHM 225 is a non-major course for students interested in careers in health-related fields including nursing, medicine, and pharmacy.

Prerequisite: CHM 105, CHM 111 with a minimum grade of C or equivalent within the past 5 years or Permission of the Instructor

CHM 245 Organic Chemistry I - Lecture 4(4-0)

Organic Chemistry I is the first course in a two semester sequence of organic chemistry for students who are considering careers in some field of science, pre-professional health studies, or engineering. It includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, spectroscopy, and reactions (with their mechanisms) of saturated and unsaturated hydrocarbons and alkyl halides. It is recommended that this course be taken concurrently with CHM 255 - Chemistry I Lab.

Prerequisite: CHM 112 or CHM 111 with a minimum grade of B

Corequisite: CHM 255 recommended to be taken concurrently

CHM 246 Organic Chemistry II - Lecture 4(4-0)

Organic Chemistry II is the second course in a two semester sequence of organic chemistry for students who are considering careers in some field of science, pre-professional health studies, or engineering. It is a continuation of CHM 245 Organic Chemistry I. This course includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, and reactions (with their mechanisms) of conjugated dienes, benzene, alcohols, ethers, and carbonyl groups, featuring applications to biochemistry. Students will build on the core knowledge from CHM 245 to design more elaborate synthetic pathways and to create more complex mechanistic models for describing organic reaction pathways. It is recommended that this course be taken concurrently with CHM 256 Organic Chemistry II – Laboratory.

Prerequisite: CHM 245

Corequisite: CHM 256 recommended to be taken concurrently

CHM 255 Organic Chemistry I - Lab 1(1-3)

Organic Chemistry Laboratory 1 is the first is a two semester sequence of organic chemistry laboratory courses for students who are considering careers in some field of science, pre-professional health studies or engineering. It addresses the mastery of advanced laboratory techniques for the manipulation or organic compounds, including synthesis, separations and purifications. The characterization of organic materials by physical and spectroscopic methods is also addressed. Each week students will conduct an experiment in the lab that is meant to help them understand organic chemistry principles and also to gain experience in scientific research methods. This laboratory course is designed to accompany CHM 245.

Prerequisite: CHM 112 or CHM 111 with a minimum grade of B

Corequisite: CHM 245 recommended to be taken concurrently

CHM 256 Organic Chemistry II - Lab 1(1-3)

Organic Chemistry II - Laboratory is the second is a two semester sequence of organic chemistry laboratory courses for students who are considering careers in some field of science, pre-professional health studies, or engineering. It addresses the use of previously acquired advanced laboratory techniques for the manipulation of organic compounds, including synthesis, separations and purifications. The characterization of organic materials by physical and spectroscopic methods is also addressed. Each week students will conduct an experiment in the lab that is meant to help them understand organic chemistry principles and also to gain experience in scientific research methods. This laboratory course is designed to accompany CHM 246.

Prerequisite: CHM 255

Corequisite: CHM 246 recommended to be taken concurrently

CHM 290-299 Selected Topics 1(7-0)

Courses designed to investigate various topics in chemistry not included in current courses. Topics will be announced.

Computer Information Systems (CIS)

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 100A Introduction to Information Systems Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: Touch keyboarding skills recommended

CIS 100B Introduction to Information Systems Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: Touch keyboarding skills recommended

CIS 110 Programming Logic 3(3-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with computer programming concepts. Students will be introduced to programming concepts such as logic and flow charting as well as some basic programming techniques.

CIS 110A Programming Logic Pt. 1 1-2(1-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with computer programming concepts. Students will be introduced to programming concepts such as logic and flow charting as well as some basic programming techniques. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 110B Programming Logic Pt. 2 1-2(1-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with computer programming concepts. Students will be introduced to programming concepts such as logic and flow charting as well as some basic programming techniques. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

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 125 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 1/2 hours of lecture followed by 1 1/2 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 125A Database Systems Pt. 1 1-2(1-0)

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 1/2 hours of lecture followed by 1 1/2 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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 100

CIS 125B Database Systems Pt. 2 1-2(1-0)

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 1/2 hours of lecture followed by 1 1/2 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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 100

CIS 130 Applications with Microcomputers 3(3-0)

A study of various computer applications as applied to business problems. Applications covered include spreadsheets, windows presentation programs, and databases.

Prerequisite: CIS 100 with a minimum grade of C

CIS 130A Applications with Microcomputers Pt. 1 1-2(1-0)

A study of various computer applications as applied to business problems. Applications covered include spreadsheets, windows presentation programs, and databases. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 100 with a minimum grade of C

CIS 130B Applications with Microcomputers Pt. 2 1-2(1-0)

A study of various computer applications as applied to business problems. Applications covered include spreadsheets, windows presentation programs, and databases. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 100 with a minimum grade of C

CIS 131 .Net Programming I 3(3-0)

This course is an introduction to developing applications using the .NET framework. The focus is on designing and developing .NET applications within an organization.

Prerequisite: MAT 104

CIS 131A .Net Programming I Pt. 1 1-2(1-0)

This course is an introduction to developing applications using the .NET framework. The focus is on designing and developing .NET applications within an organization. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: MAT 104

CIS 131B .Net Programming I Pt. 2 1-2(1-0)

This course is an introduction to developing applications using the .NET framework. The focus is on designing and developing .NET applications within an organization. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: MAT 104

CIS 135 Introduction to Website Design 3(3-0)

This course introduces the fundamentals of web design and development. Students will explore web technology topics and learn how to use HTML, CSS, JavaScript, and related technologies to construct web pages. As the final course outcome, students will build their own online portfolio or a website that acts as an individual portfolio piece. ART 152 is also cross-listed as CIS 135. Credit may not be earned in both classes.

CIS 135A Introduction to Website Design Pt. 1 1-2(1-0)

This course introduces the fundamentals of web design and development. Students will explore web technology topics and learn how to use HTML, CSS, JavaScript, and related technologies to construct web pages. As the final course outcome, students will build their own online portfolio or a website that acts as an individual portfolio piece. ART 152 is also cross-listed as CIS 135. Credit may not be earned in both classes. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 135B Introduction to Website Design Pt. 2 1-2(1-0)

This course introduces the fundamentals of web design and development. Students will explore web technology topics and learn how to use HTML, CSS, JavaScript, and related technologies to construct web pages. As the final course outcome, students will build their own online portfolio or a website that acts as an individual portfolio piece. ART 152 is also cross-listed as CIS 135. Credit may not be earned in both classes. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 140 IT Fundamentals 3(3-0)

CIS 140 is an introductory course in information technology (IT) and is designed for students with any level of IT experience. Students will develop a working knowledge of the terminology, processes, and components associated with information technology. Students will develop fundamental skills for set up, configuration, and troubleshooting PCs and mobile devices. This course will cover the basics of computing, IT infrastructure, software development, IT security, and database use in alignment with the objectives of the CompTIA IT Fundamentals+ certification exam.

CIS 150 Ethics in Information Technology 3(3-0)

This course will explore the various ethical dilemmas that IT professionals confront. Students will learn to apply critical thinking skills to ethical questions. Topics will include ethics for employees, privacy, intellectual property rights, ethical decisions in software development, social media, and the impact of information technology on society.

CIS 155 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.

CIS 155A Computer Operating Systems Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 155B Computer Operating Systems Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 170 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.

CIS 170A Networking Essentials Pt.1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 170B Networking Essentials Pt.2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 175 Computer Programming I 3(3-0)

This course covers algorithm design and development. An introduction to the design and development of computer programs using object-oriented programming languages is included.

Prerequisites: MAT 104 or higher MAT course, CIS 110

CIS 175A Computer Programming I Pt. 1 1-2(1-0)

This course covers algorithm design and development. An introduction to the design and development of computer programs using object-oriented programming languages is included. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: MAT 104 or higher MAT course, CIS 110

CIS 175B Computer Programming I Pt. 2 1-2(1-0)

This course covers algorithm design and development. An introduction to the design and development of computer programs using object-oriented programming languages is included. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: MAT 104 or higher MAT course, CIS 110

CIS 185 Introduction to Cybersecurity 3(3-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with current cybersecurity threats, vulnerabilities, and security concepts. Students will develop an in-depth knowledge of systems security, access control, network infrastructure, security assessments, security audits, cryptography, and organizational security. Students will implement and monitor security on networks, applications, and operating systems. This course is designed to help students prepare for the CompTIA Security+ certification exam.

Corequisite: CIS 170

CIS 185A Introduction to Cybersecurity Pt. 1 1-2(1-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with current cybersecurity threats, vulnerabilities, and security concepts. Students will develop an in-depth knowledge of systems security, access control, network infrastructure, security assessments, security audits, cryptography and organizational security. Students will implement and monitor security on networks, applications, and operating systems. This course is designed to help students prepare for the CompTIA Security+ certification exam. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: CIS 170

CIS 185B Introduction to Cybersecurity Pt. 2 1-2(1-0)

This course serves as a general introduction for students to acquire a foundation of knowledge and skills with current cybersecurity threats, vulnerabilities, and security concepts. Students will develop an in-depth knowledge of systems security, access control, network infrastructure, security assessments, security audits, cryptography and organizational security. Students will implement and monitor security on networks, applications, and operating systems. This course is designed to help students prepare for the CompTIA Security+ certification exam. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: CIS 170

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.

Corequisite: CIS 170

CIS 190A Cisco Internetworking I Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: CIS 170

CIS 190B Cisco Internetworking I Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: CIS 170

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 195A Cisco Internetworking II Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 190

CIS 195B Cisco Internetworking II Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 190

CIS 215 Cybersecurity Operations 3(3-0)

This course serves as a first step in acquiring the knowledge and skills needed to work with a Security Operations Center (SOC) team, and can be a valuable part of beginning an educational and career trajectory in the exciting and growing field of cybersecurity operations. The curriculum helps prepare students for entry-level cybersecurity career opportunities and is aligned to the Understanding Cisco Cybersecurity Fundamentals exam (210-250 SECFND) and Implementing Cisco Cybersecurity Operations exam (210-255 SECOPS) leading to the Cisco CCNA Cybersecurity Operations certification. This course uses hands-on labs using virtual environments to simulate real-world cybersecurity threat scenarios and create opportunities for ethical hacking, security monitoring, analysis, and resolution.

CIS 221 Computers in Business 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. The course also explores the techniques of business computer system development and develops skills in using productivity programs such as databases and spreadsheets to build models solving practical business problems.

Corequisite: ACC 201

CIS 221A Computers in Business Pt.1 1-2(1-0)

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. The course also explores the techniques of business computer system development and develops skills in using productivity programs such as databases and spreadsheets to build models solving practical business problems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: ACC 201

CIS 221B Computers in Business Pt.2 1-2(1-0)

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. The course also explores the techniques of business computer system development and develops skills in using productivity programs such as databases and spreadsheets to build models solving practical business problems. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Corequisite: ACC 201

CIS 225 Database Systems 3(1.5-1.5)

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.

Prerequisites: CIS 100, CIS 130

CIS 230 Special Topics 3(3-0)

Courses designed to investigate relevant computer information systems. Topics covered are not included in the courses that are currently listed and will be announced prior to the semester in which they are offered.

Prerequisite: CIS 100

CIS 231 .NET Programming II 3(3-0)

An intermediate level programming course using the .NET framework. The student will develop their programming techniques using a Windows based programming language in a graphical environment with an emphasis on procedures, menus, arrays, files, and classes.

Prerequisite: CIS 131

CIS 231A .Net Programming II Pt.1 1-2(1-0)

An intermediate level programming course using the .NET framework. The student will develop their programming techniques using a Windows based programming language in a graphical environment with an emphasis on procedures, menus, arrays, files, and classes. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 131

CIS 231B .NET Programming II Pt.2 1-2(1-0)

An intermediate level programming course using the .NET framework. The student will develop their programming techniques using a Windows based programming language in a graphical environment with an emphasis on procedures, menus, arrays, files, and classes. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 131

CIS 235 Website Design II 3(3-0)

This course applies advanced web design and development techniques. Students will explore open source content management systems and use advanced HTML, CSS, JavaScript, and related web technologies to customize the functionality and appearance of dynamic websites. As the final course outcome, students will implement their own CMS with a responsive design and e-commerce features. ART 252 is also cross-listed as CIS 235. Credit may not be earned in both classes.

Prerequisite: CIS 135 or ART 152

CIS 236 Emerging Web Technologies 3(3-0)

This course is a continuation of ART 252 Website Design II. It introduces advanced, emerging technologies in web design/multimedia design and current emerging web technologies. This is a growing field and will give graphic design students opportunities to expand their background in current web technologies. The final course outcome is a functional, online portfolio.

Prerequisite: CIS 235 or ART 252

CIS 250 Help Desk Fundamentals 3(3-0)

This course focuses on key skills for help desk professionals, including troubleshooting, problem-solving, verbal communication, written communication, self-management, help desk procedures, and end-user training.

Prerequisite: CIS 155

CIS 255 Linux Fundamentals 3(3-0)

CIS 255 is designed to provide students an entry point for learning the fundamentals of the Linux operating system. Students will develop a working knowledge of Linux as an operating system, basic open source concepts, how Linux is used, and the basics of the Linux command line. Students will develop fundamental skills for set up, configuration, and troubleshooting Linux PCs. This course will align with the objectives of the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate exam.

Prerequisites: CIS 140, CIS 155

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.

CIS 260A Systems Analysis Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 260B Systems Analysis Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

CIS 265 Ethical Hacking 3(3-0)

CIS 265 is designed to develop a professional capability to discover weaknesses and vulnerabilities in target systems using the same skills and tools as malicious threat actors for the purpose of assessing the security posture of networks and data. Students will utilize existing knowledge of TCP/IP, IP addressing, DNS, routing and switching, Windows and Linux skills, command line interface tools, text editing, and information security concepts to develop skills and proficiencies to plan, scope, investigate, test, and report vulnerability assessments in a lawful and legitimate manner. This course will align with the objectives of the CompTIA PenTest+ certification exam.

Prerequisites: CIS 185, CIS 215, CIS 255

CIS 275 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, and searching.

Prerequisite: CIS 175

CIS 275A Computer Programming II Pt.1 1-2(1-0)

A continuation of CIS 175, with an emphasis on elementary data structures, string manipulation, recursion, stacks, queues, linked lists, binary trees, sorting, and searching. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 175

CIS 275B Computer Programming II Pt.2 1-2(1-0)

A continuation of CIS 175, with an emphasis on elementary data structures, string manipulation, recursion, stacks, queues, linked lists, binary trees, sorting, and searching. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: CIS 175

CIS 280 Computer Information Systems Internship 2(2-0)

Internship is a capstone course planned for the last semester of the Associate in Applied Science: Computer Information Systems degree. The students will be employed in an approved internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisite: The student must have completed at least 45 credit hours in the Associate in Applied Science: Computer Information Systems degree and MID 150

CIS 285 Network Cybersecurity 3(3-0)

Students will develop and in-depth, theoretical understanding of network security principles. CIS 285 is a hands-on, career-oriented course with an emphasis on practical experience to help students develop specialized security skills to advance their career opportunities implementing Cisco network security. This course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. This course is designed to help students prepare for the Implementing Cisco IOS Network Security certification exam.

Prerequisites: CIS 185, CIS 195

CIS 285A Network Cybersecurity Pt. 1 1-2(1-0)

Students will develop and in-depth, theoretical understanding of network security principles. CIS 285 is a hands-on, career-oriented course with an emphasis on practical experience to help students develop specialized security skills to advance their career opportunities implementing Cisco network security. This course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. This course is designed to help students prepare for the Implementing Cisco IOS Network Security certification exam. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: CIS 185, CIS 195

CIS 285B Network Cybersecurity Pt. 2 1-2(1-0)

Students will develop and in-depth, theoretical understanding of network security principles. CIS 285 is a hands-on, career-oriented course with an emphasis on practical experience to help students develop specialized security skills to advance their career opportunities implementing Cisco network security. This course provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. This course is designed to help students prepare for the Implementing Cisco IOS Network Security certification exam. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: CIS 185, CIS 195

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.

Prerequisites: 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.

Prerequisites: CIS 190, CIS 195, CIS 290

Criminal Justice System (CJS)

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, and 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.

Prerequisite: CJS 200

CJS 202 Juvenile Law and Procedures 3(3-0)

This course will examine a broad spectrum of trends and causation of juvenile delinquency, specific treatment techniques, ways of controlling and preventing delinquency, and the role of the law enforcement officer in dealing with all aspects of the legal basis of the police officer's work with juveniles.

Prerequisite: CJS 200

CJS 203 Fundamentals of Supervision & Management in Criminal Justice 3(3-0)

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, evidence collection, recording and preservation of evidence, interviewing witnesses, interrogation of suspects, methods used in the police science laboratory, and cooperation with other agencies in investigation procedures.

Prerequisite: CJS 201

CJS 205 Evidence and the Police Officer 3(3-0)

A study of the rules of evidence, from its historical development through the present, pertaining to criminal cases. This course provides an examination into the testimonial, documentary, and real evidence as discovered and evaluated by police in anticipation of a criminal trial.

Prerequisite: CJS 201

CJS 206 Police Patrol Operations 3(3-0)

This course provides a study of police patrol and its function. The course includes both the theoretical and functional aspects of patrol function. Emphasis is placed on police patrol responsibilities, its purpose, methods and the different types of police patrol. The student will examine the concept of police patrol to include community policing, types of service calls, interview and reports, the courtroom and testimony, and insights to the technological advancements affecting the patrol officer.

Prerequisite: CJS 200

CJS 207 Communications in Criminal Justice 3(3-0)

This course is designed to introduce students, to specific verbal, non-verbal, and written communication skills that will allow them to succeed in their performance of duty as law enforcement and correctional professionals. Students will be introduced to a variety of communication styles with emphasis placed on interpersonal communication strategies. Written communication skills will be taught specific to the reports necessary in law enforcement and corrections fields.

Prerequisite: SPE 101 or SPE 257

CJS 215 Police Academy 16(16-0)

Mid Michigan 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 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 facility. This course is one of three academic courses that satisfy the Michigan Department of Corrections Local Detention Academy 160 hours of required 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 facility. This course is one of three academic courses that satisfy the Michigan Department of Corrections Local Detention Academy 160 hours of required 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 facility. This course is one of three academic courses that satisfy the Michigan Department of Corrections Local Detention Academy 160 hours of required training. This course includes the following training academy modules and hours Defensive Tactics (40 hours), Fire Safety (12 hours), First Aid/CPR/AED (8 hours).

CJS 250 Correction Officer Training Internship 5(1-0)

The Corrections Officer Training Internship has been designed to provide the student a pragmatic work experience in a correctional institution/facility. The student intern will be required to complete a minimum of 60 hours at an operational corrections agency. The intern curriculum will include working in a variety of institutional departments and can be adjusted in accordance to the student's needs and/or interests.

Prerequisites: Students must be recommended by one or more Corrections Instructors and successfully interview with a Corrections Department representative.

CJS 290 Fundamentals of Supervision & Management in Criminal Justice 1.5(1.5-0)

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 290 for Fall is the first part of the regular CJS 203 course; the second part will be included in CJS 291 during the Winter term.

CJS 291 Fundamentals of Supervision & Management in Criminal Justice 1.5(1.5-0)

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 291 is the second part of CJS 203; the first part is covered in CJS 290 during Fall term.

CJS 292-299 Special Topics 1(1-0)

Courses designed to investigate current topics in corrections not included in courses currently listed. Topics will be announced.

Communication (COM)

COM 101 Fundamentals of Communications 3(3-0)

In this course, students use theory to describe and evaluate their interpersonal, intrapersonal, group, and public speaking situations. Public speaking is emphasized as students use a variety of channels to synthesize theory and practice as they demonstrate communication proficiency.

COM 195 Intercultural Communication 3(3-0)

In this course, students use self-inquiry, communication theory, discussion, and ethnography to explore the relationships among communication, culture, and perception. They use their observations to increase cultural awareness, sensitivity, and ability to negotiate diverse experiences in personal, civic, and professional contexts.

COM 253 Small Group Communication 3(3-0)

In this course, students examine the major concepts, principles, and theories associated with human communication in small groups. Students synthesize theory and practice through collaborative activities--including service learning--that require group development, leadership, conflict resolution, and decision- making.

COM 257 Public Speaking 3(3-0)

In this course, students examine theories and practice techniques for effective public speaking and listening in civic and professional contexts. As speakers, they demonstrate effective public speaking techniques in the classroom and for wider audiences.

COM 261 Interpersonal Communication 3(3-0)

In this course, students investigate the creation of meaning as a social, symbolic process and refine their abilities to effectively co-create meaning in their personal, civic, and professional relationships.

COM 270 Special Topics in Communication 3(3-0)

Variable topics/credit course designed to address special issues and/or employ innovative teaching techniques in the study of communication.

Prerequisite: Permission of the Instructor

Computed Tomography Technology (CTG)

CTG 210 CT Patient Care and Safety 1(1-0)

This course prepares the CT student to safely practice within the hospital or ambulatory care setting. Students will discuss the importance of patient assessment. Emphasis will be placed on radiation safety and contrast administration.

Prerequisite: Admission to the CT Program

CTG 215 Principles of CT 1(1-0)

This course provides a historical overview of the CT profession. Students will explore the principles of digital imaging. Emphasis will be placed on the physical principles of computed tomography, data acquisition and data processing.

Prerequisite: Admission to the CT Program

CTG 220 CT Instrumentation 2(3-0)

This course provides an introduction of the CT operating system. Students will review radiation physics and discuss factors affecting dose in CT. Emphasis will be placed on artifact recognition, artifact reduction, and image quality.

Prerequisite: Admission to the CT Program

CTG 230 CT Procedures and Pathophysiology I 3(3-0)

This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore common pathologies found on CT images. Emphasis will be placed on contrast usage, imaging processes, and positioning considerations.

Prerequisite: Admission to the CT Program

CTG 231 Ct Procedures and Pathophysiology II 3(3-0)

This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to special imaging procedures. Students will explore common pathologies found on CT images. Emphasis will be placed on contrast usage, imaging processes, and positioning considerations.

Prerequisite: Admission to the CT Program

CTG 240 CT Clinical Practice I 3(3-0)

This is the first in a series of two clinical courses that provides the necessary supervised clinical education needed for the CT student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors.

Prerequisite: Admission to the CT Program

CTG 241 CT Clinical Practice II 3(3-0)

This is the final clinical course in a series of two that provides the necessary supervised clinical education needed for the CT student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

Prerequisite: Admission to the CT Program

Drafting (DRF)

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.

DRF 101A Technical Drawing Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 102B Technical Drawing Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 105 Intro to Geom. 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.

Prerequisites: DRF 101, IND 101 Recommended

DRF 120 Introduction to Auto CAD 3(3-0)

This course is designed to acquaint students with computer aided-drafting using AutoCAD software. System interface, creating, modifying/editing and displaying geometry, dimension styles, block insertion, scale drawings, paper space/model space usage, creating templates, and file management will be introduced to students as they create basic mechanical detail drawings and basic architectural drawings. An introduction to 3-D solid modeling will be explored at the end of the course.

DRF 120A Introduction to Auto CAD Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 120B Introduction to Auto CAD Pt. 2 1-2(1-0)

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 pace/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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

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 complete a minimum of 2 hours of individual outside of class laboratory work per week.

Prerequisites: DRF 101, 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 210A Introduction to Solidworks Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 210B Introduction to Solidworks Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 211 Advanced Solidworks Applications 3(3-0)

Students will have a thorough introduction to advanced SolidWorks applications that include sheet metal design, surface modeling, mold design, weldments, small structural design, and other topics. Students will model mechanical component parts and individual product designs to apply commands and principles.

Prerequisite: DRF 210

DRF 211A Advanced Solidworks Applications Pt. 1-2 3(3-0)

Students will have a thorough introduction to advanced SolidWorks applications that include: sheet metal design, surface modeling, mold design, weldments, small structural design, and other topics. Students will model mechanical component parts and individual product designs to apply commands and principles. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: DRF 210

DRF 211B Advanced Solidworks Applications Pt. 2 1-2(3-0)

Students will have a thorough introduction to advanced SolidWorks applications that include: sheet metal design, surface modeling, mold design, weldments, small structural design, and other topics. Students will model mechanical component parts and individual product designs to apply commands and principles. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: DRF 210

DRF 220 Introduction to Revit 3(3-0)

Students will have a thorough introduction to 2D and 3D architectural design using Revit. 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 220A Introduction to Revit Pt. 1 1-2(1-0)

Students will have a thorough introduction to 2D and 3D architectural design using Revit. 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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 220B Introduction to Revit Pt. 2 1-2(1-0)

Students will have a thorough introduction to 2D and 3D architectural design using Revit. 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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

DRF 250 Computer Assisted Design Internship 2(2-0)

DRF/CAD Internship is a capstone course planned for the last semester of the Associate in Applied Science: Computer Aided Drafting & Design Technology degree. The students will be employed in an approved internship position selected by the college coordinator and faculty. Documentation by the employer will be required.

Prerequisites: MID 150, DRF 101, DRF 105, DRF 120, DRF 201, DRF 210, DRF 211, IND 101, IND 113, IND 116 - all with a minimum grade of B or successful completion of a competency exam with a result of 83% or better

DRF 280 CAD Program & Software Certification 3(3-0)

This course will cover the necessary skills and techniques that are included on nationally recognized CAD software certification exams. This course is designed as a CAD program capstone course to help students prepare for program assessment exam(s) as well as CAD software certification exam(s). This course will allow students to revisit the fundamental objectives in computer aided drafting and design technology such as geometric constructions, object properties and organizational, orthographic and multi-view drawings, dimensioning and notes, auxiliary views, section views, and assembly drawings and block review. Students will also be reintroduced to solid modeling topics that include part modeling, advanced part modeling, assembly modeling, and advanced modeling theory and analysis.

Prerequisites: DRF 101, DRF 105, DRF 120, DRF 201, DRF 210, DRF 211 - all with a minimum grade of B or successful completion of a competency exam with a result of 83% or better

DRF 280A CAD Program & Software Cert. Pt. 1 1-2(1-0)

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 students to revisit the fundamental objectives in computer aided drafting and design technology such as geometric constructions, object properties and organizational, orthographic and multi-view drawings, dimensioning and notes, auxiliary views, section views, and assembly drawings and block review. Students will also be reintroduced to solid modeling topics that include part modeling, advanced part modeling, assembly modeling, and advanced modeling theory and analysis. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: DRF 101, DRF 105, DRF 120, DRF 201, DRF 210, DRF 211 - all with a minimum grade of B or successful completion of a competency exam with a result of 83% or better

DRF 280B CAD Program & Software Cert. Pt. 2 1-2(1-0)

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 students to revisit the fundamental objectives in computer aided drafting and design technology such as geometric constructions, object properties and organizational, orthographic and multi-view drawings, dimensioning and notes, auxiliary views, section views, and assembly drawings and block review. Students will also be reintroduced to solid modeling topics that include part modeling, advanced part modeling, assembly modeling, and advanced modeling theory and analysis. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: DRF 101, DRF 105, DRF 120, DRF 201, DRF 210, DRF 211 - all with a minimum grade of B or successful completion of a competency exam with a result of 83% or better

DRF 295-299 Special Topics 1(3-0)

These courses are designed to investigate various topics in Drafting and Design Technology that are not included in current courses. Topics will be announced. These courses are offered based on demand.

Early Childhood Education (ECE)

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 Infant-Toddler Development 4(3-2)

This course explores typical development of children age birth through 2.5 years, and the practical issues that professionals encounter when working with this age group and their families. Students are assigned to licensed lab sites where infants and toddlers are in attendance. Thirty (30) lab hours are required in addition to the course lectures. This course meets DHHS licensing requirements for lead infant-toddler caregivers.

Prerequisites: Students are required to submit negative TB test and DHHS Central Clearance Registry background checks prior to registration for this course.

Corequisites: ECE 101 and Permission of the Coordinator

ECE 113 Early Childhood Development and Learning 4(3-2)

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. Thirty (30) lab hours are required in a licensed Department of Human Services (DHS) program or school setting with children ages 3-8 years in attendance.

Prerequisites: ECE 101, ECE 112 or Permission of Coordinator

Corequisite: ECE 114

ECE 114 Interacting With Children, Parent/Adult 4(3-2)

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. Thirty (30) hours of lab time are required in observing young children in the community. Diversity and parenting styles will be studied.

Prerequisites: ECE 101, ECE 112

Corequisite: ECE 113

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. (This requirement for the CDA must be accomplished in the three years prior to sending an application for assessment.) Have accumulated 120 clock hours of early childhood training, either through high school vocational classes, college courses, or in-service training with an early childhood agency. Be able to document these training hours by transcript, certificates or other acceptable means.

Prerequisites: Students must be employed in a licensed or registered child care setting or be a regular volunteer in such a program able to accumulate 480 hours working with young children

ECE 160 Pediatric CPR/First Aid - Pathogens 0.5(0.5-0)

The Heartsaver First Aid and CPR AED course is designed to prepare students to provide first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) use in a safe, timely, and effective manner. The course goals involve cognitive and psychomotor objectives. Includes blood-borne pathogens (BBP) training. This course (BBP) is designed to meet the regulatory requirements (OSHA 1910.1030) for child care workers in all 50 U.S. states.

ECE 201 Guidance and Implementation of Programs 3(2-2)

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. Thirty (30) labs hours in a Department of Human Services (DHS) licensed setting are required. ENG 111 is highly recommended prior to enrolling in this course.

Prerequisites: ECE 113, ECE 114, ENG 111 recommended

Corequisites: ECE 202, ECE 206

ECE 202 Creative Development of the Child 3(2-2)

This course will focus on curriculum development in an early childhood setting. Students will learn how children become creative thinkers and how to encourage creativity in young children in multiple content areas. Activities will be developed for implementation in a lab setting. 30-hour lab placement is required. ENG 111 is highly recommended prior to enrolling in this course.

Prerequisites: ECE 113, ECE 114, ENG 111 recommended

Corequisites: ECE 201, ECE 206

ECE 206 Parent, School, & Community 3(2-2)

This course will explore the important relationship between the early childhood program and the families involved, as well as taking a look at the school and community resources available to programs and families. Some lab hours will be spent visiting service agencies and attending early childhood events, including a home visit, a parent-teacher meeting, and a parent-teacher conference. ENG 111 is highly recommended prior to enrolling in this course.

Prerequisites: ECE 113, ECE 114, ENG 111 recommended

Corequisites: ECE 201, ECE 202

ECE 207 Early Childhood Education Practicum 4(3-2)

This course leads the student to culminate Early Childhood Education studies through self-selected research and presentation, professional portfolio development and assignments based on theories and techniques learned and observed in prerequisite courses, and that require the student to apply ethical reflection to case studies. It includes time with peers and instructor to evaluate and discuss the field experience. Thirty (30) lab hours are required as assigned by instructor.

Prerequisites: ECE 201, ECE 202, ECE 206, ENG 111

Corequisite: ECE 208

ECE 208 Early Childhood Administration 3(2-2)

This course is designed to prepare students for the administrative and leadership role of early childhood program directors. Topics include: record-keeping, the hiring and training of staff, child advocacy, using community resources, budgeting, food service, collaboration, public relations, marketing, and fundraising. Thirty (30) lab hours in field settings are required in addition to class lecture. This course satisfies the Department of Health and Human Services (DHHS) staff qualification requirement to be named as an administrator on a center license.

Prerequisites: ECE 201, ECE 202, ECE 206, ENG 111 or Permission of the Coordinator

Corequisite: ECE 207

Economics (ECO)

ECO 110 Economics and Society 3(3-0)

An examination of the development of economic thought and institutions with emphasis on the application of this knowledge to the understanding of today's world.

ECO 150 Economic Problems 2(2-0)

Course content changes dependent upon current pressing economic problems. The topic will be announced prior to the semester in which it is offered.

ECO 175 Personal Finance 2(2-0)

This Individualized Learning Center course uses a variety of materials, including computer-assisted instruction, to help students learn to make wise financial decisions in choosing, spending, and conserving resources, goods, and services. The main areas covered are resource management, money management, and principles of wise consumption.

ECO 201 Principles of Economics (macroeconomics) 3(3-0)

Examines major subdivisions of the American economy. Some of the specific areas studied are national income theory, money and banking, the business cycle, economic growth, and international trade.

ECO 202 Principles of Economics (microeconomics) 3(3-0)

This course is designed to introduce the basic terms and concepts of economics. The economic behavior of specific economic units such as households and business firms is examined. Some principle topics are postulates of economics, supply and demand concepts, and price determination by various types of businesses.

ECO 290-299 Selected Topics 3(3-0)

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

Education (EDU)

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.

Prerequisites: EDU 107, Students should have basic computer and keyboarding skills

Neurodiagnostic Technology (EEG)

EEG 100 Neuroanatomy and Physiology 3(3-0)

This course provides an introduction to neuroanatomy and physiology necessary for working in the diverse field of neurodiagnostics. Students will discuss the structures and functions of the nervous system. Topics include the central nervous system, peripheral nervous system, and blood supply.

Prerequisite: Admission to the EEG program

Corequisites: EEG 101, EEG 102, EEG 120

EEG 101 Intro to Neurodiagnostic Procedures 3(3-0)

This course provides an introduction to the routine neurodiagnostic testing procedures performed. Students will discuss the Scope of Practice specific to the neurodiagnostic technologist. Topics will include medical terminology, diagnostic procedures, and common neurological disorders.

Prerequisite: Admission to the EEG program

Corequisites: EEG 101, EEG 102, EEG 120

EEG 102 EEG Application 3(3-0)

This course provides the basic skills necessary to accurately measure and apply electrodes. Students will discuss the standards for electrode placement based on the International 10-20 System of Electrode Placement. Topics will include skin preparation, skin safety, and modification techniques.

Prerequisite: Admission to the EEG program

Corequisites: EEG 101, EEG 102, EEG 120

EEG 120 EEG Pre-Clinical Preparation 3(3-0)

This course prepares the EEG student for safe participation in clinical education within the neurodiagnostic department. Students will explore and discuss the importance of patient safety, patient assessment, and equipment placement. While most of the course is delivered online, students will practice and master various procedures in a scheduled laboratory setting. This course will be completed through Michigan Colleges Online.)

Prerequisite: Admission to the EEG program

Corequisites: EEG 101, EEG 102, EEG 102

EEG 130 Principles of EEG 1.5(1.5-0)

This course explores the history of electroencephalograms (EEG). Students will discuss the use of EEG's in the diagnosis of neurological diseases. Topics will include the national competency standards for performing EEG's, fundamentals of patient care, and HIPPA compliance. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120

Corequisites: EEG 131, EEG 132, EEG 220

EEG 131 Principles of Electricity and Electrical Safety 1.5(1.5-0)

This course familiarizes the neurodiagnostic student with the principles of electricity and electrical safety. Students will discuss digital EEG, EEG recordings, and the digital EEG display. Topics will include risks related to current, grounding, and factors contributing to electrical injury. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120

Corequisites: EEG 130, EEG 132, EEG 220

EEG 132 EEG Instrumentation I 1.5(1.5-0)

This course provides a foundation for EEG instrumentation. Students will discuss the basic requirements of the EEG system. Topics will include amplifier settings, filters, chart speeds, calibration methods, system selections, and post-acquisition setting adjustments. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120

Corequisites: EEG 130, EEG 131, EEG 220

EEG 200 EEG Procedures and Pathology I 1.5(1.5-0)

This course provides a comprehensive foundation in subjects related to the EEG instrument. Lessons include topics on basic electronic components of the electroencephalograph. Learners will gain an understanding about the appropriate use of amplifier settings, such as filters, sensitivity, chart speeds, to refine the EEG recording. Various types of montages are described, as well as calibration methods, system and other reference selections, and permissible post-acquisition setting changes. A brief introduction to polarity is provided. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120, EEG 130, EEG 131, EEG 132

Corequisites: EEG 201, EEG 202, EEG 220

EEG 201 EEG Instrumentation 2 1.5(1.5-0)

This course provides the EEG student with the technical skills need to analyze waveforms and polarity. Students will discuss techniques needed to improve EEG recording quality. Topics will include recording annotations, patient considerations based on specific need, and challenges of performing bedside procedures. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120, EEG 130, EEG 131, EEG 132

Corequisites: EEG 200, EEG 202, EEG 220

EEG 202 EEG Quality Control 1.5(1.5-0)

This course explores the physiological and non-physiological artifacts found in routine EEG recordings. Students will discuss the factors that contribute to artifacts and troubleshoot the ways to eliminate them. Topics will include impedance and common mode rejection (CMR). This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120, EEG 130, EEG 131, EEG 132

Corequisites: EEG 200, EEG 202, EEG 220

EEG 220 EEG Clinical Practice I 3(3-0)

This is the first in a series of two clinical courses that provides the necessary supervised clinical education needed for the EEG student to competently perform routine procedures and recognize patient considerations that affect diagnosis. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

Prerequisites: EEG 100, EEG 101, EEG 102, EEG 120

Corequisites: EEG 130, EEG 131, EEG 132, EEG 200, EEG 201, EEG 202

EEG 221 EEG Clinical Practice II 3(3-0)

This is the second in a series of two clinical courses that provides the necessary supervised clinical education needed for the EEG student to competently perform routine procedures and recognize patient considerations that affect diagnosis. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.

Prerequisites: EEG 130, EEG 131, EEG 132, EEG 200, EEG 201, EEG 202, EEG 220

Corequisites: EEG 230, EEG 231, EEG 232

EEG 230 EEG Procedures and Pathology II 1(1-0)

This course provides the EEG student with skills to recognize EEG patterns related to seizures. Students will discuss the International Classification of Seizures and Information. Topics will include seizure classification, treatment, and seizure protocols. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 130, EEG 131, EEG 132, EEG 200, EEG 201, EEG 202, EEG 220

Corequisites: EEG 230, EEG 221, EEG 231

EEG 231 EEG Procedures and Pathology III 1(1-0)

This course provides the EEG student with skills to recognize EEG patterns related to seizures. This course familiarizes the EEG student with the common neurological disorders found on electroencephalogram. Students will discuss the signs and symptoms related to various neurological disorders. Topics will include EEG patterns, diagnostic procedures, and patient considerations. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 130, EEG 131, EEG 132, EEG 200, EEG 201, EEG 202, EEG 220

Corequisites: EEG 221, EEG 230

EEG 232 EEG Procedures and Pathology IV 1(1-0)

This course familiarizes the EEG student with the skills needed to perform procedures on neonates and pediatric patients. The student will discuss the special considerations needed working with neonates and pediatric patients. Topics will include EEG patterns specific to age group, physiological variables, and challenges of working in critical care departments. This course will be completed through Michigan Colleges Online.

Prerequisites: EEG 130, EEG 131, EEG 132, EEG 200, EEG 201, EEG 202, EEG 220

Corequisites: EEG 221

English (ENG)

ENG 050 Accelerated Learning Companion Course 1(1-0)

ENG 050 is an accelerated support course for ENG 110. ENG 050 is designed to provide intensive scaffolding and further practice for students in a small group setting as they learn the textual moves required in college such as evidence, rhetorical choices, critical analysis, considering rival points of view, or synthesizing a new position. ENG 050 will support students as they focus on how to read, annotate, and respond to academic texts while practicing various writing strategies for producing college essays from their ENG 110 course.

Prerequisite: Placement into ENG 050

ENG 097 College Reading I 2(2-0)

ENG 097 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 ENG 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.

Corequisite: ENG 110 or a class with college level reading

ENG 098 College Reading II 1(1-0)

ENG 098 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 why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.

Corequisites: ENG 110, ENG 111, or a class with college level reading

ENG 098A College Reading II 1(1-0)

ENG 098A 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 why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.

Corequisites: ENG 110, ENG 111 or a class with college level reading

ENG 098B College Reading II 1(1-0)

ENG 098B 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 why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.

Corequisites: ENG 110, ENG 111 or a class with college level reading

ENG 098C College Reading II 1(1-0)

ENG 098C 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 why they read. In addition to strategic reading, emphasis will be on integrating critical thinking with reading, reading comprehension, reading flexibility, and expanding vocabulary. With an instructor facilitating, students will develop existing reading skills in an interactive, collaborative setting.

Corequisites: ENG 110, ENG 111, or a class with college level reading

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, synthesis essay of their choosing.

Prerequisite: ENG 110 with a minimum grade of C or placement into ENG 111

ENG 111B Competency Tutorial 0(1-0)

English 111B is a free tutorial designed for students who received a C- in their English 111 class in their prior semester because their final synthesis essay was assessed as unacceptable. This is an opportunity for them to work one-on-one each week with an experienced English Instructor to continue learning and improving their essay. If their essay is assessed as acceptable before the end of the semester, their ENG 111 grade will be changed according to their 111B contract.

ENG 112 Introduction to Literature 3(3-0)

This course introduces students to a variety of literature and enhances students' competency in critical reading and writing. The course will include introductions to genres of literature and critical theories of reading and responding to literature. Students should have completed ENG 111 and have basic writing skills.

Prerequisite: ENG 111 with a minimum grade of C

ENG 201 English Literature I 3(3-0)

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

Prerequisite: ENG 111

ENG 202 English Literature II 3(3-0)

A continuation of ENG 201 from the late 18th century poets through the writers of the present.

Prerequisite: ENG 111

ENG 205 American Literature to 1870 3(3-0)

A study of the nation's authors and literature from colonial times through the Civil War period.

Prerequisite: ENG 111

ENG 206 American Literature from 1870 3(3-0)

A continuation of ENG 205 from the Reconstruction through mid-20th century works.

Prerequisite: ENG 111

ENG 211 Masterpieces of Western Literature I 3(3-0)

An in-depth study of selected major classical literary works of Western civilization.

ENG 212 Masterpieces of Western Literature II 3(3-0)

A comprehensive study of leading authors from the time of the Renaissance through the 19th century.

ENG 213 Contemporary Literature 3(3-0)

Readings in the novel, short story, essay, autobiography, biography, poetry, and drama of the 20th and 21st centuries. From semester to semester, this course will focus on one of the following genres: Science Fiction, Postcolonial, Postmodern, Queer, African American, Women's, Native American, or Graphic Fiction Literature.

Prerequisite: ENG 111 and either SPE 101 or SPE 257

ENG 222 Expository Writing & Research 3(3-0)

This course is designed to further develop skills in all phases of the non-fiction 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)

This course familiarizes students with multiple creative genres, and through analysis and exploration of published texts as well as practice in these genres, allows students to build their own creative writing skills. Ultimately, via discussion, exercises, and various portfolios, students will demonstrate the ability to identify and manipulate verse, voice, perspective, characterization, etc. in poetry, prose, drama, and creative non-fiction.

Prerequisite: ENG 111 with a minimum grade of C

ENG 281 Children's Literature 3(3-0)

A review of the rich and diverse field of literature for children from preschool to adolescence. Recommended for students in the elementary teacher education curriculum.

Prerequisite: ENG 111

ENG 289 Film, Filmmaking, and Culture 3(3-0)

In this course, film will be approached as an important sociological and cultural artifact and as both primary and secondary sources of historical information and insight. This course will also introduce the student to the techniques of this unique art form. The goal is to learn how to watch film from an analytical perspective. Students will need to pay additional fees for Netflix and iTunes rentals/subscriptions, at an approximate cost of $75.

Prerequisite: ENG 111

ENG 290-299 Selected Topics 3(3-0)

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

English as a Second Language (ESL)

ESL 098 College Reading for ESL Students 1(1-0)

ESL 098 is designed to develop the strategies, skills, flexibility, and approaches necessary for reading college-level texts. Based on reading placement score, completion of the English guided placement quiz, and discussion with an academic advisor and/or advisor/instructor recommendation, English as a second language students may enroll in ESL 098 in conjunction with ENG 110, ENG 111, or any other 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, comprehending complex texts, developing fluency, building cultural knowledge, and expanding academic vocabulary. With an ESL specialist facilitating, students will have the opportunity to develop existing reading skills and vocabulary in an interactive, collaborative setting. Note: Students may take ESL 098 up to three times in three different semesters with three different courses.

ESL 101 English for Non-Native Speaker 4(4-0)

ESL 101 is a course for speakers of English as a Second Language (ESL) on using English for a variety of academic and social situations to prepare them for success as international students. It is a classroom course (i.e. traditional face-to-face) that meets for 4 contact-hours every week, with some students also required to attend weekly tutoring sessions in the Writing Center. It is intended to be flexible and student-centered in order to meet diverse language needs.

Prerequisite: This course is designed for students with lower language proficiency, equivalent to a TOEFL CBT score below 187. All students enrolled in ESL 101 must be non-native speakers of English. The instructor has discretion in determining who is a non-native speaker of English and is eligible for this course.

ESL 103 Academic English for Non-Native Speakers 4(4-0)

ESL 103 is a course for speakers of English as a Second Language (ESL) on reading and writing academic English intended to prepare them for the language tasks of an American postsecondary classroom. It is a classroom course (i.e. traditional face-to-face) that meets for 4 contact-hours every week.

Prerequisite: Students enrolled in ESL 103 are required to have taken and passed ESL 101 with a C or better. Students able to demonstrate a high language proficiency may be allowed to waive this prerequisite based on the instructor's evaluation (equivalent to a TOEFL CBT score less than 213 but above 187).

French (FRN)

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.

Prerequisite: FRN 101 or equivalent

Geology (GEL)

GEL 101 Physical Geology 4(3-2)

An introductory study of the processes that shape our world. Topics include minerals, rocks, volcanism, earthquakes, continental drift, erosion and deposition, the ice age, and economic significance of geology to humankind.

GEL 112 Historical Geology 3(2-2)

A chronological study of the origin and development of the earth's features, along with development and succession of plant and animal groups as revealed in rock formations and mineral deposits.

German (GER)

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, & selected cultural information will be studied.

GER 102 Elementary German II 4(4-0)

GER 102 is a continuation of GER 101 and will begin with a brief review of the material covered in GER 101. Students in GER 102 will continue the study of grammar and vocabulary and will use these to communicate utilizing speaking, writing, listening, and reading skills. This course is designed to provide the basis for further study of German at the intermediate level.

Prerequisite: GER 101 or equivalent

Health Education (HED)

HED 101 Introduction to the Health Professions 3(3-0)

This course provides students an opportunity to understand and navigate the college/university environment, value of learning, and student responsibilities within the healthcare professions. A survey of health professions, healthcare culture, interprofessional education, ethical and legal issues, employment opportunities, and market demands.

HED 106 Healthy Lifestyles 3(2-2)

This course focuses on individual health and wellness concepts using quantitative reasoning and is designed to assist the individual in striving for lifelong learning about healthier lifestyles.

HED 110 Introduction to Public Health 3(3-0)

Introduction to Public Health focuses on current and emerging concepts and issues in the community and field of public health. The course addresses appropriate responses to problems related to current health issues using multi-disciplinary strategies and methods to measure, assess, and promote public health.

HED 111 Intro to Health Education Theories 3(3-0)

This course addresses the field of health education as it relates to Public Health. Theories, practices, and principles of health promotion and disease prevention within the U.S. and global communities are discussed using an evidence-based critical thinking approach. The role of the Health Educator in assessing and planning for community based health challenges is explored.

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 120 Health Care Delivery 3(3-0)

This course provides an introduction to health care services, offering students an overview of the U.S. health care delivery system, health care institutions and providers, health policy, funding sources, and comparison with other nations.

HED 121 Health Insurance 3(3-0)
This course will serve as an introduction to basic health insurance and health care financing principles and terminology. It is designed to serve as an overview of how the insured, uninsured, and underinsured interact with the United States healthcare system.

HED 122 Accessing & Analyzing Health Information 3(3-0)
This course will serve as an introduction to the use of evidence to draw conclusions about disease etiology and benefits through the use of evidenced-based recommendations. It is designed to provide an overview of health information concepts such as health literacy, health information skill development such as evaluating online health information and accessing data in health information systems.

HED 130 Introduction to Aromatherapy 1(1-0)
This course is designed to be an introduction to the field of aromatherapy. Students will learn to understand the proper usage of essential oils. Upon completion of this course, students will be qualified to apply and diffuse the top twenty oils used in aromatherapy.

HED 132 Introduction to Reflexology 1(1-0)
This course is designed to be an introduction to the field of reflexology. Students will learn the proper techniques for performing reflexology as a stress-reducing therapy. Students will be qualified to teach an introductory 1 hour class on the therapy of reflexology, and be able to perform a half-hour therapy for the purposes of improving circulation, enhancing immunity, and reducing stress.

HED 134 Introduction to Herbology 1(1-0)
This course is designed to be an introduction to the field of herbology. Students will learn to understand the proper usage of herbal remedies. Upon completion of this course, students will be able to recognize the most commonly used herbs, as well as how and when they should be taken. Additionally, they will be able to educate others about the proper use of herbs.

HED 136 Introduction to Massage 1(1-0)
This course is designed to be an introduction to the field of massage therapy. Students will learn how to perform basic massage techniques as well as learn about the professionalism of massage as a therapy. Students will be qualified to perform a one-hour relaxation massage for family and friends.

HED 151 Personal Health and Hygiene 3(3-0)
Intended to develop habits, skills, and attitudes favorable to healthful living and to understand better the normal functioning of the human body. This course encourages understanding of mental, physical, and social well-being of the individual and the community.

HED 203 Leadership for the Health Professions 3(3-0)
This course engages the student in exploring, understanding, and applying leadership concepts, principles, skills, and practices for effective personal and professional development and leadership in the healthcare environment. This is a writing-intensive course.

HED 205 CPR and First Aid 2(1-2)
This course includes CPR and first aid care. American Red Cross certification for first aid and CPR can be earned.

HED 252 Environmental Health 3(3-0)

This course emphasizes today's environmental issues related to health, air, water, radiation, housing, urbanization, disease, and weapons. Human responsibility and remedial actions to these problems are addressed from a public health perspective.

HED 285 Community Health 3(3-0)

This course has been designed to offer the student a comprehensive introduction to community health. Through awareness of the many health issues associated with any given community, the student will be able to critically assess the extent of and examine possible solutions.

HED 289 Public Health Internship 1(1-0)

The public health internship provides the student with the opportunity to observe, participate with, and learn under the supervision of public health professionals to be prepared to function as a community health worker and/or assist health education specialists and officials to meet the needs of priority populations. Opportunities exist at the local, state, and national levels in public health departments, health care settings, voluntary agencies, and worksite/industrial sites.

Prerequisites: HED 106, HED 110, HED 111, HED 120, HED 121, HED 122

Corequisites: HED 203, HED 252, HED 285

HED 289A Public Health Internship Pt. 2 1-2(1-0)

The public health internship provides the student with the opportunity to observe, participate with, and learn under the supervision of public health professionals to be prepared to function as a community health worker and/or assist health education specialists and officials to meet the needs of priority populations. Opportunities exist at the local, state, and national levels in public health departments, health care settings, voluntary agencies, and worksite/industrial sites. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: HED 106, HED 110, HED 111, HED 120, HED 121,HED 122

Corequisites: HED 203, HED 252, HED 285

HED 289B Public Health Internship Pt. 2 1-2(1-0)

The public health internship provides the student with the opportunity to observe, participate with, and learn under the supervision of public health professionals to be prepared to function as a community health worker and/or assist health education specialists and officials to meet the needs of priority populations. Opportunities exist at the local, state, and national levels in public health departments, health care settings, voluntary agencies, and worksite/industrial sites. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisites: HED 106, HED 110, HED 111, HED 120, HED 121, HED 122

Corequisites: HED 203, HED 252, HED 285

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.

Human Environmental Studies (HES)

HES 100 Human Lifespan Development 3(3-0)

This course introduces students to the study of the principles of human development from conception to death. The course provides a focus on childhood foundations in our later development, as well as familial and societal influences on our development across the lifespan. This course is designed for students interested in early childhood development and family studies related majors and careers. Students who have taken PSY 212 or an equivalent will not also receive credit for HES 100.

History (HIS)

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 290-299 Selected Topics 3(3-0)

Courses designed to investigate various topics in History not included in current courses. Topics will be announced.

Heating/Refrigeration/Air Cond (HRA)

HRA 102 Refrigeration Fundamentals 3(4-0)

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(4-0)

This course studies residential refrigeration systems, to include domestic refrigeration and air conditioning. Included in the instruction are ice makers, defrost controls, diagnostic display panels and typical appliance system problems. Particular attention is paid to the principles, construction, and operation of these systems. Laboratory experience includes residential system electrical troubleshooting and repair, and the diagnosis and repair of the refrigeration system.

Prerequisite: HRA 102

HRA 105 Hydronics 3(4-0)

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(4-0)

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(4-0)

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 troubleshooting 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(4-0)

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(4-0)

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 191 Intro to Facilities Plumbing Maintenance 3(1.5-1.5)

This course is designed as an orientation of the requirements and other information needed for practical entry into the facilities maintenance field. It will be taught with lecture and lab time as determined by the instructor. Installation and repair of basic plumbing fixtures used in facilities and homes. This course will cover the basic operation and service of residential/facilities plumbing fixtures, their purpose and use. The importance of providing safe drinking water and proper removal of building waste are stressed. Lectures followed by laboratory work will be used to develop the skills needed for entry into the plumbing phase of facilities management.

HRA 198 EPA Refrigerant Handler Certification 1(1-0)

This is a four-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, containments, 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 pound of refrigerant of more or are custom manufactured. Type 3: This level of certification deals with low pressure chiller applications. Universal Certification is granted to those who pass all certification levels; the student must pass the core section to be awarded any certification. The Refrigerant Handler Certification textbook and exam are included. The instructor for this course is an EPA Certified Refrigerant Handler Certification Exam instructor.

HRA 199 Special Topics 1(1-0)

A two-day intensive course specifically designed to teach students the required knowledge necessary to pass the Environmental Protection Agency's 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(4-0)

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(3-0)

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(4-0)

A course designed to provide theory of operation, installation, and design of programmable, electric, and pneumatic controls for heating, refrigeration, and air conditioning systems. Laboratory work includes the installation, wiring, and troubleshooting of these control systems.

Prerequisite: HRA 116

HRA 220 Commercial Refrigeration Design 2(2-0)

Calculations in the sizing and design of refrigeration systems are covered in this course, as well as equipment layout and bid preparation. Topics include: U values, R values, insulation types and their installation, vapor barriers, construction details, and numerous charts, graphs, formulas, and other design material.

Corequisite: HRA 204

HRA 223 Residential HVAC Load Determination 3(3-0)

A course designed to calculate the winter heat loss; summer heat gain, and the cost of operation for a residential heating and/or air conditioning system. Manual J methods and computer software programs are used.

Prerequisites: HRA 108

HRA 226 Res HVAC Load and Distribution Determination 3(1.5-1.5)

A course designed to calculate the winter heat loss, summer heat gain, and calculate duct size of proper heat load designs. The cost of duct construction and operation for residential heating and air conditioning systems will be determined. Manual J and Manual D methods as well as computer software programs are used.

Prerequisite: HRA 108

HRA 240 Advanced Commercial Refrigeration 3(4-0)

This course deals with complex exotic refrigeration systems such as: environmental test chambers, supermarket refrigeration equipment, commercial ice-making equipment and ground source heat pump systems. Also included are various applied control systems and components.

Prerequisites: HRA 104, HRA 116, HRA 204

HRA 251 Geothermal Basics 3(3-0)

This is the first course in the Geothermal Program. It covers an in depth look at the Basics of geothermal technologies including; system components, controls, troubleshooting, control schematics, system application and domestic hot water production.

Prerequisite: HRA 240 or Mid Heating and Refrigeration Training Credentials or an Associate's Degree in Heating/Refrigeration from an accredited college/university or Instructor Approval

HRA 254 Air Source Heat Pumps 3(4-0)

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 IGSHPA's High Density Polyethylene (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 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 with a 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 Heating, 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 HRA Internship 2(1-0)

Internship is a capstone 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 internship position selected by the college coordinator and faculty. A waiver may be allowed for the work component only with equivalent previous/present work experience as determined by the coordinator. Documentation by the employer will be required.

Prerequisites: The student must have completed at least 12 credit hours in the Associate in Applied Science: HRA degree and MID 150

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.

Humanities (HUM)

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 and either SPE 101 or SPE 257 with a minimum grade of C

HUM 205 The History of Rock and Roll 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)

This 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 of 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 3(3-0)

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.

Prerequisite: Permission of the Instructor

HUM 251 American Studies I: Foundations of 20th Century America 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 Foundations 3(3-0)

Continuation of HUM 251. Students desiring social science credit should register for HIS 252.

HUM 253 American Culture 3(3-0)

This course is designed to introduce, from a variety of programs, a humanities approach into American Culture. This exploration will focus on the way the humanities and their concern with art, ethics, history, philosophy, and culture analyze the cultural production and reproduction of values in the United States. This course will stress interaction through writing, collaborative assignments, presentations, and discussions to emphasize the humanities' commitment to self-discovery, expression, and reflection.

Prerequisites: ENG 11, either SPE 101or SPE 257 with a minimum grade of C in each

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.

Japanese (JPN)

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.

Prerequisite: JPN 101 or previous study of Japanese with Instructor Approval

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.

Prerequisite: JPN 101 or previous study of Japanese with Instructor Approval

Mathematics (MAT)

MAT 060 Math Study Skills 1(1-0)

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 in the same semester they take MAT 060.

MAT 101 Basic Mathematics 3(3-0)

An introductory mathematics course with a focus on applications of arithmetic, including percentages (increase/decrease, compound interest, investments, inflation/deflation), proportions (unit prices, revenue/cost/profit, medicine doses, comparisons, unit conversions), and geometry (perimeter/circumference, area, surface area, volume).

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. The course also gives the student the foundation to be successful in other mathematics courses required in Mid Michigan College programs.

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. MAT 104 is also offered as a two-semester sequence and a three-semester sequence.

Prerequisite: MAT 101 or MAT 102 or equivalent with a minimum grade of C

MAT 105 Intermediate Algebra 3(3-0)

Intermediate Algebra is a course designed for students with prior knowledge of basic algebra. This course will focus primarily on rational, quadratic, and radical expressions, equations, and functions.

Prerequisite: MAT 104 with a minimum grade of C or placement into MAT 105

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: MAT 105 with a minimum grade of C or equivalent

MAT 114 Mathematical Reasoning 3(3-0)

Provides a course for students majoring in fields that do not have a specific mathematics requirement. Emphasizes practical applications of mathematics, problem solving, and the communication of mathematics. Topics include Financial Mathematics, Growth Models, Probability and Statistics, and Voting and Apportionment. Topics determined by the instructor will also be in the course. These topics may include graph theory, game theory, set theory, logic, linear algebra, economics, or other approved topics.

Prerequisite: MAT 104 with a minimum grade of C or placement into MAT 105

MAT 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: MAT 105 with a minimum grade of C 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: MAT 105 or MAT 107 with a minimum grade of C 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: MAT 124 with a minimum grade of C 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: MAT 104 with a minimum grade of C or equivalent

MAT 217 Business Calculus 4(4-0)

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 or MAT 107 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: MAT 118 with a minimum grade of C

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: MAT 126 with a minimum grade of C 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: MAT 225 with a minimum grade of C 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: MAT 126 with a minimum grade C or equivalent

MAT 290-299 Selected Topics 3(3-0)

Courses designed to investigate various topics in mathematics not included in current courses. Topics will be announced.

Personal Development (MID)

MID 101 Strategies for Success in College 1(1-0)

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.

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.

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 Mid 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.

MID 150 Career Readiness 1(1-0)

This course will prepare students on how to conduct themselves in a professional work setting and gain an understanding of workplace expectations. Topics include career planning and exploration, career research, resume development, communication etiquette, and interview skills.

Magnetic Resonance Imaging (MRI)

MRI 200 Professional Prospectus 1(1-0)

This course serves to orientate the MRI student to the profession of medical imaging. Students will explore the integration of MRI within the encompassing health care system. The evolution of MRI as a profession will be investigated with students classifying various organizations and agencies that drive the development and continuing education of the MRI technologist's role and responsibilities. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 201 Computer Apps in Medical Imaging 3(3-0)

This course serves to provide the MRI student with a basic understanding of computer applications. Students will explore the components, principles, and operation of digital imaging systems, image data management, and data manipulation as it relates to the imaging department. Students will also explore the basic concepts of patient information management including medical record concerns, patient privacy, and regulatory issues. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 220 MRI Physics I 3(3-0)

This is the first in a series of two courses that provide the MRI student with a basic foundation of MRI physics. Students will explore the properties of atoms and their interactions within the magnetic field. Emphasis will be placed on the basic principles of MRI, data acquisition, and tissues characteristics in image formation. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 222 MRI Physics II 3(3-0)

This is the final physics course in a series of two. The course content is a continuation of Physics I concepts including pulse sequencing, applications, coil selection as it relates to scan selection, calculation of scan times, scan parameters and imaging factors. Emphasis will be placed on the topics of gradient echoes, cardiac imaging, magnetic resonance angiography, diffusion, perfusion, and spectroscopy. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 230 Procedures/Pathology I 3(3-0)

This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 232 Procedures/Pathology II 3(3-0)

This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to routine imaging techniques related to the abdomen and pelvis and special imaging techniques. Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 240 MRI Image Analysis 3(3-0)

This course provides the MRI student with the critical assessment skills necessary to recognize and identify pathology and artifacts. Students will explore the necessary parameter adjustments for differential diagnosis. Emphasis will be placed on quality control procedures, image post-processing, and image archiving. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 241 Applied Sectional Anatomy 3(3-0)

This course is a study of human anatomy as seen in multiple planes. Students will review the gross anatomy of the entire body and identify anatomic structures in the axial, sagittal, coronal, and orthogonal planes. Emphasis will be applied to the appearance characteristics of each structure as seen on illustrations and photographic images correlated with magnetic resonance (MR) and computed tomography (CT). NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 260 Pre-Clinical Prep 3(3-0)

This course prepares the MRI student for safe participation in clinical education within the MRI environment. Students will explore and discuss the importance of MRI safety and patient assessment. While most of the course is delivered online, students will practice and master various safety procedures in a face-to-face workshop setting. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 261 Clinical Practice I 3(3-0)

This is the first in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 262 Clinical Practice II 3(3-0)

This is the second in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 263 Clinical Practice III 3(3-0)

This is the final clinical course in a series of three that provides the necessary supervised clinical education needed to complete all remaining competencies required by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

MRI 295 MRI Certification Exam Prep 3(3-0)

This course provides the student with instructional review and a self-examination process as preparation for the certification exam in MRI. Discussions will focus on the four content specifications for examination in magnetic resonance as outlined in the American Registry of Radiologic Technology (ARRT) primary pathway certification handbook. Students will have the opportunity to participate in an 8-hour registry review seminar. NOTE: This course is available only through Michigan Colleges Online as part of a multi-institutional MRI consortium. Credits earned will fulfill requirements for Mid Michigan College's MRI Associate Degree.

Music (MUS)

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.

Nursing (NUR)

NUR 101 Foundations in Nursing 8.5(9-0)

This course is an introduction to the role of the professional nurse utilizing a systematic approach to foundational nursing concepts. The nursing process is utilized to develop critical thinking to safely meet geriatric clients' basic needs. There is a clinical component to this course.

Prerequisite: Admission to the Nursing Program

Corequisites: NUR 150, NUR 151

NUR 102 Adult Health I 7(4-9)

This course is an introduction to common acute and chronic conditions in adult clients. The course includes assessment and identification of clinical problems, prioritization, client-centered and evidence-based nursing interventions, outcome development and evaluation, and recognition of the usual course of medical treatments. There is a clinical component to this course.

Prerequisites: NUR 101, NUR 150, NUR 151

Corequisite: NUR 103

NUR 103 Mental Health Nursing 3(2-3)

This course focuses on mental health concepts, understanding the dynamics of human behavior, and therapeutic communication with an emphasis on safe nursing care for the client. There is a clinical component to this course.

Prerequisites: NUR 101, NUR 150, NUR 151

Corequisite: NUR 102

NUR 150 Pharmacology in Nursing 3(3-0)

This course is an introduction to the nurse's role in safe administration of a variety of medications and their preparation including dosage calculations.

Prerequisites: Admission to the Nursing Program

Corequisites: NUR 101, NUR 151

NUR 151 Assessment in Nursing 0.5(0.5-1)

This course is designed as an interactive 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 adult patient, as this is who is cared for in the first few semesters. This class is interactive with a hands-on approach, utilizing manikins and simulations.

Prerequisite: Admission to the Nursing Program

Corequisites: NUR 101, NUR 150

NUR 202 Adult Health II 6(4-6)

This course focuses on care of adult clients with increasingly complex acute and chronic conditions. The course includes the development of professional nursing skills such as; delegation, collaboration, and prioritization. There is a clinical component to this course.

Prerequisites: NUR 101, NUR 150, NUR 151, NUR 102, NUR 103

Corequisite: NUR 203

NUR 203 Family Centered Nursing 5(3-6)

This hybrid course focuses on concepts of family and child development from conception through adolescence. The course includes participation in client-centered care of maternal/child and pediatric clients through the application of nursing judgment. There is a clinical component to this course.

Prerequisites: NUR 101, NUR 150, NUR 151, NUR 102, NUR 103

Corequisite: NUR 202

NUR 204 Adult Health III 6(4-6)

This course focuses on delivering client-centered care to adult clients with emergent and multi-system problems. The course includes an introduction to critical care and emergency care nursing while applying nursing judgment, evidence based practice, and collaboration with the interprofessional healthcare team. There is a clinical component to this course.

Prerequisites: NUR 101, NUR 150, NUR 151, NUR 102, NUR 103, NUR 202, NUR 203

Corequisite: NUR 227

NUR 227 Leadership in Nursing 2(2-0)

This hybrid course supports role transition and professional advocacy as a registered nurse as a leader/manager of care.

Prerequisites: NUR 101, NUR 150, NUR 151, NUR 102, NUR 103, NUR 202, NUR 203

Corequisites: NUR 204

NUR 229 Capstone 3(3-9)

This course facilitates the safe role transition from student nurse to graduate nurse while applying theory to practice in a supervised clinical setting.

Prerequisites: NUR 101, NUR 150, NUR 151, NUR 102, NUR 103, NUR 202, NUR 203, NUR 204, NUR 227

Orientation (ORT)

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.

ORT 101 TRIO Success Strategies I 0(0-0)

This course is designed to provide students enrolled in the Mid TRIO SSS grant cohort with skills to navigate the college systems and develop academic and personal strategies to empower them to successfully reach their academic goals. Some of the topics covered include Study Tips, Test Taking Strategies, Academic Support Services, Time Management, and Financial Aid. Restricted to students enrolled in the TRIO program.

Prerequisite: Must be enrolled as member of Mid's TRIO-SSS cohort

ORT 201 TRIO Success Strategies II 0(0-0)

This course is a continuation of ORT 101 and is designed to provide students enrolled in the Mid TRIO SSS grant cohort with skills to navigate the college systems and develop academic and personal strategies to empower them to successfully reach their academic goals. Some of the topics covered include Learning Styles, Career Services, Financial Literacy, and Goal Setting. Restricted to students enrolled in the TRIO program.

Prerequisite: Must be enrolled as member of Mid's TRIO-SSS cohort

Physical Education (PED)

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 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 mot companies until they have completed part three, which is not included in this course. Please contact the instructor if you have questions.

Prerequisites: 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 player's court strategy. The volley net is emphasized.

PED 249 Advanced Golf 1(1-0)
A continuation of PED 219 with emphasis on accuracy, shot placement, selecting the right club, etc.

PED 251 Advanced Body Dynamics 1(1-0)

This is the third in a series of courses that combine elements of cardiovascular and strength training, martial arts movement, Pilates, yoga, and dance into an integrated exercise routine. Through verbal instruction, students will perform movements designed to increase basic physical fitness. Knowledge of life-long fitness practices will also be gained.

Prerequisites: PED 110, PED 210

PED 252 Advanced Karate 1(1-0)

This course is designed for the student who has completed PED 232 or who can perform the basic techniques of Moo Duk Kwan Tang Soo Do. Upon completion of the course the student should be prepared to earn an eighth gup purple belt under requirements set forth by the Karate Institute. Emphasis is on forms, hand and foot techniques, one-step sparring, and class sparring.

PED 255 Physical Training 3(3-0)

This course is designed to help students pass the M.C.O.L.E.S. physical training requirements. The objective is to teach the student to become physically and mentally fit to become a police officer.

Philosophy (PHL)

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 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 290-299 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.

Pharmacy Technology (PHT)

PHT 104 Orientation to Pharmacy/Community Pharmacy Practice 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: PHT 105, PHT 106, PHT 113

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: PHT 104, PHT 106, PHT 113

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: PHT 104, PHT 105, PHT 113

PHT 113 Orientation to Institutional Pharmacy Practice 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 intuitional 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.

Corequisites: PHT 104, PHT 105, PHT 106

PHT 114 Pharmacology for Pharmacy Technicians 4(3.5-1)

This course presents information on the use and side effects of prescription medications, nonprescription medications, and alternative therapies commonly used to treat diseases affecting the body systems. Students learn the brand and generic names, standard pronunciations, dosage forms, and routes of administration for medications.

Prerequisites: PHT 104, PHT 105, PHT 106, PHT 113

Corequisite: PHT 115

PHT 115 Pharmacy Technician Clinical 7(7-0)

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 104, PHT 105, PHT 106, PHT 113

Corequisite: PHT 114

Physics (PHY)

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 minimum grade of C

Corequisite: MAT 126 recommended

PHY 212 University Physics II 5(4-2)

Electricity, magnetism, light, relativity, and nuclear structure are discussed. Designed for pre-engineering students and physics majors. Not open to students with credit in PHY 105 or PHY 106.

Prerequisite: PHY 211

Plastics Technology (PLT)

PLT 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.

PLT 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.

PLT 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

PLT 225 Production Planning and Control 3(3-0)

This course will introduce students to the basic fundamentals of production planning, scheduling and controlling, such as the development and application of software solutions, inventory management, and lean production concepts. Topics include: forecasting, sales and operations, scheduling, materials requirements, capacity management, production control, "partnering" activities, and system integration. The materials presented in the course are applicable in many different disciplines and manufacturing facilities beyond Plastics that involve the planning, scheduling and controlling of production.

Prerequisite: PLT 101 or Permission of the Instructor

Political Science (POL)

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 290-299 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.

Physical Science (PSC)

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 one semester course for science majors or non-science majors. The basic principles and concepts of physical science, including the structure of matter and the magnitude and character of energy and physical forces, will be analyzed and applied towards a scientific understanding of the Earth and other planetary bodies. Laboratory experiments will illustrate the role of observation, prediction and modeling in the physical sciences. Appropriate for students considering further study in chemistry, physics, geology, meteorology or astronomy. Note, PSC 102 does not earn transferable science credit for any of the above listed scientific disciplines.

Corequisite: MAT 104 or one year of high school algebra

PSC 105 Awareness of Fine Arts/Science/Society 1(1-0)

An interdisciplinary study designed to develop awareness of the interrelationships of the artistic, scientific, and technological aspects of our society and investigate their impact upon contemporary society from a variety of perspectives. Various methods of instruction may be used for this course including independent readings or research, lecture and discussion, projects associated with a field trip, or travel of recognized educational value.

Psychology (PSY)

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 lifespan 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. Students who have taken HES 100 or an equivalent will not receive credit for PSY 212.

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 230 Social Psychology: a Psychological Perspective 3(3-0)

The intent of this course is to analyze social behavior from the perspective of the individual. A psychology centered focus will be used to examine a variety of topics including group dynamics, social influence, interpersonal relationships, gender, discrimination, and research methods in Social Psychology. Students cannot receive credit in both PSY 230 and SOC 202.

Prerequisite: PSY 101

PSY 240 Theories of Personality 3(3-0)

This course presents issues in the measurement & research of personality. Historical and contemporary theories and theorists from each of the major domains of psychology will be critically examined regarding each of the domains' emphasis on development and assessment of personality. Application of course material will be emphasized.

Prerequisite: PSY 101

PSY 250 Clinical Interviewing and Counseling 3(3-0)

This course is an introduction to theories of counseling as well as the techniques and processes of client and counselor communication. Students explore attitudes, values, and motivation for counseling. Emphasis is placed on the role of the counselor in various agency capacities as well as the development of empathetic and listening skills.

Prerequisite: PSY 101 or Permission of the Instructor

PSY 281 Behavior Modification 3(3-0)

This course is an introduction into a survey of developments in behavior alteration. Specifically, emphasis is on behavior modification techniques in the areas of motivation, elimination of undesirable behaviors, an increase of desirable behaviors, and the promotion of academic and social participation in education and other environments.

Prerequisite: PSY 101

PSY 283 Forensic Psychology 3(3-0)

This course introduces students to the nature, development, and application of Forensic Psychology. Students will examine the field of Forensic Psychology and the many applications it has within the legal system and our society.

Prerequisite: PSY 101, PSY 205 is recommended

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 290-299 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.

Physical Therapist Assistant (PTA)

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. Ethical and legal standards, cultural competence, professional behaviors, and standards of practice are emphasized. Communication skills are presented to better serve diverse patients/clients in the healthcare environment.

PTA 105 Modalities I 1(1-0)

This course includes instruction in the principles, indications, contraindications, precautions, and techniques of biophysical agents, manual therapy and patient positioning. Basic documentation is introduced.

Prerequisite: Admission into the PTA Program

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

PTA 106 Modalities I Lab 2(2-6)

This lab is coordinated with the lectures presented in Modalities I. Students gain hands on experience with biophysical agents, manual therapy, vital signs, and patient positioning. Basic documentation skills are practiced.

Prerequisite: Admission into the PTA Program

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

PTA 110 Therapeutic Exercise 1(1-0)

Basic exercise theory and implementation are presented. Fitness concepts of flexibility, strength, endurance, coordination and relaxation are emphasized. Additionally, patient mobility with transfers and progressing to wheelchairs and assistive devices are introduced. The importance of patient and personal safety through proper posture, body mechanics and monitoring are emphasized.

Prerequisite: Admission into the PTA Program

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

PTA 111 Therapeutic Exercise Lab 2(2-6)

This lab is coordinated with the lectures presented in Therapeutic Exercise. Students practice basic therapeutic exercise and fitness techniques. Students implement flexibility, strength, endurance, relaxation, and coordination programs. Students will also practice patient mobility with transfer techniques, wheelchairs, and assistive devices. Posture assessment and proper body mechanics are emphasized.

Prerequisite: Admission into the PTA Program

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

PTA 115 Clinical Kinesiology 1.5(1.5-0)

This course provides an in depth review of functional human anatomy with an emphasis on the neuro-musculoskeletal system. Students will develop an understanding of normal and abnormal movement patterns and gait. A thorough understanding of kinesiology is essential to the Physical Therapist Assistant in understanding pathologies and injuries and providing appropriate and effective treatment for their patients.

Prerequisite: Admission into the PTA Program

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

PTA 116 Clinical Kinesiology Lab 1(1-3)

This lab is coordinated with the lectures presented in Clinical Kinesiology and provides practical observation, palpation and identification skills of basic anatomical landmarks, especially bones, joints and muscles. Normal movement patterns, functional activity analysis, and gait characteristics are included.

Prerequisite: Admission into the PTA Program

Corequisites: PTA 105, PTA 106, PTA 110, PTA 111, PTA 115

PTA 125 Measurement Techniques 1(1-0)

Students are presented with the assessment techniques most commonly used in physical therapy. Treatment plans are based upon the objective findings of this data collection. Techniques of goniometry, muscle testing, sensory assessments, gait/posture analysis and balance assessment are presented.

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

Corequisites: PTA 126, PTA 130, PTA 131, PTA 140

PTA 126 Measurement Techniques Lab 2(2-6)

This lab is coordinated with lectures presented in Measurement Techniques and allows for hands on practice. Students participate in guided practice with the assessment techniques of goniometry, muscle testing, sensory assessments, gait/posture analysis and balance assessments.

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

Corequisites: PTA 125, PTA 130, PTA 131, PTA 140

PTA 130 Advanced Therapeutic Exercise 2(2-0)

This course presents the principles and guidelines for treating musculoskeletal conditions. Normal and abnormal tissue healing of musculoskeletal structures is emphasized as well as appropriate physical therapy interventions at different stages of healing. Other therapeutic exercises are presented for vascular disorders and improper posture.

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

Corequisites: PTA 125, PTA 126, PTA 131, PTA 140

PTA 131 Advanced Therapeutic Exercise Lab 2(2-6)

This lab is coordinated with the lectures presented in Advanced Therapeutic Exercise. Students participate in guided practice in providing physical therapy interventions for musculoskeletal conditions, as well as additional exercises for improper posture. Previous course information about basic therapeutic exercise and fitness are integrated into lab sessions.

Prerequisites: PTA 101, PTA 105, PTA 106, PTA 110, PTA 111, PTA 115, PTA 116

Corequisites: PTA 125, PTA 126, PTA 130, PTA 140

PTA 140 Clinic I 4(0.5-10)

The full time clinical education experience offers students opportunities to observe, assist with and implement treatment techniques which have been introduced in prior lecture and practiced in lab courses. The students are under direct supervision of a clinical instructor (physical therapist or physical therapist assistant) who facilitates learning. Students will be assigned to hospitals, outpatient clinics, nursing and rehabilitation centers, or home care settings for four weeks.

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

Corequisites: PTA 125, PTA 126, PTA 130, PTA 131

PTA 205 Modalities II 2(2-0)

The basic concepts, terminology and physiology of electrotherapeutic agents are introduced. The course guides the student in understanding treatment parameters and the safe management of equipment for pain control, edema/swelling reduction, muscle spasm relief, and strengthening.

Prerequisites: PTA 125, PTA 126, PTA 130, PTA 131, PTA 140

Corequisites: PTA 206, PTA 207, PTA 208

PTA 206 Modalities II Lab 1.5(1.5-4.5)

This lab is coordinated with the lectures presented in Modalities II. Students participate in guided practice of safe and effective delivery of electrotherapeutic agents. The students use a variety of modalities for decreasing pain, increasing strength, reducing edema/swelling, and muscle spasm relief. Documentation skills are reinforced.

Prerequisites: PTA 125, PTA 126, PTA 130, PTA 131, PTA 140

Corequisites: PTA 205, PTA 207, PTA 208

PTA 207 Rehabilitation Techniques 2(2-0)

Rehabilitation techniques are introduced for neurological and pathological conditions. Normal growth and development, as well as orthotics, prosthetics and airway clearance techniques are covered.

Prerequisites: PTA 125, PTA 126, PTA 130, PTA 131, PTA 140

Corequisites: PTA 205, PTA 206, PTA 208

PTA 208 Rehabilitation Techniques Lab 2(2-6)

This lab is coordinated with the lectures presented in Rehabilitation Techniques. Rehabilitation treatments are practiced for common neurological and pathological conditions. Students also gain hands on experience with orthotics, prosthetics, adaptive equipment, airway clearance techniques and normal growth and development.

Prerequisites: PTA 125, PTA 126, PTA 130, PTA 131, PTA 140

Corequisites: PTA 205, PTA 206, PTA 207

PTA 210 Clinical Forum 3(3-0)

This seminar course offers networking with classmates and instructors to solve clinical problems, improve communication skills, and reinforce professional behavior. Emphasis is on evidence based clinical decision making, ethical practice, planning for future employment, and professional growth.

Prerequisites: PTA 205, PTA 206, PTA 207, PTA 208

Corequisite: PTA 240

PTA 240 Clinic II 12(12-15)

The full time clinical education experience offers students opportunities to implement and develop entry level competence in treatment techniques which have been introduced in prior lecture and practiced in lab courses. The students are under direct supervision of a clinical instructor (physical therapist or physical therapist assistant) who facilitates learning. Students will be assigned to hospitals, outpatient clinics, nursing and rehabilitation centers, or home care settings for 14 weeks.

Prerequisites: PTA 205, PTA 206, PTA 207, PTA 208

Corequisite: PTA 210

Radiography (RAD)

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 College's x-ray lab provides the basis for developing initial psychomotor skills necessary to function as a radiologic technologist.

Prerequisite: Admission to the Radiography Program

Corequisites: RAD 110, RAD 113

RAD 110 Radiation Physics 2(2-0)

Radiation Physics 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.

Prerequisite: Admission to the Radiography Program

Corequisites: RAD 100, RAD 113

RAD 113 Radiation Biology 1(1-0)

This course provides a study of the application of radiation and its effects. Areas of concentration are on the response and the biological effects of ionizing radiation on cells and tissues.

Prerequisite: Admission to the Radiography Program

Corequisites: RAD 100, RAD 110

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, 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, RAD 110, RAD 113

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, gallbladder 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, RAD 130, RAD 213

Corequisites: RAD 180

RAD 180 Clinical Education I 6(18-0)

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 12 weeks.

Prerequisite: RAD 115, RAD 130, RAD 213

Corequisite: RAD 175

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.

Prerequisites: RAD 175, RAD 180

Corequisites: RAD 205, RAD 211, RAD 217

RAD 205 Clinical Education II 7(21-0)

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: RAD 175, RAD 180

Corequisites: RAD 201, RAD 205, RAD 217

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 100, RAD 110, RAD 113

Corequisites: RAD 115, RAD 130

RAD 217 Advancements in Imaging 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 175, RAD 180

Corequisites: RAD 201, RAD 211, RAD 205

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, RAD 217

Corequisite: RAD 250

RAD 250 Clinical Education III 7.5(22.5-0)

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 16 weeks.

Prerequisites: RAD 201, RAD 205, RAD 211, RAD 217

Corequisite: RAD 221

Religion (REL)

REL 111 Intro to Academic Study of Religion 3(3-0)

Major forms of world religions, religious activity, and experience studied as an essential element of human life. Dimensions of the academic study of religion covered include myth, meaning, ritual, symbolism, traditions, religious social institutions, comparative religious study, the sacred, civil religion, religious art, and the social creation of moral ideologies.

REL 200 Religion, Race, Class & Discrimination 3(3-0)

This course is an introduction to the study of the religious expressions and experiences of people who have lived with race and class discrimination in North America. Native American, African American, and Hispanic American groups provide the foci for the course.

REL 250 African American Religions 3(3-0)

This course is an introduction to the study of African American religions from the colonial era to the present. Indigenous African religious traditions, syncretic expressions, Christianity, and Islam will be covered.

REL 290-299 Special Topics: Death & Dying 3(3-0)

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

Science (SCI)

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, either SPE 101 or SPE 257 with a minimum grade of C

SCI 290-299 Selected Topics 5(7-0)

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

Sociology (SOC)

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 290-299 Current Topics in Sociology 3(3-0)

Courses designed to investigate current topics of sociological relevance not included in courses currently listed. Topics will be announced.

Spanish (SPN)

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)

Spanish 102 continuation of SPN 101; therefore, it will begin with a review of the material covered in Spanish 101. Students in Spanish 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)

Spanish 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 or 2 years of high school Spanish

Social Science (SSC)

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.

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, either SPE 101 or SPE 257 with a minimum grade of C

Social Work (SWK)

SWK 200 Introduction to Social Work 3(3-0)

This course focuses on the historical development of social welfare, social work and various social services. The course focuses on the nature, causes, and extent of major social problems, and provides examples of how people are affected by such problems. Emphasis is placed on various roles of social workers, the generalist method, cultural competence, ecological and systems theory, the strengths perspective, and responses to the needs of the poor, families, and populations at risk such as the elderly, children, sexual minorities, and people of color. Also addressed are changing trends in society and how they affect social work practice

Theatre (TAI)

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.

Welding Technology (WLD)

WLD 125 Basic Industrial Welding 6(4-4)

Fundamentals of oxy-acetylene cutting, oxy-acetylene brazing and welding, ARC welding, MIG welding, TIG welding, manual plasma cutting, carbon arc gouging, and safety procedures are included in this course. Emphasis is placed on safe welding procedures in all positions and joint types.

WLD 126 SENSE 1A 3(4-0)

Fundamentals of oxy-acetylene cutting, oxy-acetylene brazing, ARC welding, MIG welding, TIG welding, F.C.A.W, manual plasma cutting, carbon arc gouging, and safety procedures are included in this course. Emphasis is placed on safe welding procedures in Flat, Horizontal positions and a variety of joint types.

WLD 127 SENSE 1B 3(4-0)

Fundamentals of oxy-acetylene cutting, ARC welding, MIG welding, TIG welding, F.C.A.W, manual plasma cutting, carbon arc gouging, and safety procedures are included in this course. Emphasis is placed on safe welding procedures in all positions, a variety of joint types and in materials Steel, Stainless Steel and Aluminum.

Prerequisite: WLD 126

WLD 130 Metal Fabrication 3(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 126, DRF 101

Corequisite: WLD 127

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 225A Advanced Welding Pt. 1 1-7(1-0)

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 225B Advanced Welding Pt. 2 1-7(1-0)

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 245A Pipe Welding Pt. 1 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

Prerequisite: WLD 125 or WLD 127

WLD 245B Pipe Welding Pt. 2 1-2(1-0)

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. (The "A" and "B" versions of this course are designed for students who may have completed some course requirements through prior learning or work experience. Partial credit will be awarded in "A" and the remaining requirements will be completed through an independent study in "B". Students who complete both portions will have the equivalent of the full course. Credits for each portion may vary.)

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 minimum grade of C

WLD 281-282 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 with Permission of the Instructor

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