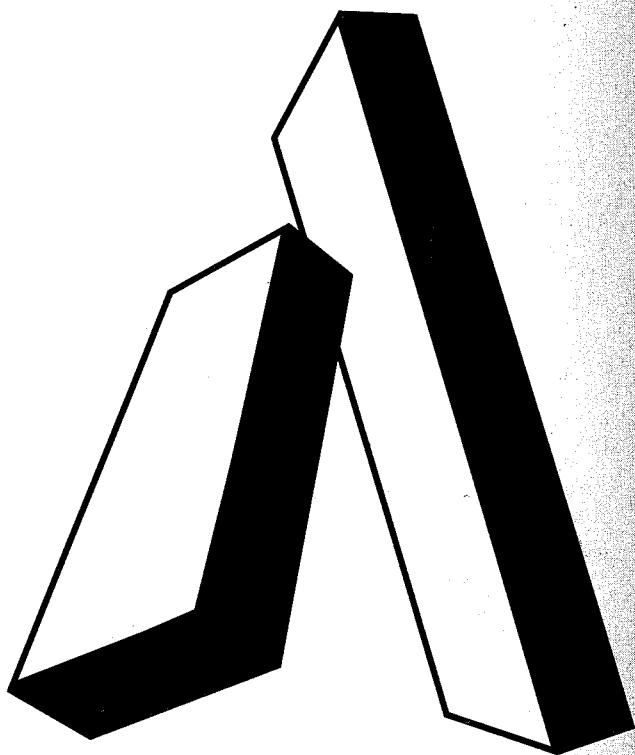


BULLETIN
1991-92
CATALOG

VOLUME 19 • NUMBER 1



Washtenaw Community College

CAMPUS TELEPHONE/OFFICE DIRECTORY

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Building Abbreviations

AC -- Activities Building	OE -- Occupational Education Building
FEB -- Family Education Building	SC -- Student Center Building
LA -- Liberal Arts/Sciences Building	TI -- Technical and Industrial Building
JS/CEB -- Job Skills and Campus Events Building	

The Washtenaw Community College Bulletin (USPS 897-820) is issued five times a year in March, April, July, August, and November by Washtenaw Community College, 4800 E. Huron River Drive, P.O. Box D-1, Ann Arbor, Michigan 48106.

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**Washtenaw
Community
College**

1991-92 Catalog

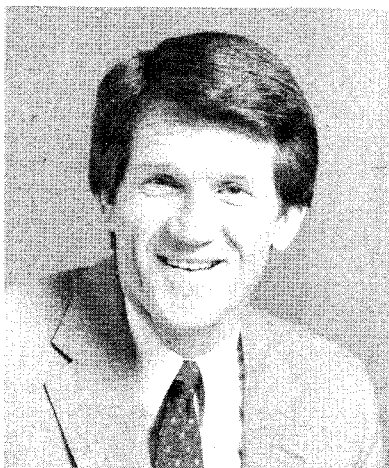


**For Tomorrow,
Start Today...**

The Gateless Gate

The design on the cover of this catalog depicts the "Gateless Gate" sculpture, which resides in the plaza near the Occupational Education, Student Center, and Technical and Industrial Buildings at Washtenaw Community College. The Cor-ten steel structure, erected in 1981, was designed by WCC Art Instructor Paul Zenian to symbolize a gate that is always open...as the College is always open to anyone who wishes to benefit from its programs.

GREETINGS FROM PRESIDENT GUNDER MYRAN



Excellent teaching is the heart of Washtenaw Community College. All staff members – faculty, administrators, clerical staff, and custodial/maintenance staff – are dedicated to the achievement of student and community success through excellent teaching and outstanding service. We recognize the accomplishments of those who have given shape to the College's teaching mission since its establishment in 1965. Through their dedication, a community college has been created for the citizens of the Washtenaw County area which is comprehensive, community-based, student-oriented. Staff members and citizens together have created a caring, responsive, high quality college which is a vital educational resource for the communities it serves.

Ernest Boyer, a foremost American educator, has said that it is in the authentic blending of memory and vision that the College finds its pulse.

Even as we celebrate WCC's past, we look ahead to the year 2000 and beyond. It is my vision that, during the decade of the 1990's, WCC will build on the foundation created in the past to create vibrant learning communities both within the College itself and throughout its service area. There will be a sense of community – of partnership – among faculty and students, groups of students coming together from diverse backgrounds, and various staff groups. Learning communities will also involve many of the community groups with which WCC collaborates to achieve student and community success. Examples of external learning communities will include WCC's collaboration with area colleges and universities to assure successful university transfer of WCC graduates, cooperation with area public schools to provide for successful articulation to the community college, and coalitions with business, labor, and government groups to assure a highly trained workforce for the decade of the 1990's.

The focus of these learning communities will be the content, methodology, and outcomes of teaching. The center of conversations about teaching and learning will be the success of our students whether their goals are career preparation or advancement, job retraining, university transfer, or personal enrichment. We will be "democracy's college" in the Washtenaw County area. Through our emphasis on excellent teaching and the building of learning communities, we will empower persons from all walks of life to achieve their career and life goals through education.

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This document is for informational purposes only and is not to be construed as a binding offer or contract between WCC and the student. This document was prepared on July 1, 1991 and is subject to change without notice. This Catalog is intended to be used with the Time Schedule, published each term, which provides more recent information on program requirements; courses; and College and Academic policies and procedures.

ACCREDITATIONS

Approved by the
STATE DEPARTMENT OF EDUCATION
STATE OF MICHIGAN

Fully Accredited Member of the
NORTH CENTRAL ASSOCIATION OF
COLLEGES AND SECONDARY SCHOOLS

Correctional Science Program Certified by
MICHIGAN CORRECTIONAL OFFICERS TRAINING COUNCIL

Dental Assisting Program Approved by
COUNCIL ON DENTAL EDUCATION,
AMERICAN DENTAL ASSOCIATION

Law Enforcement Basic/Preservice Program Approved by
MICHIGAN LAW ENFORCEMENT OFFICERS
TRAINING COUNCIL

Nursing - Associate Degree Program Approved by
MICHIGAN DEPARTMENT OF LICENSING AND REGULATION
Board of Nursing

Nursing - Practical Nursing Program Approved by
MICHIGAN DEPARTMENT OF LICENSING AND REGULATION
Board of Nursing

Radiography Program Accredited by
COMMITTEE ON ALLIED HEALTH,
COUNCIL OF MEDICAL EDUCATION,
AMERICAN MEDICAL ASSOCIATION

Respiratory Therapy Program Accredited by
COMMITTEE ON ALLIED HEALTH,
COUNCIL ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION

An Affirmative Action/Equal Opportunity Institution

Students can view the accreditation documentation by contacting
the Dean of Enrollment and Student Services

1991-92 Academic Calendar

Fall Semester 1991

September 5	Classes Begin
November 28-Dec 1	Thanksgiving Recess
December 21	Fall Classes End

Winter Semester 1992

January 7	Classes Begin
January 20	M.L. King Holiday (no classes)
March 18-20	Spring Recess
April 24	Winter Classes End

Spring/Summer Semester 1992

May 4	Classes Begin
May 25	Memorial Day Recess
June 24	7½ Week Spring Classes End
July 3	Independence Day Holiday
July 14	10 Week Spring Classes End
August 18	15 Week Semester Classes End

Summer Session 1992

June 15	10 Week Summer Classes Begin
June 25	7½ Week Summer Classes Begin
July 3	Independence Day Holiday
August 18	7½ Week Summer Classes End
August 22	10 Week Summer Classes End

STATEMENT OF MISSION AND VALUES

Mission of the College

Our college strives to make a positive difference in people's lives through accessible and excellent educational programs and services

- We provide a caring, open-door teaching and learning environment.
- We provide excellent teaching, counseling, and support services.
- We reach out to people who have limited income or other barriers to success.
- We enable people to progress in their academic and career pursuits.
- We work in partnership with the communities we serve.

We fulfill our mission by offering the following programs and services:

Occupational and Career Education: We offer certificate and associate degree programs, seminars, workshops, and courses which enable people to pursue employment or advance in a career. We develop and deliver job skills and occupational education programs in partnership with business, industry, government and labor groups.

General and Transfer Education: We offer individual courses and associate degree programs in academic disciplines which transfer to four-year colleges and universities, complement career programs, and enhance personal growth.

Continuing Education and Community Services: We offer credit and non-credit courses and programs at regional centers, at local business and community sites, and via television. We develop and offer programs which respond to the educational needs of specific groups in the community.

Developmental Education: We offer basic courses which strengthen reading, writing, mathematical, computer and study skills. We also offer instruction and services to people who wish to learn English as a second language.

Student Services: We offer orientation, academic skills assessment, assistance with program and course selection, financial aid, university transfer assistance, personal and career counseling, job placement, tutor assistance, child care, special needs services, computer and self-paced instructional laboratories, and library services.

Community Leadership: We cooperate with other community organizations in seeking solutions to local economic and social problems. As a primary educational resource in the community, we work to improve the quality of life in the communities we serve.

Values of the College

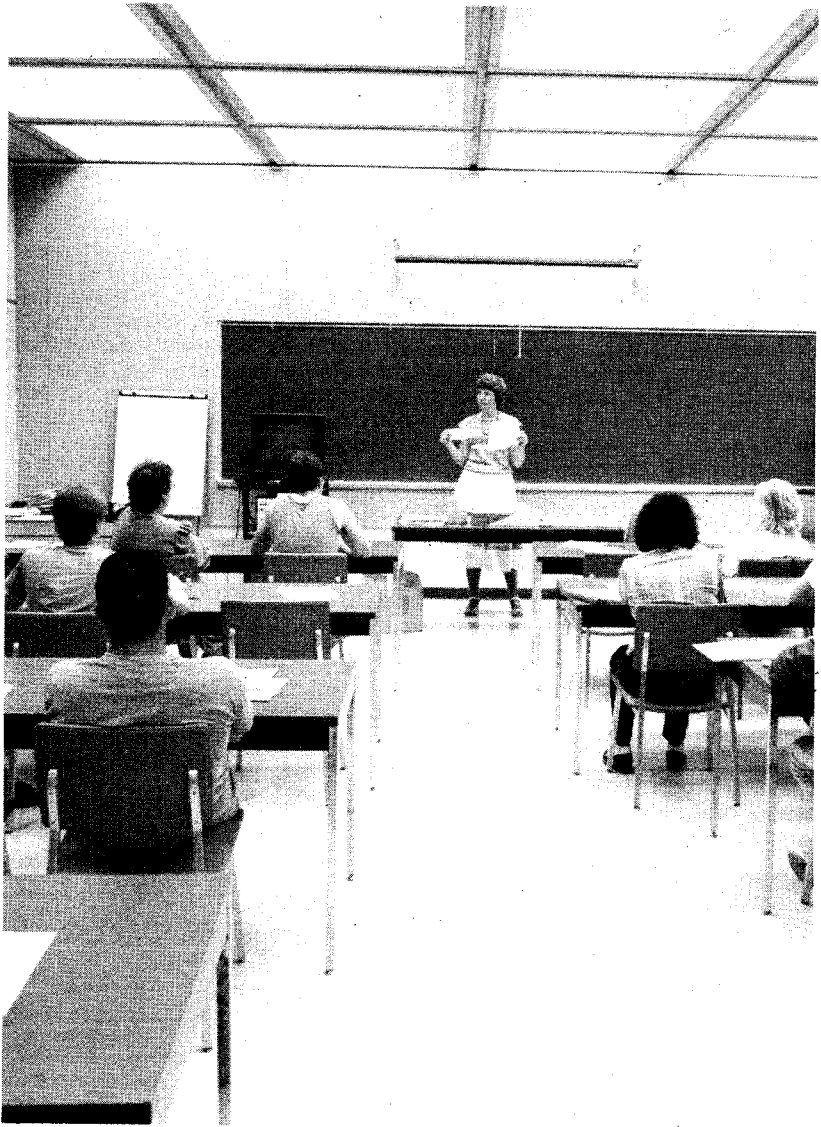
TEACHING AND LEARNING: We embrace teaching and learning as our central purpose

SUPPORT: We make every effort to help learners achieve success.

DIVERSITY: We respect differences in people and in ideas.

PARTNERSHIPS: We plan and work together with respect, trust, and honesty within the college and with the communities we serve

INNOVATION: We seek the best possible ways to conduct our work.



GENERAL INFORMATION

GENERAL INFORMATION

History of Washtenaw Community College

Washtenaw Community College (WCC) was created on January 15, 1965 when the citizens of Washtenaw County voted financial support for its establishment. A Board of Trustees was elected and a nation-wide search for administrators and faculty was initiated while a study to look for a permanent campus was begun.

During construction of the main campus which began in September 1966, the College held classes in temporary facilities in the Willow Run area of Ypsilanti Township. On September 12, 1966 1,200 students were enrolled in 30 different programs. The first classes were held in Willow Run in an old elementary school, a fire station, and a bowling alley. Students in automotive programs took courses in a one-time dairy distribution plant, while those in health programs were taught in the basement of a church in downtown Ann Arbor. In 1969, the permanent 235 acre campus opened with completion of the *Technical and Industrial* and the *Liberal Arts and Sciences Buildings*. Today, more than 17,000 students are enrolled annually in credit courses and an additional 3,500 are enrolled in credit-free offerings each year.

Types of Study

There are many educational goals that may be obtained by attending WCC. These goals are realized by taking credit as well as non-credit courses and programs. Some students choose to attend classes for personal interest or to obtain or upgrade job skills. Other students choose to complete College Certificates or Associate Degrees for transfer to four-year institutions.

WCC also offers a variety of special courses and programs to meet the diverse needs of area citizens. Through the Business and Industry Center, programs include employee training and skills upgrading classes tailored for specific businesses and industries. The Job Training School offers training for the unemployed – from counseling and skill assessment through actual training and job placement. The Technical Training Office offers coursework to fulfill apprenticeship requirements. In addition, the Continuing Education Services and Extension Programs Office offers credit, credit-free and televised class instruction.

Current Facilities

Today, the WCC main campus includes several buildings dedicated entirely to instructional activities: the *Activities Building*, the *Liberal Arts and Sciences Building*, the *Occupational Education Building*, and the *Technical and Industrial Building*. The *Student Center Building* houses a large Learning Resources Center and library, extensive student support services, a student cafeteria and dining room, College bookstore, and administrative offices. The College also has a child care facility for children of WCC students and staff, located in the *Family Education Building*.

The 75,000 square foot *Job Skills and Campus Events Building* includes classrooms; an auditorium; exhibition space; and instructional space for Art, Drama, Music, and Speech.

Regional Centers

In addition to the facilities and classes held on the main campus, classes are also offered in five regional areas. The **Central Region** encompasses the Ann Arbor area, with classes held at various locations in Ann Arbor including the Ann Arbor "Y" and Briarwood Mall. Classes are offered in the **Northern Region** at Brighton and Pinckney High Schools. Five class locations are offered in the **Western Region**: Chelsea Community Hospital, Chelsea High School, Dexter High School, the Pleasant Lake Technical Center in Manchester and the Western Regional Center in Downtown Chelsea. Saline High School is the location for classes in the **Southern Region**, and in the **Eastern Region**, classes are offered at the Eastern Regional Center on Holmes Road, Willow Run High School, the Ypsilanti Community Center Building and the Ypsilanti Parkridge Community Center.

Profile of Washtenaw Community College

WCC schedules courses on a semester calendar, and had approximately 11,000 students enroll for the Fall 1990 semester. The College employs 165 full-time faculty and more than 450 part-time faculty throughout the academic year. College credit programs of study cover 73 areas in Business, Health and Public Services, Humanities and Social Sciences, Math and Natural Sciences, and Technology. More than 50% of the students enrolled at WCC pursue a degree while others take courses for personal interest or to obtain or upgrade job skills. Each year, College Certificates and Associate Degrees are awarded by the College to more than 600 students.



Programs of Study

Degree* and Certificate+ Programs

Business:

Accounting*
Business Computer Programming*
Business Management*
Business Marketing*
Business Sales +
Computer Systems Operations +
Culinary Arts Technology*
Food Production Specialty +
General Office Specialty +
Hotel-Restaurant Management*
Information Processing Specialty*
Medical Secretarial*
Microcomputer Business
Technology*
Secretarial Technology*
General Studies - Business*

Health and Public Services:

Child Care*
Correctional Science + *
Criminal Justice*
Criminal Justice -- Law Enforcement
Certification (Police Academy)*
Dental Assisting + *
Dental Office Management*
Diagnostic Medical Sonography
(Ultrasound) +
Fire Protection*
Nursing ADN*
Pharmacy Technology +
Radiography*
Respiratory Therapy*
Surgical Technology +
General Studies - HPS*

Humanities/Social Sciences:

Liberal Arts-Transfer -- H/SS*
Scientific and Technical
Communication*
General Studies - H/SS*

Math/Natural Sciences:

Computer Science -- Transfer*
Liberal Arts - Transfer -- M/NS*
Liberal Arts - Transfer
Biology/Pre-Medicine*
Liberal Arts - Transfer
Chemistry/Pre-Medicine*
Pre-Engineering Science -- Transfer*
Pre-Engineering Science -- Chemical
and Materials Eng. -- Transfer*
General Studies - M/NS*

Technology:

Architectural Drafting*
Architectural Drafting Detailing +
Automotive Body Repair +
Automotive Body Service*
Automotive Mechanics +
Automotive Service Technology*
Automotive Spray Painting +
Computer Aided Drafting --
Electronic*
Computer Aided Drafting --
Mechanical*
Computer Aided Manufacturing
Technology*
Digital Equipment Technology*
Drafting Detailing +
Electro-Mechanical Technology*
Electronic Control Systems
Technology*
Fluid Power Technology*
Graphic Design Technology -
Design*
Graphic Design Technology -
Illustration*
Graphic Design Technology -
Printing*
Hydraulic Assembly +
Industrial Drafting Technology*
Journeyman Industrial*
Mechanical Engineering
Technology*
Numerical Control Machine
Operations +
Photographic Assisting +
Photographic Technology*
Photographic Technology --
Marketing Option*
Refrigeration and Air Conditioning*
Robotic Technology*
Statistical Process Control --
Electronics Option*
Statistical Process Control --
Management Option*
Statistical Process Control -- Science
and Engineering Option*
Statistical Process Control --
Specialty Option*
Telecommunication Technology*
Toolroom Machine Operation +
Welding Maintenance Mechanics*
Welding Technology*
General Studies - Technology*

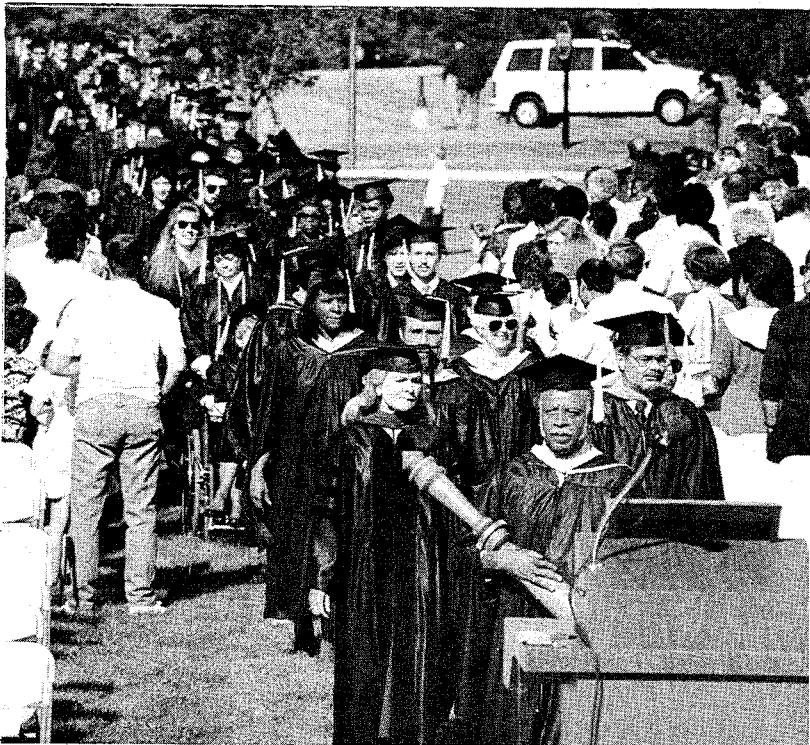
Public Service Training and Police Academy

The WCC Public Service Training Program provides in-service training courses for employees of public service agencies such as law enforcement, corrections, security and fire protection. Courses are developed to meet specific needs of the agencies. The courses may range from one-day seminars to full semester programs. Approval by the appropriate professional certification group is sought for all courses offered.

Students who complete Police Academy training receive Law Enforcement Certification. Students who complete Criminal Justice program requirements in addition to the Academy are eligible for an Associate Degree in Criminal Justice – Law Enforcement Certification.

Technical Training

WCC representatives are available to assist in the development of apprenticeship and other employee training programs. Trade-related instruction can be provided for most apprenticeable trades with a College representative working directly with the employer and employee to meet the requirements. Assistance is also provided, when requested, to coordinate activities with registering agencies such as the Department of Labor Bureau of Apprenticeship and Training. The Trade-Related Instruction program is approved by both the Bureau of Apprenticeship and Training and the Michigan State Department of Education.





ADMISSIONS

ADMISSIONS

WCC is open to all individuals who can benefit from its instructional and service programs. The focus is on the individual's growth and development toward academic, career and personal goals. The College seeks to create an admissions process which assists applicants in learning about WCC programs as they relate to the individual's academic, career, and personal goals, thereby facilitating the best student and program match.

WCC does not discriminate on the basis of race, gender, color, religion, national origin, age, handicap, height, weight, marital status or veteran status in provision of its educational or employment opportunities.

General Admission Policy

WCC serves a wide and diverse population through its "Open Door" admissions policy. Any person who has graduated from high school or passed the GED examination or is 18 years of age or older may be admitted. All new students must submit verification of graduation from high school, achievement of a GED, or graduation from a college program of at least two years. Students unable to provide this verification will not be excluded from enrolling! They will be required to take an assessment test and, depending on the results, may be required to take remedial courses while they are taking courses in the regular curriculum. This policy has been developed in accordance with Federal Ability-to-Benefit Regulations, which require that the College demonstrate that each student it admits has the ability to benefit from their chosen educational program. Students under 18 years of age may be admitted with the written recommendation of their high school principal or counselor and the approval of a parent or guardian unless they possess an "emancipated" legal status giving them full adult legal rights and responsibilities.

Admission to the College does not guarantee admission to programs which have specific program entry requirements.

Students should not regard enrollment out of reach because of financial need. It is the policy of the College to assist with meeting college expenses to the fullest possible extent consistent with federal, state, and college financial assistance regulations.

Program Admission Priorities

All potential students, regardless of residency, are invited to apply to the College. Admission to the College does not guarantee admission to all programs. In those few cases where enrollment in a particular program is oversubscribed, the following priorities apply to those meeting individual program entry requirements:

- Priority 1: Legal residents of Washtenaw Community College district.
- Priority 2: Legal residents of counties adjacent to the College district.
- Priority 3: Legal residents of all counties of the State of Michigan other than those included in Priority 2.
- Priority 4: Persons whose legal residence is outside the State of Michigan, but within the United States.
- Priority 5: Persons whose residence is a foreign country.

In those instances where enrollment demands for a particular program at one of the above priority levels exceeds the capacity, the date of application to the program serves as the determining factor on which students receive program admission. This provision applies to the date that the Admissions Office receives the application from the student.

Admission Procedures

New Student Admission

All new students are required to complete an admissions application and pay the one-time, non-refundable application fee. New students, regardless of experience or educational background, are urged to meet with a counselor or advisor to learn about opportunities the College can provide. Individual assessment for appropriate course/program planning and selection is required for all new students.

Former Student Re-admission

Former students who have not registered for classes at the College for one full semester (Spring and Summer session excluded) must reactivate their files at the Admissions Office by filling out a new application form. Students reactivating their files are encouraged to see a counselor or advisor prior to registering for classes. Individual assessment also may be recommended.

High School Student Admission

High school students may enroll in classes for college credit or for units to be counted toward the high school diploma for a maximum of six credit hours. Application for admission must be supported by a letter from the high school principal or counselor forwarded to the College Admissions Office. Students under 18 years of age also must have the written approval of their parent or guardian unless they possess an "emancipated" legal status.

Guest Students From Other Colleges

Students of other colleges and universities may attend WCC on a guest student status. This status is secured through completion of a Michigan uniform undergraduate guest application and payment of the application fee. This application can be obtained from the home institution and should be sent to the WCC Admissions Office.

Transfer Student Admission

Transfer students from other colleges are to follow the same procedure as new students. Those wishing to transfer credit from an accredited college or university may do so by requesting that an official transcript be sent to the Student Records office for evaluation. The coursework may be evaluated, at the student's request, after the student has completed at least six credits at WCC. At the time coursework is evaluated, students are notified of the transfer credit that will be accepted toward program requirements at WCC.

International or Foreign Student Admission

The College welcomes qualified non-immigrant students including those who are government and agency sponsored.

1. Washtenaw Community College F-1 Students

Those with F-1 Student Visas must attend full-time (12 credits each semester) to comply with immigration requirements. Tuition is

assessed at the out-country rate. International students must meet the following requirements in addition to the general admission criteria:

- a) Complete a notarized financial statement or affidavit of support reflecting student's ability to meet all tuition, fees, and living expenses while attending WCC.
 - b) Forward original certified transcripts (in English) of all previous high school and post-secondary work to the Admissions Office.
 - c) Forward proof of English language proficiency shown by a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or 75% on the Michigan Language Test to the Admissions Office.
 - d) Complete an interview with a Student Services staff person.
 - e) Verify visa status with the Admissions Office.
2. F-1 Guest Students (from other colleges)
International students admitted and enrolled at other U.S. colleges may take courses at WCC on a part-time basis. The following criteria apply:
- a) Guest status students may be admitted only after all counseling, advising, and any financial arrangements are completed by the "home" institution.
 - b) International guest students must provide written documentation attesting to their acceptable student status at another U.S. college.
 - c) No WCC certification of attendance is made other than transcript of record.
 - d) International guest students are assessed the out-country tuition.
 - e) International guest students are required to take the ASSET test upon entry to WCC and, depending on the results, may be required to take developmental courses along with their chosen courses.

Emeritus Student Admission

Individuals who are 60 years of age or older and who reside within Washtenaw County may participate in the educational and cultural programs without tuition costs. These students follow the general admissions criteria of the College.

Health Career Students -- Special Admission Requirements

Applicants to the Health Career programs (e.g. Nursing, Dental Assisting, Diagnostic Medical Sonography, Pharmacy Technology, Radiography, and Respiratory Therapy) must meet specific admission requirements. Generally these are:

1. Compliance with published application deadline for each program.
 2. Graduation from high school or G.E.D.
 3. Completion of specific required high school and/or college level courses required for acceptance. Courses must be completed with a grade of "C" or better.
 4. Qualification on certain diagnostic reading, comprehensive and/or computational tests as required for each program.
 5. Completion of the program-specific application materials.
 6. Submission of a high school transcript and college transcripts with the WCC application.
-

Residency

Aspects of Residency

- A. Students are required to provide verification of legal residency with two or more of the following documents: voter registration card, Secretary of State personal identification card, driver's license, place of residence property tax receipt, or rent receipt.
- B. Students whose families move out of the College district or out of Michigan during the time they are students may retain their current residency status as long as they are continuously enrolled in successive fall and winter semesters.
- C. In-district students do not lose residency by marrying an out-district or out-state resident during the time they are continuously enrolled at the College for successive fall and winter semesters.
- D. The residency of minors (under 18) shall follow that of their parents or legal guardian. Students under 18 may qualify as in-district residents regardless of their parents' residence if they can provide sufficient evidence that they are independently supporting themselves.
- E. The residency of any person, other than a parent or legal guardian, who may furnish funds for payment of College fees, shall in no way affect the residency of the student.
- F. Students who move into the district and work full-time for 30 days immediately prior to enrollment qualify for in-district rates for that semester. Appropriate documentation should substantiate that the person worked full-time for 30 or more days prior to enrollment and must be supplied at the **beginning** of each semester. Spouse and dependents also qualify for in-district rates. After working full-time for 60 days for out-district students (or six months for out-state students), the residency status can be changed by supplying proof of full-time employment and legal residence.
- G. Students who live outside the district and are currently employed full-time by an in-district company may pay in-district tuition rates at the time of registration by providing appropriate documentation of their employment from their sponsoring company at the **beginning** of each semester before the eighth day of classes. Such documentation should substantiate that the student is currently employed full-time for 30 or more days prior to enrollment. However, spouse and dependents do not qualify for in-district rates. If such students attend the College without documentation from their company or industry, tuition rates are determined by their legal residency.
- H. Those who are transferred to the county by their employer or the military must present appropriate documentation to qualify for immediate in-district tuition.
- I. Veterans whose induction address was within the College district who return to the College within six months after discharge are considered in-district students.
- J. To officially change residency status, it is required that evidence of residency and, in some cases, full-time employment be submitted to the Admissions Office. **Any residency change after the eighth day of classes is effective the next semester in attendance.**

Residency Classifications

In-District Students are:

- Independent applicants who have resided for:
- Applicants who live with and whose spouse has resided for:
- Applicants who live with and are dependent on parents or a legal guardian who has resided in the WCC District for a minimum of:

60 days immediately prior to enrollment if previous residency was within Michigan.
or
6 months immediately prior to enrollment if previous residency was outside of Michigan.

Out-District Students are applicants who do not meet the requirements of an in-district student, but who have been legal residents of the State of Michigan for at least six months.

Out-State Students are applicants who do not meet the requirements for an in-district or an out-district resident.

Out-of-Country Students are applicants who are on a visa or whose permanent address is out of the country. Students on visas pay out-state/country tuition except those who may qualify for in-district tuition through their employers.

Required Student Orientation and Program Planning

Orientation/assessment sessions, scheduled prior to each semester, are required for new students. During these sessions, students take the ASSET test, which measures their English and Math skills, and counselors and advisors assist them in selecting and scheduling courses. These orientation sessions are scheduled at a variety of times to accommodate the busy schedules of prospective students. Exemptions from orientation are granted under the following circumstances only:

- Student has verified completion of a degree (an Associate Degree or higher) from an English-speaking college or university (60 semester credits that are fully applicable toward a Bachelor's degree will qualify).
- Student has both verified graduation from an English-speaking high school or achieved a GED and documented the completion of 20 or more semester credit hours of college academic course work with a cumulative GPA of at least "C" (2.0).
- Student has completed the assessment test at a prior orientation and can produce a copy of the results.
- Student is enrolling only in credit-free courses or courses-for-audit.
- Student has both completed a guest student application approved by college personnel at the home institution, and verified graduation from an English-speaking high school or achievement of a GED.

NOTE: Some health-related programs have an additional screening process.

NOTE: Physically handicapped students who need readers or writers to help them take the ASSET test should contact the Special Needs Office for assistance (973-3342).

NOTE: Foreign-born students who have not already taken and passed the TOEFL or Michigan Language Test may be required to attend a special Foreign Student Orientation, which includes an English Placement Test, instead of or prior to attending the College Orientation.

Registration



STUDENT RECORDS

STUDENT RECORDS

Registration

Each semester the College publishes a class schedule which includes detailed information on the courses available, registration procedures and dates, add/drop periods, and the refund schedule. Registration is official only when all fees have been paid.

No person is allowed to attend a class unless he/she has registered and paid for that class. Students are withheld from registering if they have failed to meet their financial responsibilities to the College or in certain situations as a result of disciplinary action. Any student registration restriction ("hold") must be cleared with the office issuing it before registration may be completed. Students having difficulty meeting their financial obligations should contact the Financial Aid Office.

Students enrolling in more than 18 credits in the fall or winter semesters (or more than six credits in the Spring or Summer sessions) must submit a Course Overload Approval Form, signed by a counselor or advisor, at the time of registering for courses; forms are available from the Counseling Office.

Adding and Dropping Courses

During the official add and drop period a student may add or drop a class or change a section without an instructor's approval. An added course is accepted on a space available basis during the official drop and add period. After the official drop and add period, students must have an instructor's signature for adding classes or changing sections. Students are encouraged to discuss changes, drops and adds with their instructors or counselors. Students should retain copies of any transaction until final grades or refunds are received.

A student is not registered in a class until the Add Card has been accepted in the Student Records Office and the appropriate fees paid.

Students adding courses must present the validated copy of the Add Card to the instructor as evidence of registration.

Drops are only accepted in the Student Records Office up to the date (approximately two weeks before the end of the term) published in the class schedule for each semester. After this date, students must obtain approval of the instructor to drop. A student is not officially dropped from the class until the Drop card is accepted in the Student Records Office.

Changing Sections

Students changing from one section to another of the same course must complete the process in the Student Records Office. Students are added on a space available basis and instructor approval is required after the Drop/Add period.

Repeating a Course

Whenever a course is repeated on a credit basis, the last grade and credits earned replace the previous grade in computing grade-point averages. However, all entries remain a part of the permanent academic record.

Auditing a Course

Students who wish to audit a course must register and pay for that course following the established registration procedures. Students do not receive credit for the course, however, the course is included on the transcript with a grade of 'AU'.

Withdrawal from College

Students who withdraw from the College during the semester must initiate the withdrawal procedure in the Student Records Office.

In case of official voluntary withdrawal from the College, grades are assigned according to the grading policy; and semester tuition and fees are subject to the refund policy shown under the *Financial Information* section of this catalog.

Students who leave the College during a semester without obtaining an official withdrawal may be reported as having failed all courses. The withdrawal procedure does not take place automatically for students who leave the campus due to personal or family illness but must be initiated by writing the Student Records Office. *Students who leave the College without withdrawing properly or who withdraw after the refund period forfeit any tuition or deposits paid to the College and are liable for any deferred tuition payments.*

Transcripts/Final Grades

A permanent record of all courses, credits and grades earned by each student is kept in the Student Records Office. Copies of transcripts are available to students upon their written request and payment of a small fee. Associate Degrees and/or College Certificates earned at WCC are indicated on transcripts. At the end of each semester final grades are issued to all students enrolled for that semester. Final grade reports are mailed to a student's home address unless the student has a financial obligation to the College.

Veteran Certification

All veterans receiving educational benefits must see a counselor or advisor before registering. Any drops or changes made by veteran students are to be reported to the Veteran Certification Office immediately.

New Students

Veterans and other eligible dependents receiving educational benefits under Chapters 30, 32, 34, 35 and 106, Title 38 U.S.C. who have never used their V.A. educational benefits and would like to make application for benefits should report to the Veteran Certification Office after registering for classes. Students should bring certified copies of DD-214, marriage license and birth certificates of dependent children, if applicable.

Transfer Students

Students who have previously received V.A. educational benefits at another school must complete V.A. Form 1995 (Change of Place of Training) and submit it with a copy of their paid registration receipt to the Veteran Certification Office. DD-214 and transcripts from colleges or universities where the student has completed previous training must accompany the application.

Previously Enrolled Veterans

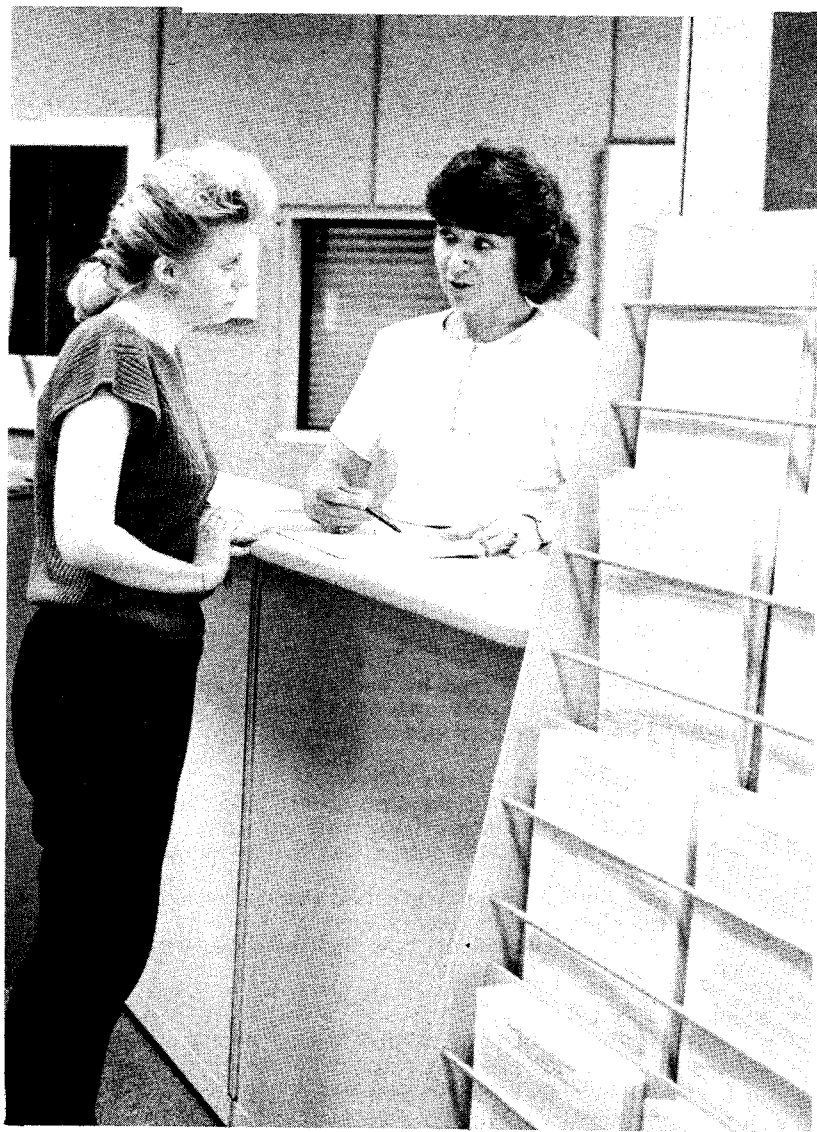
Students must turn in a completed certification card after registering for classes every semester to insure the continuance of their benefits.

Credit for Formal Service School Experience

Credit is granted for formal service school training as recommended by The American Council on Education, through its Commission on Accreditation of Service School Experiences. For complete information contact the Admissions Office.

Standards for Receiving Educational Benefits

In compliance with the Department of Veteran Benefits, Circular 22-80-38, the College has developed standards of progress. Each Veteran student must conform to these standards to be eligible for V.A. Educational Benefit Certification. Each Veteran student must read, sign, and return the original copy of these standards to the Veteran Certification Office at each enrollment.



FINANCIAL INFORMATION

STUDENT FINANCIAL INFORMATION

Tuition (Fall 1991)* _____

Residents of the College District	\$38.00 per credit hour
Non-Resident/In-State.....	\$56.00 per credit hour
Non-Resident/Out-State.....	\$72.00 per credit hour

Fees* _____

Application Fee.....	\$15.00
Late Registration Fee.....	\$5.00
Transcript Fee.....	\$2.00
Books and Supplies	**

- * The College reserves the right to change tuition and fees without advance notice.
- ** Students may be required to purchase certain individual supplies and materials. These are available at the Bookstore on the first floor of the College's Student Center Building. Books and supplies average \$100 per semester, but may range from \$50 to \$300 or more.

Refunds _____

All refunds must be initiated by the student, including cancelled classes and all residency changes. If classes are officially dropped students are eligible for a refund of fees as follows:

Courses lasting 12 or more weeks:

- 100% refund if an official drop is filed prior to or during the add/drop period (first five days) in the semester.
- 75% refund if an official drop is filed during the next five days of the semester.
- 50% refund if an official drop is filed after the tenth day and before the twentieth day of the semester.
- No refunds are issued for drops filed after the twentieth day of the semester.

Courses lasting 7 - 11 weeks:

- 100% refund if an official drop is filed prior to or during the add/drop period (first three days) of the semester.
- 75% refund if an official drop is filed during the 4th or 5th day of the semester.
- 50% refund if an official drop is filed during the second week of the semester.
- No refunds are issued for drops filed after the second week of the semester.

Courses lasting less than 7 weeks:

- Refunds for these courses are on a prorated basis, as determined by the Director of Student Records.

Students dropping and adding after the official drop-add period (100% refund) must pay the "difference" if they wish to add classes (classes added are charged at full tuition rate even though classes dropped may only refund 50%-75%, depending on the withdrawal date). There is no "difference" charge for drops and adds from cancelled classes, or an instructor adjustment of students' schedules.

In the case of complete withdrawal prior to the beginning of the semester or during the 100% refund period, the student may claim 100% refund less a processing fee of \$10.

Upon written approval of the Director of Student Records, a full refund of all tuition may be given upon official withdrawal at any time during the first two thirds of the semester, in the following circumstances:

1. Induction of the student into the U.S. Armed Forces.
2. Death of a spouse, child, parent or legal guardian of a student.
3. Death of a student.
4. Verifiable error on the part of the College.
5. Verifiable incapacity, illness, or injury which prevents the student from returning to school for the remainder of the semester.

No refund is made if withdrawal occurs after two thirds of the semester has transpired, regardless of circumstances. No refund shall be given for any other fees (i.e., application or late registration).

Financial Aid

WCC provides financial assistance to students in the form of scholarships, work-study employment, and loans. Several programs have also been developed to provide financial support to honor students and are awarded on the basis of student achievement or merit. For additional information about specific program requirements, contact the Financial Aid office, 2nd floor, Student Center Building or call 973-3523.

Types

There are four major types of aid available:

Scholarships - awarded on the basis of achievement and do not need to be repaid.

Grants - awarded on the basis of need and do not need to be repaid

Employment - awarded on the basis of need and requires work for paid wages. Usually referred to as College Work Study.

Loans - awarded on the basis of need and must be repaid once students leave college or do not continue in college on at least a half-time basis.

Sources of Financial Aid include Washtenaw Community College, the WCC Foundation, the State of Michigan, and the United States Federal Government.

By federal regulation, new and re-admit students *who have not graduated from high school or earned a G.E.D.* must achieve minimal passing scores on the ASSET Test (administered during New Student Orientation) in order to be awarded federal (Title IV) financial aid.

Assessment of Need

Once students' financial aid files are complete, the Financial Aid Office reviews the information in light of individual circumstances. After determining the "expected family contribution," the staff then subtracts that amount from the "cost to attend Washtenaw Community College." The difference is the student's financial aid need.



Application

In order to perform a needs analysis, students must complete the following forms:

1. *WCC Financial Aid Application* - Complete and return in order to receive other applications.
2. *Financial Aid Form* - Complete and mail to the College Scholarship Services. They process it and return it to WCC.
3. *Statements of Financial Aid History* - Must be completed if financial assistance has been received from other institutions.
4. Additional documentation of student resources or status of family resources, such as IRS 1040 statements, are required for evaluation of aid application.

Upon receipt of all applications and additional necessary information, applications are evaluated and a written notice of the action taken is sent to the student. Financial aid awards are made in June and July, prior to the beginning of the fall semester. Students who wish maximum consideration for financial aid should have all applications in the Financial Aid office by the following dates:

Fall Semester June 1
Winter Semester..... November 1
Spring-Summer Semester..... February 1

Applications received after the above deadline dates are processed only as funding allows.

Academic Progress Criteria for Financial Aid

The academic progress criteria of the Financial Aid office requires that all students receiving aid maintain at least a 2.0 grade point average and earn at least six credit hours per semester. Students failing to meet this minimum requirement are placed on probation and allowed one additional semester to meet this requirement. Failure to complete at least six credit hours with at least a 2.0 grade point average during the probationary semester results in termination of all financial aid. Students who have had financial aid terminated may still continue to register and attend classes using their own funds for payment. Students may re-apply for financial aid.

Financial Aid Refund Policy

If a student withdraws from school during the College refund period and the student has received Title IV Federal Financial Aid monies, the following procedure is implemented. The refund is applied to the programs which have paid the tuition in the following order if tuition was paid from more than one Title IV source: 1) SEOG, 2) GSL, 3) Pell.

All refunds for students on financial aid follow the policies and procedures detailed in *Student Financial Information - Refunds* section.

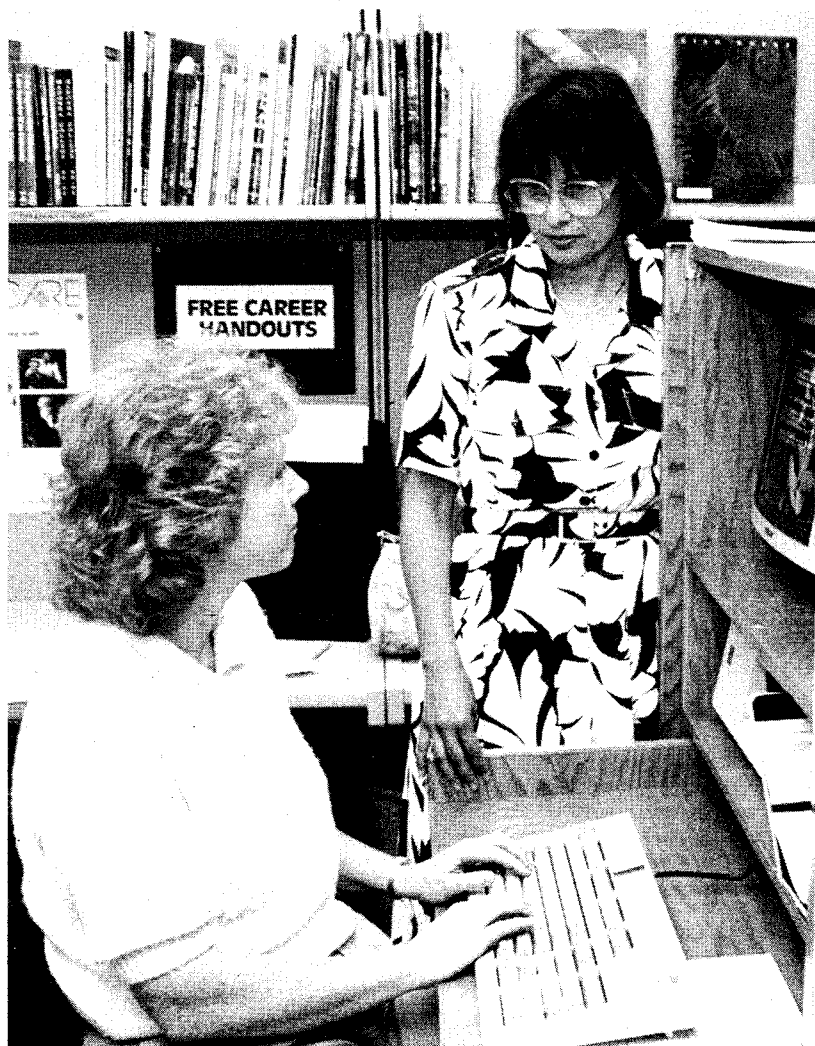
Distribution

Most students who have been awarded and approved for Financial Aid prior to the start of a semester have their tuition paid at the time they register and receive a check for books on the first day of class. The book check is for the remainder of their Financial Aid. Students who are approved after the start of a semester have their account credited and receive a check for the balance of their award within two weeks. The following funds are disbursed in this manner:

- | | |
|----------|---------------------------|
| 1. Pell | 4. MEOG |
| 2. SEOG | 5. Trustee Awards |
| 3. MAPTG | 6. Many Scholarship Funds |

Stafford Loans, SLS, and PLUS Loans are distributed to students as they are received from the lending institution. Students are notified by mail that the check has arrived. There are three options available to students regarding the distribution of the monies:

1. Students may endorse the loan check at the Cashier's Window; WCC deposits the check, pays tuition from the loan and issues students a check for the balance of the loan.
2. Students may pay tuition from their own funds and pick up the entire amount of the loan check on or after the first day of class.
3. If a student does not owe the College any monies, WCC endorses the check and gives it to the student.



STUDENT SUPPORT SERVICES

STUDENT SUPPORT SERVICES

Adult Resource Center

This special center offers support to adults entering or re-entering school; making course, program and career decisions; or desiring personal advising. The staff is especially sensitive to the concerns and needs of female, minority, and single parent students. Through the Center, the Department of Education offers tuition monies for students who meet certain qualifications such as re-entry into the labor market for homemakers required to work because of dissolution of marriage, upgrading of skills for the current labor market, and/or entry of women into careers traditionally held by men or by men into careers held by women.

The Adult Resource Center has information on qualifications for financial assistance. Assistance also may be available for books, tools, transportation and child care.

The Center is located on the second floor of the Student Center Building.

Alumni Association

The College stays in contact with former students through the Alumni Association. All former students are eligible to join. Inquiries should be directed to the College Advancement Office located on the second floor of the Student Center Building.

Bookstore

The WCC Bookstore is located on the lower level of the Student Center Building and is open daily. Books, instructional aids, equipment, materials, and supplies are readily accessible for students and staff. Costs are kept to a minimum based on the College goal of service to students. The WCC Bookstore accepts VISA and MASTERCARD and personal checks with identification.

Career Development

The Career Development Library, located on the second floor of the Student Center Building, is easily accessible with day and evening hours. Student Services staff members are available to assist students make career changes or career decisions. Individual career counseling and interest inventories are available as well as other tests. The Career Development Library contains books, magazines, newspapers and other materials on careers, colleges, employers, and job hunting. In addition, a microcomputer is available for persons who want to use a computer program to assess career interests, college majors, occupational values and skills.

The Career Development Library maintains a list of job openings and offers information on job-hunting techniques and employers. Job openings are posted on bulletin boards in the LA, SC, TI and OE Buildings. Resume writing assistance is also available. For more information see the *Student Support Services - Placement Services* section.

In addition to testing and counseling, classes and a special workbook are available to help individuals with their career plans. Interested persons should enroll in STS 102: Career Planning. A three-credit career planning seminar (STS 100) also is offered each fall and winter semester. All credit classes in career planning are found in the catalog and time schedule under the heading, "Student Services."

Children's Center

WCC provides a licensed child care facility in the Family Education Building for children of WCC students, staff and faculty. The Center offers a comprehensive child development program which emphasizes the child's self identity and feelings of self worth. Children are supported in strengthening learning in key experience areas through active learning, discovery, and problem solving.

The staff is fully trained in early childhood education and development. Special care is also offered by senior aides and foster grandparents. Practicum students in the Child Care Worker program provide additional new experiences for children. Check with the Children's Center for details on age limitations, enrollment, attendance requirements, fees, hours of operation, meals, or other information.

Counseling/Advising

Counseling services are located on the second floor of the Student Center Building. Hours of operation for each semester are posted on the Counseling Center bulletin board.

Academic Advising

Counselors are available to facilitate the development of academic plans. Counselors assist students with planning schedules, meeting program requirements, placement in the appropriate level of courses, and transferring to four-year colleges and universities; as well as referrals to other support services.

There are faculty members referred to as student advisors who are located in the Counseling Center and other offices within the Student Services Division who can also assist you with course selections, program and transfer requirements, and other related information.

Faculty members who are your classroom instructors can provide advice and assistance regarding courses within their field of expertise. They can also assume the role of an academic advisor for certain Certificate and Degree programs. Consult divisional offices for more specific information.

Students intending to transfer to a four-year college or university should contact the Counseling Office for information regarding current transfer agreements between WCC and other area institutions (e.g., Eastern Michigan University, Cleary College). Students transferring to four-year institutions within the State of Michigan should contact a WCC counselor regarding WCC's participation in the Michigan Association of Collegiate Registrars and Admission Officers (MACRAO) Agreement.

Career Advising

Counselors are available to help students make career changes and career decisions. For more specific information see the *Student Support Services - Career Development* section.

Personal Advising

The counseling and social work staff also work with students experiencing personal or emotional problems, providing referrals to the appropriate agency or service in the community for specialized assistance as necessary.

Placement Service

The College maintains a placement service which provides employment listings for students and graduates who are seeking part-time or full-time employment on campus or in the community. Interested students should contact the Placement Office.

Special Needs Program

The Special Needs Office provides services to differently abled, economically disadvantaged, limited English speaking and refugee students. These services include tutors, interpreters for the deaf, readers for the blind, and other assistance to help students successfully complete their programs. For additional information on eligibility for services contact the Counseling or Special Needs Office.

Student Activities

The Student Advisory Council (SAC) consists of 45 to 50 student members who represent all the various constituencies of WCC students. Membership is voluntary and the SAC coordinates student involvement in the following areas: 1) Governance: participation in the College-wide governance structure and responsibility for development of the SAC's bylaws and recommendations; 2) Student Activities: the planning and implementation of events such as dances, food drives, and concerts; 3) Communication: the generation of all internal and external SAC communications and public relations activities; and 4) Budget: maintenance of SAC budget records, advisement of the SAC steering committee on budget requests, and recommendation to the College administration of annual budget needs for student activities. David Beaumont is the staff advisor for the SAC and can be reached at 973-3397.

Many groups and clubs are active on campus. Students participate in these organizations to meet other students with similar interests, to develop leadership skills, and to have fun. Currently active groups and clubs include:

AASA (African-American Student Association)

Staff Advisor: Iota Frye, 973-3484

ACOA (Adult Children of Alcoholics and other Dysfunctional Families)

Staff Advisor: Cindy Kleinsmith, 973-3690

ADAPT (Alcohol and other Drug Awareness and Prevention Training)

Staff Advisor: Debra Wilson, 973-3464

BASIC (Brothers and Sisters in Christ)

Faculty Advisor: Paul Zenian, 973-3309

BPA (Business Professionals of America)

Faculty Advisor: Rosalyn Culver, 973-3577

Chess Club

Faculty Advisor: David Goldberg, 973-3392

Criminal Justice Club

Faculty Advisor: Ruth A. Walsh, 973-3689

Dangerous Visionaries

Faculty Advisor: David Goldberg, 973-3392

DEC (Delta Epsilon Chi)

Faculty Advisor: Steve Ennes, 973-3388

Data Mates (Chapter of Data Processing Management Association)

Faculty Advisor: Usha Jindal, 973-3603

DOC (Disciples Of Christ)

Staff Advisor: David Beaumont, 973-3397

Earth Awareness Society

Faculty Advisor: Barbara Dyko, 973-3405

Eternal Concepts in Divine Madness

Staff Advisor: David Beaumont, 973-3397

Forensics

Faculty Advisor: Robert Kirkland, 973-3393

Gay, Lesbian and Bi-Sexual Student Association

Staff Advisor: Cindy Kleinsmith, 973-3690

HOPES (Health Occupations Peer Education Support)

Faculty Advisor: Brenda Webster, 973-3614

Kappa Omega Electricity/Electronics

Faculty Advisor: Arlene Paup, 973-3604

Overcoming Math Anxiety

Faculty Advisor: Janet Hastings, 973-3328

Radiography Club

Faculty Advisor: Robert Nelson, 973-3333

Toastmasters

Faculty Advisor: Grandville Lee, 973-3569

WCCISA (WCC International Student Association)

Staff Advisor: Mary Romine, 973-3315

Students also have the opportunity to contribute to or be involved in the production of two major campus publications: Northern Spies is a yearly publication that includes poetry, short stories, essays, plays and journal selections written by former and current WCC students through the English/Writing program; and Time Out, designed specifically for students, includes dedicated space for news items and stories written by students.

Student Conduct

Suspension or Dismissal from College

In the case of serious breaches of acceptable conduct, a student may be suspended or dismissed from the College with due process according to the Student Conduct Policy.

Substance Abuse

Alcohol and Drug Prohibition Policy

All students, employees and visitors are specifically forbidden to use, possess or distribute alcoholic beverages or illegal drugs, or to be under the influence of same, while on college property. An exception will be made at those functions for which permission to serve alcohol has been obtained through the proper channels and then only for those who are of legal drinking age. Offenders will be subject to legal and/or disciplinary action by

the College. Sanctions will be consistent with local, state, and federal law and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion or referral for prosecution.

Drug and Substance Abuse Prevention

Washtenaw Community College offers special services to increase student awareness of the effects of alcohol and other drug use. The department of Student Services has organized "ADAPT" (Alcohol & other Drug Awareness & Prevention Training), to provide information regarding the consequences to health, safety, family, finances, school, and employment that can result from alcohol and other drug use. Information is available in printed literature, video tapes, counseling, crisis intervention, referral for treatment, prevention education, support groups and services, and peer educators. For more information on this or other prevention programs, call Debra Wilson, 973-3464.

Student Self-Referral for Counseling

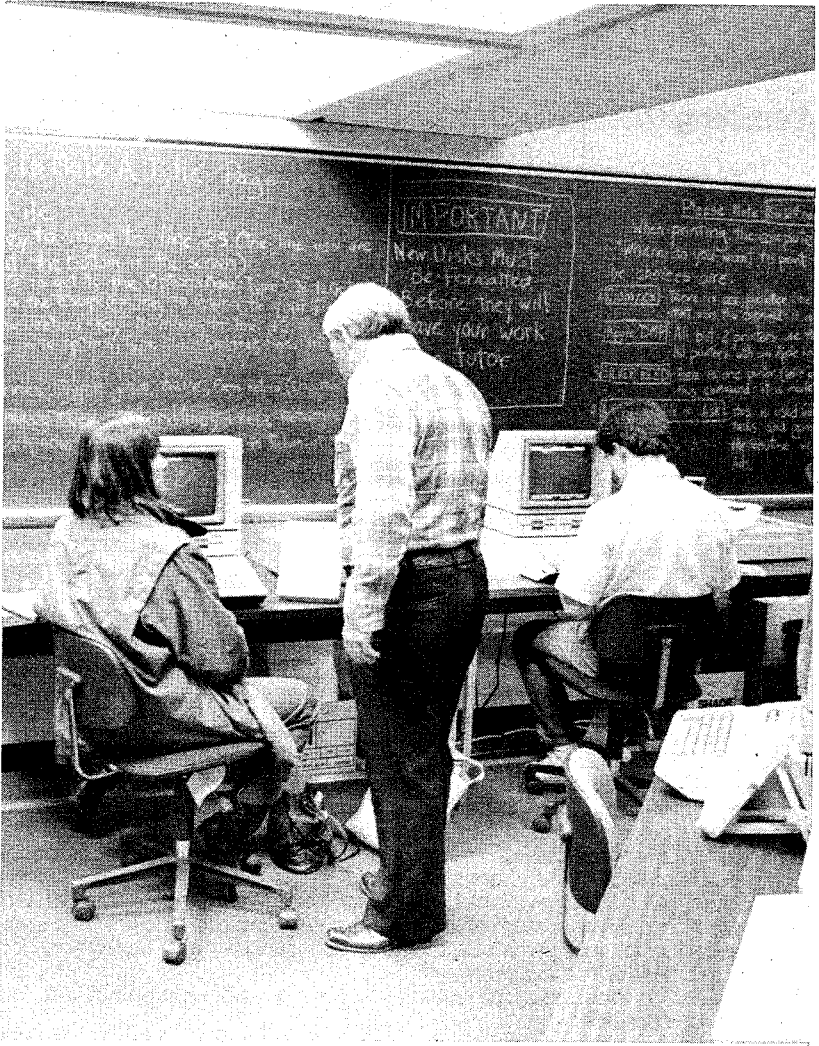
The College is committed to providing short-term help and referral services for students with drug addiction problems. If you feel you might need therapy and would like to discuss your situation with a therapist, you are encouraged to call 973-3528 during office hours (8 a.m. to 5 p.m. Monday, Thursday and Friday, and 8 a.m. to 8 p.m. Tuesday and Wednesday) to make an appointment. Of course, all telephone and in-person transactions will be conducted with utmost confidentiality.

Tutorial Services

See Learning Support Resources - Tutorial Program section

Women's Resources

See Student Support Services - Adult Resource Center section



LEARNING SUPPORT RESOURCES

LEARNING SUPPORT RESOURCES

Learning Resource Center

The Learning Resource Center (LRC) is located on the third floor of the Student Center Building. The LRC is an integral part of the total WCC learning environment and offers library, audio-visual and computing services to students and faculty.

The LRC is an active participant in the instructional and research programs of the College. It seeks to instruct students in the effective and efficient use of the library, and also encourages students to develop the habit of self-education so that books and other library materials may contribute to their intellectual development in future years.

To this end, the LRC provides the use of more than 65,200 books, 555 magazines and 20 newspapers. Micro-publications, career materials, corporate annual reports, and pamphlet collections also are available. A growing collection of media software such as audio and video tapes, films, recordings, slides, video discs and microcomputer programs is used on equipment in the LRC or in College classrooms.

Librarians and faculty members select the best of retrospective and current materials to respond to students' curricular needs and to provide accurate, up-to-date information and varying viewpoints on subjects and issues. To help students use the LRC, the librarians provide group instruction and assist in independent study activities. Students may request to join a library instruction class if their instructor has not scheduled a session.

Librarians provide faculty a full range of reference services, including electronic delivery of information from many off-site informational databases. The Professional Collection, a small collection of books and ERIC documents on higher education topics, is developed and maintained for faculty use. The LRC actively participates in OCLC and other interlibrary loan programs to provide other libraries' resources to faculty and students.

The LRC facility includes small seminar rooms, traditional study tables, informal lounge seating, and carrels specially equipped for the use of tapes, slides, and other audiovisual materials. The College Archives, documents and records of WCC history, are also located in the LRC.

Library cards are available to all currently enrolled students. An automated circulation system and online catalog provide efficient, accurate information on all library materials. Photocopy services and equipment for printing microforms are available.

The LRC is open during weekday, evening and weekend hours as posted each semester.

Instructional Media

The Instructional Media (IM) area of the Learning Resource Center maintains instructional hardware and software for classroom use on campus and at regional sites. In addition, a variety of production techniques are used to accommodate College requests concerning signs, transparencies, slides, audio tapes and video programs. IM prepares non-broadcast, educational videotapes that support classroom instruction. IM also provides off-air taping and teleconferencing services to faculty and staff.

The IM and LRC support the telecourse instructional program by providing tapes of the telecourses which may be viewed in the Center.

Computer Labs

A microcomputer lab housing more than 25 microcomputers for use by students is located in the Learning Resource Center. Microcomputer lab staff provide assistance to users in the operation of hardware and software. A collection of computer software is cataloged and available for use in the lab. Software supporting instruction is housed in the Reserve collection and is located, with the cataloged software, at the circulation counter in the LRC. The microcomputer lab is open for operation during regular LRC hours.

There are also specialized computer labs for use by particular units in several locations on campus. At the present time these include:

LA 116	-	Office Specialties and Business Units
LA 132	-	Business Unit
TI 132	-	Computer Instruction Unit
TI 134	-	Computer Instruction Unit
TI 140	-	Graphic Design Technology Unit
TI 210	-	Drafting Unit
TI 212	-	Drafting Unit
TI 214	-	Drafting Unit
OE 124	-	Graphic Design Technology Unit
TI 114	-	Industrial Technology Unit
SC 315	-	English Unit

In addition, TI 136 is maintained as an open lab for students who have been given a user code by their instructor. This room contains IBM compatible microcomputers and UNISYS terminals for use in various kinds of coursework.

English as a Second Language (ESL)

The College provides opportunities for non-native speakers to participate in its activities and course offerings. Special English-as-a-Second-Language (ESL) courses are designed for students whose native language is other than English. ESL courses prepare students to enter college academic courses or vocational programs. For specific information, contact the Office of International Student Advising.

Math Lab

The Math Lab provides services to improve students' mathematical skills in a non-threatening environment. Many of the self-paced mathematics classes meet in this lab (MTH 039, 090, 097A, 097B, 163, 165, 169A, 169B and 177). Placement tests, designed to guide students into the proper level course for their needs and abilities are administered and evaluated. Information regarding courses, procedures, policies, schedules and program requirements is readily available. Some faculty members have their self-paced mathematics students utilize the lab's available microcomputers as an alternative learning method.

Reading Lab

The Reading Lab is a learning area where students may improve their reading skills. Students enrolled in Reading classes are encouraged to use this facility regularly during the semester. Questions related to reading skills may be answered by calling the Reading Lab Office.

Testing Center

The Testing Center is a facility used for giving tests for the convenience of students. It is intended to provide flexibility and reduce the stress of test-taking. Tests for TV courses, make-up tests, tests for self-paced instruction and other specialized types of tests are given in the Testing Center at the request of Faculty and Student Services. The Testing Center is open Monday through Saturday throughout the academic year.

Tutorial Program

The College offers an extensive program in Peer Tutoring. Students in need of a tutor may complete a request form in the Counseling office. Students who wish to apply for tutoring positions should also contact the Counseling office.

Writing Center

The Writing Center provides services for students enrolled in English 050, 051, 091, 100, and 111. Writing Center personnel also assist students in completing writing assignments for any course at the College. Students can work with Center staff on any aspect of a writing project, from deciding on a topic, writing a thesis and organizing ideas, to reviewing a rough draft or proofreading a final copy. Check a copy of Writing Center News, available in the Center, for hours of operation.



**CONTINUING
EDUCATION
and
COMMUNITY
SERVICES**

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Continuing Education Department extends the resources, facilities and services of the College to the community through many innovative practices and programs developed by the offices of Continuing Education and Extension Programs (CEEP), Business/Industry Center (BIC), and the Job Training School (JTS). Programs and services including educational partnerships with public schools and local employers, programs for senior citizens, televised instruction, and courses held in Regional Centers have been developed by the CE/CS offices to meet the needs and interests of the community.

Lifelong educational opportunities are made readily available to the general public through a wide variety of workshops and short courses offered each semester. These activities allow individuals or groups to explore options ranging from new career ideas to the development of personal skills for their professional or community activities. Continuing Education Units (CEUs) are offered for some non-credit programs, courses, or workshops as a measurement of completion.

Instructional Outreach Services

All Communities Program

To strengthen and streamline the College's outreach activities, regional offices are being established in five regional areas. These offices will provide a consistent WCC presence in the outlying areas and facilitate program delivery to residents in local communities in a coordinated manner. The five regions include the Eastern Region (Ypsilanti, Willow Run), the Southern Region (Saline and surrounding areas), the Western Region (Chelsea, Dexter, Manchester and surrounding areas), the Northern Region (Brighton, Hartland, Pinckney and surrounding areas) and the Central Region (the Ann Arbor area, including local public schools, Ann Arbor "Y" and Briarwood Mall). Both credit and credit-free college courses, as well as workshops and seminars are available at these community extension sites at convenient times. Students may register on campus during regular registration hours. Additional registration times are available at the extension sites.

Business and Industry Center

The Business-Industry Center focuses on the planning and coordination of the College's job related programs initiated to serve students from initial admission to final job placement. The Center provides both basic and advanced technical education relating to the numerous occupational programs now offered. Developed according to the needs and objectives of client groups, customized training programs range from half-day workshops to semester-length courses and associate degree programs spanning several years. Courses are taught on campus and at business and industry locations.

Industrial Extension Centers

Customized, company-specific training, as well as the traditional college credit courses are part of the College's effort to provide businesses and their employees with educational opportunities. Courses are arranged with local

employers and held on-site at the plant or business locations or on campus. Students may register through normal registration procedures or at times arranged at the plant or business site.

Telecourses

The College offers credit courses on television to be viewed at home. Telecourses are aired over public television stations and area cable network stations. Registration for telecourses is completed in the same manner as all other academic credit classes. Students enrolled in telecourses are required to attend an on-campus orientation session/first class meeting. This meeting covers information on how to contact faculty, assignments, testing requirements, textbook and study guide information. There are also periodic on-campus meetings arranged with instructors. Further information is available by calling the *Telecourse Hotline*.

Service to Targeted Populations

Community Organizations and Businesses

Small or large businesses, professional and community organizations and individual entrepreneurs also benefit from the resources and facilities of WCC. Customized, company/organization-specific training, semester-long courses, and shorter seminars and workshops are designed and provided on the business site or on campus. Credit or credit-free training, licensing or certification programs may be tailored to meet community and business needs.

Emeritus Program

Special opportunities are provided by WCC for county residents who are at least 60 years of age. At various retirement facilities and nutrition sites throughout Washtenaw County, credit and credit-free courses, workshops and seminars are provided with tuition waived. Registration is conducted on site.

Evening and Weekend Degree Program

The Evening and Weekend Degree Program is designed to assist students pursuing education on a part-time basis. A special slate of courses is offered Monday through Thursday evenings and Saturday morning. The student support services of Washtenaw Community College are accessible to the Evening and Weekend students. The program is flexible and students may complete an Associates Degree in three years.

Job Training School

Established to meet two specific purposes, the WCC Job Training School assists new and existing businesses with locating and training qualified employees and provides unemployed or about to be unemployed residents with training to increase and/or update their skills leading to gainful employment. Training for employees is designed and tailored to meet employer specifications.

Women's Studies and Resources

In order to meet the changing educational and occupational needs of the increasing numbers of adult women students, several WCC units have cooperated with Continuing Education/Community Services to offer a variety of courses, workshops, seminars and special events. These offerings

are designed to assist women in achieving success in all phases of their lives – educationally, professionally and personally. Students may register for credit course offerings by following the normal registration procedures. Non-credit offerings are handled by Continuing Education Services.

See also the *Student Support Services - Adult Resource Center* section.

Continuing Education Units (CEU's)_____

The Continuing Education Unit (CEU) is a measure of the amount of organized study a person has completed and provides an orderly format for the recognition and quantification of non-credit learning experiences entered into by the part-time adult student. A CEU is officially defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CEUs are a nationally recognized recording device for substantive non-credit learning experiences and are an appropriate measure of in-service education and training. Normally, courses for which CEUs are awarded are not eligible for college credit.



ACADEMIC POLICIES

ACADEMIC POLICIES

Academic Honors

The *Dean's Honor Roll* honors students in the College completing 12 or more credits during the fall or winter semester with a minimum 3.5 grade point average, and students attending on a part-time basis who, over the previous three semesters (Spring/Summer count as one semester), have accumulated at least 15 credits and earned a minimum 3.7 grade point average. Students are honored at either a spring or winter honor's ceremony.

Graduation *Honors* are awarded to students earning a minimum 3.5 cumulative grade point average at the time of graduation; *High Honors* are awarded to students earning a minimum 3.8 cumulative grade point average at the time of graduation. *Honors* or *High Honors* is indicated on students' transcripts, the commencement program, and press releases.

Class Attendance

Students are expected to attend all sessions of the courses for which they register. Regular class attendance is necessary for maximum success in college. In the event of excessive absence or tardiness, individual instructors determine if the quality of students' work has been adversely affected. Students are responsible for all material covered during their absence. **No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid.**

Cancellation of Classes

The College may cancel course offerings due to low enrollment, lack of instructor, or any other reason deemed viable by the Instructional Vice President. Every effort is made to accommodate students into alternate sections. Information regarding the current status of course offerings is available at the Student Records Office.

Course Load

Full-time Student....One who enrolls in twelve or more credit hours per semester.

Part-time Student....One who enrolls in less than twelve credit hours per semester.

Half-time Student....A part-time student enrolled in at least six credit hours per semester.

Students enrolling in *more than 18 credit hours* in the fall or winter semester (or more than six credits in the spring or summer session) must submit a Course Overload Approval form, signed by a counselor or advisor, when registering for courses. Forms are available from the Counseling Office.

Credit-Granting Policies

College Level Examination Program (CLEP)

A maximum of three semester credits may be granted for the successful completion of each of the five general examinations of CLEP. Minimum scores for awarding credit are based on Commission of Educational Credit and Credentials of the American Council on Education recommendations:

English Composition	530 or better
Mathematics.....	421 or better
Humanities	421 or better
Natural Sciences.....	421 or better
Social Sciences and History.....	421 or better

Students who have earned 30 or more credits are not eligible to take any of the general examinations. Students who have earned six or more credits in any one of the general examination subject areas are not eligible to take the general examination in that area.

Subject examinations exist in the general areas of composition, literature, history, social sciences, science, mathematics, and business. In general, a maximum of three semester credits may be granted for each college approved subject examination for scores equivalent to a 'C' or better in a comparable college course. The Admissions Office has CLEP brochures which contain a complete list of available examinations. Some general and subject examinations also require the successful completion of an essay examination or laboratory demonstration.

Continuing Education Units (CEUs)

Normally, courses for which CEU's are awarded are not eligible for college credit. However, under special circumstances CEUs may be evaluated for college credit as "non-traditional credits."

Correspondence Courses

Only correspondence courses from accredited colleges and universities are acceptable.

Credit by Examination

Students who appear to have proficiency for a course may, upon recommendation of a full time instructor, and with the approval of the appropriate Department Chair, take a course examination for credit. The maximum number of credits earned by examination that may apply toward a degree is 30. Credit is granted and posted on the transcript. Credit earned by examination may not apply toward satisfying the minimum 15 residence credits required for graduation. Each student is responsible for arranging to complete the various examinations and for requesting that official score reports be sent directly to the Student Records Office. Credit by examination does not count as part of a student's credit load for any given semester nor are they computed into the grade point average. Students are allowed to attempt only one credit by examination per course.

Military Training and Schools

College credit for military training is generally awarded as "non-traditional credit."

Students must submit an inservice training record and DD 214, unless still on active military duty, for an evaluation of service school training. Students must show the exact title of the course, location of the course, and length of the course in weeks. Credit may be granted based on the recommendations found in A Guide to the Evaluation of Educational Experiences in Armed Services. If a course is not listed, no credit is granted. In the case a course is relevant to a student's occupational degree objective, a decision as to acceptance and applicability of credit is made by the program advisor and appropriate Dean. Other courses may be acceptable as elective credit.

An exception to the above are accredited military schools (e.g., The Community College of the Air Force); credit for courses from accredited schools follows the policies set forth under the category *Transfer Credit from Other Colleges and Universities*.

Non-College Certificates

All non-college certificates must be dated and indicate total hours of instruction. A program and/or course outline is required before an evaluation can be completed. Decision as to acceptability is made by the program advisor and appropriate Dean.

Non-Traditional Credits

Students with background experiences/certifications obtained through military service, on-the-job training, nursing or apprenticeships, for example, may have this prior learning evaluated for college credit. Students may pick up a *Non-Traditional Credit Evaluation* form from the Student Records office to begin the process, which also includes contacting the appropriate faculty member(s) in the student's enrolled program area. Courses granting CEUs are not normally eligible for college credit.

Students must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation is completed. Normally, a maximum of 20 credits may be accepted in this category (with the exception of students with backgrounds in Nursing or apprenticeship training). Credit earned from non-traditional sources will not be awarded until the student has been fully admitted to the College and completed at least six credits at WCC. Credit earned from non-traditional sources may not apply toward satisfying the minimum 15 credits in residence required for graduation.

The American Council on Education (ACE), through its Program on Non-collegiate Sponsored Instruction, is WCC's central source of guidance in the processing of student petitions for the evaluation of non-traditional education.

Proprietary Schools

Only credits from proprietary schools accredited by a business, technical or private accreditation association are acceptable. Students must provide course descriptions or catalogs along with an official transcript.

Public School Articulations

Articulation agreements exist between WCC and more than 11 public school districts. The purpose of the articulation agreements is to coordinate curriculum to eliminate duplication, cover omissions, and to make for a smooth transition from high school to the community college. The College will grant credit to articulated students for identified task competencies

achieved in secondary programs. Credit earned from public school articulations will not be awarded until the student has earned six or more credit hours at WCC. Students should check with the WCC Admissions Office or their high school guidance counselor for more detailed information.

Transfer Credit from Other Colleges and Universities

Applicants must submit an official transcript from all colleges previously attended. The accreditation of the institution and the listing published in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices of Designated Educational Institutions governs the acceptance of transfer credit. The coursework may be evaluated, at the student's request, after the student has completed at least six credits at WCC.

Credit may be granted for courses in which a grade of 'C' or better was earned at any of the institutions with a general (AG) or provisional (AP) rating. Credit is not accepted from schools that have an 'N' or 'NP' rating. If the school is not listed, refer to the section of this catalog titled *Non Traditional Credits*. A maximum of 45 transfer credits may be accepted toward any Associate Degree; a maximum of 21 transfer credits may be accepted toward any College Certificate.

USAFI/DANTES

Credit is granted for college level courses by self-study, group study, class instruction, examination, or correspondence. WCC accepts credit by American Council of Education recommendations only.

Declaring Educational Intent

In order to assist students with the development and achievement of their educational plan, students are asked to declare their primary educational goal and type of study upon application to the College. This information is verified and updated during each subsequent registration period.

Grading Scale

Grade		Grade Points Per Credit Hour
A	- Superior	4
B	- Excellent	3
C	- Average	2
D	- Below Average	1
F	- Failure	0
S*	- Satisfactory	0
U*	- Unsatisfactory	0
I**	- Incomplete; Credit Withheld	0
W***	- Withdrawal	0
DF****	- Deferred	0
N	- Non-Attendance	0
AU*****	- Auditor	0

* *Satisfactory 'S' or Unsatisfactory 'U': 'S' and 'U' grades are given for courses numbered 051 and below or certain short courses. Credits for courses with 'S' or 'U' grades are not figured into credits attempted in determining a student's GPA.*

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- ** Incomplete Grade 'I' – Credit Withheld:** If the student, as determined by the instructor, has nearly completed the requirements of a course but is missing a small but essential part of the course due to unforeseen or extenuating circumstances, the instructor may issue an 'I' grade. The 'I' grade will remain on the students transcript until the requirements of the course are met and a letter grade given or an instructor-determined deadline has passed. The final grade will depend on the quality of the completed work and its significance to the course. After the deadline, the 'I' grade will change to a grade that has been preset by the instructor. The 'I' grade could become a letter grade such as B, C, D, or S and credit granted or an AU, W, F, or IX (permanent 'I') in which case a student would need to register in the course again to receive credit. Neither the 'I' or the 'IX' grade will be figured into credits attempted or honor points earned.
- *** Withdrawal 'W' –** A 'W' grade is posted to the student's permanent academic record for any course the student withdraws from after the 100% refund deadline which corresponds to the end of the add/drop period. The 'W' grade is not considered as a deficiency and is not figured into credits attempted in determining a student's GPA.
- **** Deferred Grade 'DF' – Credit Withheld:** In certain designated courses, students may be unable to complete the required work until the following semester. If, in the opinion of the instructor, students are making normal progress, the 'DF' may be assigned. Students must re-enroll in the course and complete the required work the following semester (spring and summer session excluded) or the grade automatically becomes a 'W'. The 'DF' grade is not considered as a deficiency and is not figured into credits attempted in determining a student's GPA.
- ***** Auditor 'AU' – No Credit:** Students may enroll in credit courses on a non-credit (audit) basis, with the approval of a counselor or advisor. The number of credits the course normally carries are included as part of the total credit load and tuition assessed accordingly. Change from Audit to Credit or Credit to Audit status is not permissible after the close of the refund period. Credit is not earned in courses taken as an auditor.

Grade-Point Average (GPA) _____

Grade points measure the achievement of students for the number of credit hours attempted. Grade points are determined by multiplying the grade points per credit hour by the credit hour value of the course attempted. The cumulative grade-point average is the total number of grade points earned divided by the total number of credit hours attempted. It includes the number of credit hours of 'F' even though no grade points are allowed for this grade.

Graduation _____

Requirements

ASSOCIATE DEGREE Requirements:

1. Completion of a minimum of 60 credit hours including the specific course requirements in the selected program (see the *Program Requirements* section below). Certain programs may require more than the minimum of 60 credit hours.
 2. Completion of a minimum of 15 residence credits (credits completed at Washtenaw Community College) for each degree pursued. Credit by exam and non-traditional credit may not be used as residence credit.
 3. Credits in courses numbered 051 and below do not count toward graduation.
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4. Completion of three credit hours of English (091, 100, 107, 111 or 122).
 5. Completion of three credit hours of Political Science (108, 112 or 150).
 6. A minimum earned cumulative GPA at WCC of 2.0.
 7. Completion and filing of an **Application for Graduation form** at the time of registration for the final semester. This form is available in the Student Records Office. The date of graduation that will appear on the student's diploma and transcript is the last month of the semester in which all requirements for graduation are completed.

NOTE: A second Associate Degree in an additional program area may be earned by the completion of at least 15 additional credit hours, including all specific course requirements in the selected program. An associate degree in general studies and a specific program area may not be granted in the same semester.

COLLEGE CERTIFICATE Requirements:

1. Completion of a minimum of 30 credit hours including the specific course requirements in the selected program (see the *Program Requirements* section below). Certain programs may require more than the minimum of 30 credit hours.
2. Completion of a minimum of 15 residence credits (credits completed at Washtenaw Community College) for each certificate pursued. Credit by exam and non-traditional credit may not be used as residence credit.
3. Credits in courses numbered 051 and below do not count toward graduation.
4. Completion of three credit hours in speech (CMT 101 or CMT 131) or three credit hours in English (ENG 091 or above).
5. A minimum earned cumulative GPA at WCC of 2.0.
6. Completion and filing of an **Application for Graduation form** at the time of registration for the final semester. This form is available from the Student Records office. The date of graduation that will appear on the student's diploma and transcript is the last month of the semester in which all requirements for graduation are completed.
7. Students must apply for and receive their College Certificate at least one semester prior to applying for and receiving their Associate Degree in the same program area.

NOTE: Students must meet all financial and library obligations to the College before their diploma or certificate is issued.

Commencement

Commencement ceremonies for August and December graduates are held in December. The commencement exercises for April and June graduates are held in June. The conferring of Associate Degrees, College Certificates, and the giving of honors highlight the commencement exercises. Students receiving Associate Degrees or College Certificates are expected to participate in the commencement. A hold will be applied to the graduation of students who have overdue payments, fines, or other obligations to the College.

Grade Appeal Procedure

A student may appeal any letter grade from any course. The process consists of the following steps:

- 1) Student discusses concerns with instructor
- 2) If step one does not resolve the appeal, the student submits to the Department Chair a written request for a meeting. This step must be taken within five (5) months of the mailing of the grade.
- 3) After discussion with the student and/or the instructor, the Department Chair may suggest to the student either that there is no basis for appeal, or that the student may wish to appeal to the Dean.
- 4) If the student wishes to pursue the appeal, he/she should submit the appeal in writing to the Division Dean with a request for a meeting.
- 5) The Division Dean invites both the student and the instructor to a meeting and issues a final decision. This step must be completed within six (6) months of the mailing of the grade.

All parties are to be notified of any action taken during the entire process.

Guarantee of Student Success Policy

WCC is committed to assuring that all its degree graduates demonstrate the knowledge and performance skills that are specified in their program major. This assurance extends beyond the students' graduation at WCC to include their performance in the occupational area they studied or in successfully transferring into a similar or compatible major at a four-year college or university. Contact the Dean of Student Services for further details and/or a copy of the full policy.

Program Requirements

In meeting program requirements, students may select either those requirements that were in effect the year in which they initially enrolled at WCC or those in effect the year they complete the program.

Graduation requirements may be completed during any semester.

Course Substitutions

Courses required in a program of study may be substituted by other courses only with the approval of the program advisor and the appropriate Division Dean in consultation with the Director of Student Records. A *Course Substitution* form must be filed with the Student Records office.

Waiver of Program Requirement

Under extenuating circumstances, a course required in a program of study may be waived; all waivers must be approved by the program advisor, the Division Dean, and the Vice President for Instruction and Student Services. A *Waiver of Program Requirements* form must be filed with the Director of Student Records.

Release of Student Information Policy

It is the purpose of the Board of Trustees Policy on Release of Student Information to assure students' access to their educational records and to protect their rights to privacy by limiting the transferability of their records without their consent. It is the further purpose of this policy to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. A copy of the complete policy may be obtained from the Student Records Office.

Education records are maintained in various offices of Washtenaw Community College, 4800 E. Huron River Drive, Ann Arbor, Michigan. Refer to the entire policy for types and custodians of records.

No one shall have access to, nor will the College disclose, any information from a student's educational records without the written consent of the student except to WCC personnel performing an assigned College activity and those designated by federal law.

Although it is the practice of the College not to release information without the informed consent of the student, at its discretion, the College may provide directory information in accordance with the provisions of FERPA to include: student name, address, telephone number, semesters of attendance, full-time/part-time status, degree(s) awarded, major field(s), and date(s) of graduation.

Students may have directory information withheld by filing, within two weeks of the first day of the academic semester or session, a petition for exemption with the Student Records Office. WCC assumes that failure to specifically request the withholding of categories of directory information indicates individual approval for disclosure. Requests for the withholding of directory information are only valid for the current academic year.

Students wishing to review their educational records must file a written request with the custodian of the records listing the item(s) of interest. Records covered by FERPA will be made available for inspection within thirty days of the request.

The law provides students with the right to inspect and review information in their educational records, to challenge the content of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they feel the decision of the hearing panel to be unacceptable.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of FERPA, may request in writing assistance from the President of WCC. Further, students who believe their rights have been abridged may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202, concerning the alleged failure of WCC to comply with the Act. Revisions and clarifications of College policies are published as experience with the law warrants.

Student Complaint Procedure

Students having concerns or problems of an instructional nature (e.g., faculty, course offerings) should first confer with the instructor involved in an effort to resolve the issue informally. Issues that are unresolved at the informal stage are referred by the student (verbally or in writing) to the respective Division Dean, who will attempt to mediate a resolution to the problem. Issues unresolved by the Dean also may be referred to the Dean of

Student Services who will continue to mediate a resolution. If the problem is still unresolved, the student may initiate a final appeal to the Vice President for Instruction and Student Services. (see *Grade Appeal Procedure* above)

Student Assessment Policy

WCC is committed to maximizing success for each student. The College is committed to an open access, student-oriented learning atmosphere in which each student has the opportunity to acquire basic literacy skills. While WCC's open door policy provides students with immediate acceptance into the College, the mandatory assessment process for new students provides information that helps the College match student skill levels with the right courses. Some health-related programs have an additional screening process. – see the *Admissions* section of this catalog. This interview process may include reviewing past educational work experiences as well as current life and educational goals and/or testing.

Student Classifications

- Freshman/First Year Student*One who has completed fewer than 28 credit hours.
- Sophomore/Second Year Student*....One who has completed 28 or more credit hours but has not received an Associate Degree or has not qualified for upper division classification in a four-year college or university.



CAMPUS INFORMATION

CAMPUS INFORMATION

Alcoholic Beverages on Campus

Students, employees, and visitors of WCC are expected to observe all federal, state, and local regulations governing the use and possession of alcoholic beverages while on College property, and at College-sponsored events while any minor is present. All students, employees, and visitors are specifically forbidden to use or possess alcoholic beverages or to be under the influence of same while on College property.

Dental Clinic

The College has a complete, modern dental clinic which is open to students, faculty, and staff. Treatment is provided by University of Michigan dental students under the supervision of a licensed dentist. Contact the Dental Clinic for current information regarding services provided, hours of operation, and fees.

Emergency College Closing

Occasionally extreme weather conditions or other unforeseen events necessitate closing the College either before or after classes have begun for the day. In such cases, a pre-recorded message will be available at the College switchboard giving details of the College closing and reopening. Local radio stations will also announce College closing information.

Emergency Notification of Students

If an emergency call for a student is received by the Office of Campus Security, the Office will contact the Student Records Office for the class schedule of the student to be notified. If the Security guard is unable to locate/notify the student, the caller requesting notification will be informed. No other information concerning the student or his/her schedule will be released to the caller.

Food Services

Food service is available on the first floor of the Student Center Building in the cafeteria and vending machine area. During the fall and winter semesters, the Artists' Gallery dining room also is open for lunch. Students staffing the kitchen and dining room earn credit in the Hospitality Management program.

Information Center

The College Information Center, located on the second floor of the Student Center Building, is available to assist individuals who have questions or concerns. Many printed materials about the College, including program brochures, are available at the Center. The Center can also direct individuals to specific areas/individuals, provide AATA bus schedule information or offer other assistance.

Lost and Found

The Lost and Found is located in the Office of Campus Security. Any person finding lost property on campus should call or deliver it to the Security Office. Persons losing property on College premises should contact the Security Office with a description and approximate value of the item. A police report will be made by the Office of Campus Security if requested.

Medical Emergency Procedures

In the event of a medical emergency, the College switchboard operator should be notified. The operator will then notify Campus Security, the Emergency Medical Technician or other appropriate personnel.

Parking

Parking is provided on campus for general, handicapped, visitor, vendor and service vehicles. Parking is prohibited in the following areas: bus stops, fire lanes, main travel lanes, sidewalks, handicapped spaces without a permit, restricted parking spaces without a permit, marked crosswalks, building entrances and exits, and outside marked parking spaces. Parking regulations on campus are covered by township ordinance and violations will be issued. See back cover for parking areas map.

Security Services

The Office of Campus Security is designed to ensure the safety and security of the College community. This includes nighttime "escort services" for students who would like accompaniment to their cars. The Security Office is located in SC 146 near the loading dock and has a security guard on duty twenty-four hours a day.

Five emergency telephones are available on campus. These telephones are connected directly to the Security Office and will ring when the receiver is picked up. Locations are:

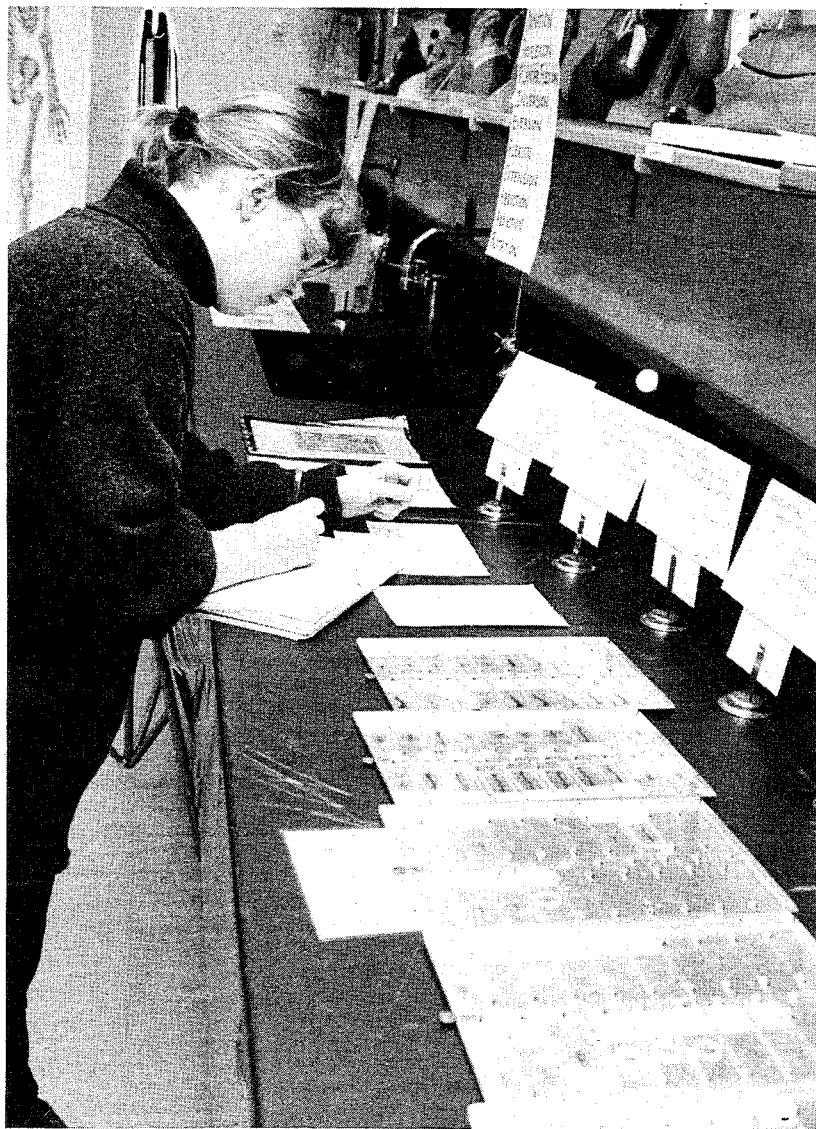
- Lobby of the Occupational Education Building
- Southeast corridor in the Occupational Education Building
- Third floor of the Liberal Arts and Science Building
- Adjacent to Lot C near the Family Education Building
- Lot A Annex near the connecting road

Smoking

Smoking is prohibited in all WCC buildings except in designated areas.

Theft, Vandalism Reporting

Incidents of theft or vandalism should be reported to the Office of Campus Security where staff will assist in filling out appropriate reports. The Security Office will also assist the Washtenaw County Sheriff's Department in establishing the facts surrounding an incident and to determine preventive measures.

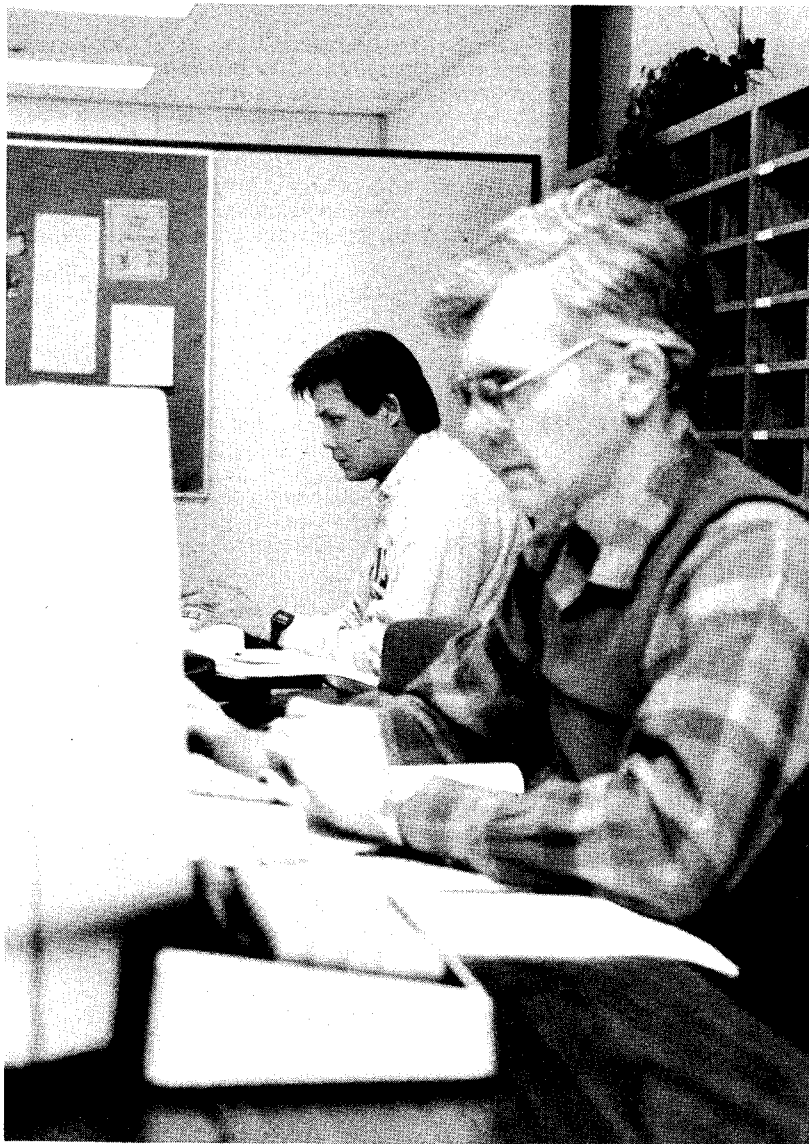


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DIVISION OF BUSINESS PROGRAMS



ACCOUNTING

Accounting

Associate Degree Program: Code ACCT

This Associate Degree program provides career training as an accounting technician. Accounting technicians perform routine duties such as those assigned to beginning accountants. For example, they verify additions; check audits, postings and vouchers; analyze accounts, and prepare financial statements. Performance of these tasks is usually under direct supervision. Objectives of the accounting program are to develop knowledge, skills and insights into the area of accounting and its relationship to the total business system and to develop techniques essential to the performance of the basic accounting supportive functions of business and industry.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	ACC 111	Principles of Accounting.....	3
1	BMG 140	Introduction to Business.....	3
2	CIS 111	Computer Concepts.....	3
2	CIS 112	Computer Functions.....	3
1	MTH 163	Business Mathematics or	
	MTH 181	Mathematical Analysis or	
		Higher Mathematics Elective.....	3-4
			15-16
Second Semester			
2	ACC 122	Principles of Accounting.....	3
3	ACC 131	Computerized Accounting.....	3
4	CMT 101	Fundamentals of Speaking.....	3
2	ENG 111	Composition I.....	4
6	PLS	Political Science Requirement (108, 112, or 150)...	3
			16
Third Semester			
3	ACC 213	Intermediate Accounting.....	3
5	BMG 111	Business Law.....	3
7	BMG 230	Supervisory Management.....	3
4	ECO 211	Principles of Economics.....	3
3	ENG 122	Composition II.....	3
			15

Fourth Semester

4	ACC 225	Managerial Cost Accounting.....	3
6	BMG 200	Human Relations in Business and Industry.....	3
5	BMG 207	Business Communications.....	3
7	BMG 220	Principles of Finance.....	3
5	ECO 222	Principles of Economics.....	3
7	*	Business Elective.....	3
			<hr/> 18

Total Credit Hours for Program: 64-65

***Recommended Electives**

ACC 200	Tax Preparation.....	3
BMG 122	Business Law.....	3
BMG 299	Internship-Externship.....	3-6
Any CIS course above CIS 112		

BUSINESS

Business Management

Associate Degree Program: Code BMG

Business Management, an Associate Degree program, provides career training in general management. It also prepares current non-managerial employees for management level responsibility in their existing job concentrations. The program provides students with knowledge and skills essential for leadership in business operations, supervision and other fundamental requirements of business administration and management. Such skills as planning, decision making, problem recognition and solution, and human resources management are discussed. Students acquire managerial skills from the study of management theory: its concepts and practices. Business communications, computer familiarization, marketing, accounting, and business law are all part of the Business Management program.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
3	ACC 091	Fundamentals of Accounting or	
	ACC 111	Principles of Accounting.....	3
1	BMG 140	Introduction to Business.....	3
2	BMG 160	Principles of Sales.....	3
1	ENG 111	Composition I.....	4
1	MTH 163	Business Mathematics or	
		Higher Mathematics Elective.....	3
			<hr/> 16

Second Semester

4	ACC 092	Fundamentals of Accounting or	
	ACC 122	Principles of Accounting.....	3
3	BMG 111	Business Law I.....	3
2	BMG 208	Principles of Management.....	3
4	CIS 100	Introduction to Computers or	
	CIS 111	Computer Concepts.....	3
3	CMT 101	Fundamentals of Speaking.....	3
2	ENG 122	Composition II.....	3
			<u>18</u>

Third Semester

5	BMG 150	Labor-Management Relations.....	3
4	BMG 207	Business Communications.....	3
5	ECO 211	Principles of Economics.....	3
6	PLS	Political Science Requirement (108, 112 or 150)....	3
7	*	Business Elective.....	<u>2-3</u>
			14-15

Fourth Semester

5	BMG 200	Human Relations in Business and Industry.....	3
7	BMG 220	Principles of Finance.....	3
6	BMG 240	Human Resources Management.....	3
7	BMG 250	Principles of Marketing.....	3
6	ECO 222	Principles of Economics.....	<u>3</u>
			15

Total Credit Hours for Program: 63-64***Recommended Electives**

ACC 225	Managerial Cost Accounting.....	3
BMG 122	Business Law II.....	3
BMG 230	Supervisory Management.....	3
BMG 235	Women in Management.....	3
BMG 255	Marketing and Management Career Development.....	2
BMG 299	Internship-Externship.....	2-6

NOTE: All students seeking a Business associate degree must demonstrate keyboarding proficiency either by successfully completing one of the following courses: OFS 030, OFS 101, OFS 102, or OFS 103; or by passing a keyboarding proficiency test.

Business Marketing

Associate Degree Program: Code BMKT

Business Marketing, an Associate Degree program, prepares students for career opportunities in the field of marketing. These positions may be in any one of the marketing activities that involves the moving of products and services from producer to consumer, including the concepts and methods marketers use to identify and solve marketing problems and identify business opportunities through target market, product, price, distribution and promotion strategies. The program emphasizes such skills as sales technique, advertising concepts, sales management, human relations, market research, customer contact, product placement, administrative and record management. Business communications, computer familiarization, management and accounting are also stressed in this program.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	BMG 140	Introduction to Business.....	3
1	BMG 160	Principles of Sales	3
2	CMT 101	Fundamentals of Speaking	3
3	ENG 111	Composition I	4
1	MTH 163	Business Mathematics or Higher Mathematics Elective.....	3
			16
Second Semester			
3	BMG 111	Business Law I	3
3	BMG 250	Principles of Marketing	3
2	CIS 111	Computer Concepts	3
2	CIS 112	Computer Functions.....	3
4	ENG 122	Composition II	3
			15
Third Semester			
4	ACC 091	Fundamentals of Accounting or	
	ACC 111	Principles of Accounting.....	3
5	BMG 150	Labor Management Relations.....	3
5	BMG 200	Human Relations in Business and Industry.....	3
4	BMG 208	Principles of Management.....	3
6	ECO 211	Principles of Economics	3
			15
Fourth Semester			
5	ACC 092	Fundamentals of Accounting or	
	ACC 122	Principles of Accounting.....	3
6	BMG 207	Business Communications.....	3
6	BMG 270	Advertising Principles	3
7	ECO 222	Principles of Economics	3
7	PLS	Political Science Requirement (108, 112 or 150)....	3
7	*	Business Elective	2-3
			17-18

Total Credit Hours for Program: 63-64

***Recommended Electives**

BMG 122	Business Law.....	3
BMG 225	Public Relations	3
BMG 230	Supervisory Management	3
BMG 235	Women in Management.....	3
BMG 255	Marketing & Management Career Development.....	2
BMG 299	Internship-Externship.....	2-6

NOTE: All students seeking a Business associate degree must demonstrate keyboarding proficiency either by successfully completing one of the following courses: OFS 030, OFS 101, OFS 102, or OFS 103; or by passing a keyboarding proficiency test.

Business Sales

College Certificate Program: Code BSLS

This College Certificate program offers a wide range of beginning career opportunities primarily in the field of sales. The program provides marketing skills in sales presentation, negotiation and customer service. Additional areas of concentration include display preparation, inventory analysis and basic market research.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	BMG 140	Introduction to Business.....	3
3	CMT 101	Fundamentals of Speaking	3
2	ENG 100	Communication Skills or	
	ENG 111	Composition I	4
1	MTH 163	Business Mathematics or	
		Mathematics Elective.....	3
4	PSY 100	Introductory Psychology.....	3
			16
Second Semester			
2	ACC 091	Fundamentals of Accounting or	
	ACC 111	Principles of Accounting.....	3
5	BMG 111	Business Law	3
3	BMG 160	Principles of Sales	3
5	BMG 200	Human Relations in Business and Industry.....	3
4	BMG 250	Principles of Marketing	3
6	*	Business Elective	2-3
			17-18

Total Credit Hours for program: 33-34

***Recommended Electives**

BMG 255	Marketing & Management Career Development.....	2
BMG 270	Advertising Principles	3
BMG 299	Internship-Externship.....	2-3
CIS 100	Introduction to Computers	3

NOTE: All students seeking a Business associate degree must demonstrate keyboarding proficiency either by successfully completing one of the following courses: OFS 030, OFS 101, OFS 102, or OFS 103; or by passing a keyboarding proficiency test.

COMPUTER INSTRUCTION

Business Computer Programming

Associate Degree Program: Code BCP

This Associate Degree program is intended to prepare students for entry-level or trainee computer programmer positions. Graduates work in an applications environment to support general, administrative and organizational information processing functions of industry, commerce, business and government service. Graduates are trained to work with a systems analyst in the programming environment.

Full-Time Sequence*	Course Title	Credit Hours
First Semester (Fall)		
ACC 111	Principles of Accounting.....	3
CIS 111	Computer Concepts.....	3
CIS 112	Computer Functions.....	3
ENG	English Requirement (100, 107 or 111)	3-4
MTH 169	Intermediate Algebra (or higher level Math course)	<u>3-4</u>
		15-17
Second Semester (Winter)		
ACC 122	Principles of Accounting.....	3
CIS 115	Programming Logic.....	3
CIS 130	Pascal for Business and Industry.....	4
ENG	English Requirement (107, 108 or 122)	3
CIS 238	PC Assembly Language.....	<u>3</u>
		16
Spring Half-Semester		
BMG 200	Human Relations in Business and Industry.....	3
CMT 101	Fundamentals of Speech	<u>3</u>
		6
Third Semester (Fall)		
CIS 170	COBOL I or	
CIS 275	C Programming Language.....	4
CIS 286	Operating Systems	4
CIS 288	Systems Analysis and Design	3
**	Approved CIS Elective.....	<u>4</u>
		15

Fourth Semester (Winter)

BMG	Business Requirement (150, 208, 215, 230,235, or 240).....	3
CIS 270	COBOL II or	
CIS 276	Advanced C Programming Language or	
CIS 230	Advanced Pascal	4
CIS 282	Small System Data Base	3
CIS 240	Career Practices Seminar.....	2
PLS	Political Science Requirement (108, 112, or 150).....	3
		15

Total Credit Hours for Program: 67-69

****Recommended Electives**

CIS 103	MSDOS Commands.....	1
CIS 104	Advanced MSDOS	1
CIS 121	Beginning UNIX	2
CIS 125	Networks I.....	2
CIS 136	BASIC for Business and Industry.....	3
CIS 199	On-the-Job Training.....	3
CIS 221	UNIX Shell Programming	2
CIS 225	Networks II.....	11
CIS 284	Data Communications.....	3

*An advisor or counselor can suggest a part-time sequence.

Computer Systems Operations

College Certificate Program: Code CSO

This program is designed to develop skills and knowledge necessary to meet the demands of computer operations in today's data processing environment. Typical operator categories include microcomputer operator, computer network operator, and console operator for small and large mainframe computer systems. The program includes both classroom and laboratory work using a mainframe and networked microcomputers.

Full-Time Sequence*	Course Title	Credit Hours
First Semester (Fall)		
CIS 111	Computer Concepts	3
CIS 112	Computer Functions.....	3
CIS 141	Computer Operations I.....	4
ENG	English Requirement (100, 107 or 111)	3-4
MTH 151	Applied Algebra or	
MTH 163	Business Mathematics	
	(or higher level Math course)	3-4
		16-18

Second Semester (Winter)

BMG 200	Human Relations in Business and Industry.....	3
CIS 286	Operating Systems	4
PLS	Political Science Requirement (108, 112, or 150).....	3
CIS 125	Networks I	2
CIS 121	Beginning UNIX or	
CIS 103	MSDOS Commands and	
CIS 104	Advanced MSDOS	2
CIS **	One Approved CIS Elective.....	2-4
		16-18

Total Credit Hours for Program: 32-36

****Recommended Electives**

CIS 103	MSDOS Commands.....	1
CIS 104	Advanced MSDOS	1
CIS 121	Beginning UNIX.....	2
CIS 130	Pascal for Business and Industry.....	4
CIS 136	BASIC for Business and Industry.....	3
CIS 199	On-the-Job Training.....	3
CIS 221	UNIX Shell Scripts	2
ELE 150	PC Hardware Concepts and Troubleshooting.....	4

*An advisor or counselor can suggest a part-time sequence

Microcomputer Business Technology

Associate Degree Program: Code MBT

This is an Associate Degree program designed to meet the special needs of expanding microcomputer applications in business. Students who complete this program will be as skilled with people as they are with machines. They will support the computer end user in hardware and software matters. They will analyze user need and identify and implement the use of application packages for business and managerial functions.

Full Time Sequence	Course Title	Credit Hours
First Semester (Fall)		
ACC 111	Principles of Accounting.....	3
CIS 111	Computer Concepts	3
CIS 112	Computer Functions.....	3
ENG	English Requirement (100, 107, or 111)	3-4
MTH 163	Business Math (or higher level Math course)	3-4
		15-17

Second Semester (Winter)

OFS 255	Word Processing Microsoft Word - Level II or	
OFS 256	Word Processing Wordperfect - Level II	2
CIS 115	Programming Logic.....	3
CIS 130	Pascal for Business and Industry.....	4
ENG	English Requirement (107, 108, or 122)	3
CIS 103	MSDOS Commands.....	1
CIS 104	Advanced MSDOS Commands.....	1
CIS 151	Intro to Lotus 1-2-3.....	2
		<u>16</u>

Spring Half-Semester

BMG 200	Human Relations in Business and Industry.....	3
CMT 101	Fundamentals of Speaking.....	3
		<u>6</u>

Third Semester (Fall)

ELE 150	PC Hardware Concepts and Troubleshooting.....	4
CIS 240	Career Practices Seminar.....	2
CIS 125	Local Area Networks I.....	2
CIS 288	Systems Analysis and Design.....	3
**	Approved Elective.....	3-4
		<u>14-15</u>

Fourth Semester (Winter)

BMG	Business Requirement (150, 208, 215, 230, 235, or 240).....	3
CIS 290	Microcomputer Business Technician.....	4
CIS 282	Small System Data Base.....	3
**	Approved Elective.....	3-4
PLS	Political Science Requirement (108, 112, or 150).....	3
		<u>16-17</u>

Total Credit Hours for Program: 67-71****Approved Electives**

CIS 121	Beginning UNIX.....	2
CIS 199	On-the-Job Training.....	3
CIS 221	UNIX Shell Programming.....	2
CIS 225	Local Area Networks II.....	2
CIS 284	Data Communications.....	3
CIS 286	Operating Systems.....	4
CMT 102	Interpersonal Communication.....	3
GDT 102	Computer Aided Publishing.....	2

*A counselor or advisor can suggest a part-time sequence.

FOODS AND HOSPITALITY

Culinary Arts Technology

Associate Degree Program: Code CUL

Advisors: Don Garrett, Jill Beauchamp

This program provides career training as a culinary arts technician. This technician supervises and coordinates activities of workers engaged in preparing, cooking, and serving food, cleaning premises, and washing dishware. He/she also plans varied menus to insure that food is appetizing and nutritionally suitable; estimates daily or weekly needs and orders food supplies and equipment; keeps records of meals served and takes inventory of supplies and equipment. The technician may participate in preparing and cooking meals and/or may choose to assume responsibilities in the front of the house (supervising food service and dining room employees). This technician may also choose to enter the field of food and equipment wholesale and retail.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	CUL 100	Introduction to Hospitality Management.....	3
1	CUL 110	Sanitation and Hygiene	3
3	CUL 118	Principles of Nutrition.....	3
4	CUL 111	Elementary Food Preparation or	
4	CUL 150	Food Service Management.....	6
			<u>15</u>
Second Semester (Winter)			
5	CUL 111	Elementary Food Preparation or	
	CUL 150	Food Service Management or	
	CUL 222	Quantity Food Production	6
8	CUL 220	Organization and Management	
		of Hospitality Systems	3
6	HRM 100	Hospitality Industry Accounting.....	3
2	PLS	Political Science Requirement (108, 112, or 150) ..	3
			<u>15</u>
Third Semester (Spring)			
9	CUL 227	Advanced Culinary Techniques	6
10	CUL 228	Layout and Equipment	4
			<u>10</u>
Fourth Semester (Fall)			
12	ENG	English Requirement (100, 107, or 111)	4
2	CUL 150	Food Service Management or	
5	CUL 222	Quantity Food Production	6
12	CIS 100	Introduction to Computers	3
	*	Elective (Choose 1).....	4
			<u>17</u>

Fifth Semester (Winter)			
7	CUL 224	Principles of Cost Control.....	4
13	CUL 199	On-the-Job Training.....	3
11	CUL	Elective.....	<u>3-4</u>
			10-11

Total Credit Hours for Program: 67-68

***Recommended Electives**

CUL 210	Garde Manger.....	4
CUL 219	Elementary Baking.....	4
CUL 225	Advanced Baking and Pastry.....	4
CUL 250	Advanced Service Techniques.....	3
CUL 260	Catering and Banquets.....	3

Food Production Specialty
College Certificate Program: Code FPS

Advisors: Don Garrett, Jill Beauchamp

This program provides training as a food production specialist. The specialist works in preparing foods for hotels, restaurants, and institutional establishments. Production includes sauteing, roasting, broiling, baking, vegetable preparation and producing soups and sauces. The specialist is trained to perform all receiving, storage, and sanitation functions within the food service establishment.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	CUL 100	Introduction to Hospitality Management.....	3
1	CUL 110	Sanitation and Hygiene.....	3
4	CUL 111	Elementary Food Preparation.....	6
2	CUL 219	Elementary Baking.....	4
			16
Second Semester (Winter)			
5	CUL 222	Quality Food Production.....	6
	CUL 210	Garde Mange or	
	CUL 225	Advanced Baking and Pastry.....	4
3	ENG 100	Communication Skills.....	4
			14
Third Semester (Spring)			
6	CUL 227	Advanced Culinary Techniques.....	6
Total Credit Hours for Program: 36			

Hotel-Restaurant Management Technology

Associate Degree Program: Code HRM

Advisors: Don Garrett, Jill Beauchamp

This program prepares students for supervisory and/or mid-management positions in the hospitality industry. Hotel Restaurant Managers are responsible for satisfying the guest as well as operating the establishment profitably. They direct the production and/or service in the kitchen, dining room and front office. Department managers work as a team to direct the flow of hospitality services within the hotel or restaurant.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
10	CIS 100	Introduction to Computers	3
1	CUL 100	Introduction to Hospitality Management.....	3
2	CUL 110	Sanitation and Hygiene	3
4	CUL 111	Elementary Food Preparation or	
	CUL 150	Food Service Management.....	6
			15
Second Semester (Winter)			
5	CUL 111	Elementary Food Preparation or	
	CUL 150	Food Service Management or	
	CUL 222	Quantity Food Production	6
2	HRM 100	Hospitality Industry Accounting.....	3
3	HRM 104	Front Office Procedures	3
	HRM 222	Lodging Marketing and Promotion.....	3
			15
Third Semester (Spring)			
8	CUL 250	Advanced Service Technique	3
12	ENG	English Requirement (100, 107 or 111)	3-4
			6-7
Fourth Semester (Fall)			
7	CUL 220	Organization and Management of Hospitality Systems	3
7	CUL 150	Food Service Management or	
	CUL 222	Quantity Food Production	6
4	CUL 224	Principles of Cost Control.....	4
10	CUL 260	Catering and Banquets.....	3
			16
Fifth Semester (Winter)			
10	HRM 223	Practicum in Lodging Management.....	3
8	HRM 230	Hospitality Law.....	4
9	PLS	Political Science Requirement (108, 112, or 150)...	3
9	PSY	Psychology Requirement (100 or 150).....	3
			13

Total Credit Hours for Program: 66

OFFICE SPECIALTIES

General Office Specialty College Certificate Program: Code GOS

**Advisors: Lynn Allison, Eleanor Charlton,
Rosalyn Culver, Marie Juster**

This program trains people to perform clerical duties of moderate difficulty. A general office worker keyboards letters, reports, tabulations, and other material in which format and terms are generally clear and follow a standard pattern. He or she also files, sorts mail, answers the telephone, and performs other general office work for the modern automated office.

Full-Time Sequence*	Course Title	Credit Hours
First Semester		
ENG 100	Communication Skills.....	4
MTH 163	Business Mathematics.....	3
OFS 101	Beginning Typewriting or	
OFS 102	Intermediate Typewriting	3
OFS 151	Info Processing Principles and Applications.....	4
**	Business-Related Elective	<u>2-3</u>
		16-17
Second Semester		
OFS 102	Intermediate Typewriting or	
OFS 104	Keyboarding/Speedbuilding.....	2-3
OFS 107	Clerical Methods and Procedures.....	4
OFS 130	Business Machines.....	3
OFS 150	Proofreading and Editing	2
OFS 152	Information Processing Transcription Skills	3
OFS 155	Word Processing - Microsoft Word or	
OFS 156	Word Processing - WordPerfect.....	<u>2</u>
		16-17

Total Credit Hours for Program: 32-34

****Recommended Business-Related Electives**

ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting.....	3
BMG 200	Human Relations in Business and Industry.....	3
CMT 101	Fundamentals of Speaking	3
	Any Office Specialties Class	

See area advisor for other approved business electives.

*An advisor or counselor can suggest a part-time sequence.

Information Processing Specialty

Associate Degree Program: Code IPS

Advisors: Lynn Allison, Eleanor Charlton, Rosalyn Culver, Marie Juster

This program gives individuals the advanced training they need to operate electronic equipment and text-editing systems. The specialist generates documents quickly, efficiently, and economically using information processing systems to store and revise information. Specialists must be able to think logically, organize, proofread, transcribe, and work with and supervise others.

Full-Time Sequence*	Course Title	Credit Hours
First Semester		
OFS 150	Proofreading and Editing	2
ENG 100	Communication Skills	4
MTH 163	Business Mathematics	3
OFS 101	Beginning Typewriting or	
OFS 102	Intermediate Typewriting ***	3
OFS 151	Information Processing Principles and Applications	4
		<u>16</u>
Second Semester		
ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting	3
BMG 140	Introduction to Business	3
OFS 152	Information Processing Transcription Skills	3
OFS 155	Word Processing Applications - Microsoft Word or	
OFS 156	Word Processing Applications - WordPerfect	2
OFS 102	Intermediate Typewriting or	
OFS 104	Keyboarding/Speedbuilding ***	2-3
PLS 108	Government and Society	3
		<u>16-17</u>
Third Semester		
BMG 200	Human Relations in Business and Industry	3
BMG 299	Internship/Externship or	
**	Business-Related Elective	3
OFS 107	Clerical Methods and Procedures	4
OFS 215	Computer Applications MS Works	3
OFS 255	W/P MicroSoft Word, Level II or	
OFS 256	W/P WordPerfect, Level II	2
		<u>15</u>

Fourth Semester

BMG 299	Internship/Externship or	
**	Business-Related Elective	3
CMT 101	Fundamentals of Speaking	3
OFS 130	Business Machines.....	3
OFS 225	Information Processing Systems and Procedures	3
OFS 250	Administrative Office Systems and Procedures.....	4
		<hr/> 16

Total Credit Hours for Program: 63-64

****Recommended Business-Related Electives**

BMG 111	Business Law.....	3
BMG 230	Supervisory Management	3
CIS 105	Microcomputer Programming or	
CIS 111	Computer Concepts	2-3
RDG 115	Medical Terminology.....	2
	Any Office Specialties Class	

- * An area advisor or counselor can suggest a part-time sequence.
- *** Typewriting and shorthand credit and contact hours are progressive in accordance with student progress and proficiency level. (See catalog course description.)

Medical Secretarial

Associate Degree Program: Code MSEC

Advisors: Lynn Allison, Eleanor Charlton, Rosalyn Culver, Marie Juster

This program provides students with skills for preparing, analyzing and retrieving health information. The medical office specialist may work in a doctor's or dentist's office, a clinic, a hospital, a pharmaceutical or insurance company, or a public health facility. In addition to the duties of secretary and receptionist, medical secretaries prepare medical charts and reports, bill patients, work with insurance companies, and may serve as office managers and carry out such technical duties as sterilizing instruments or taking temperatures.

Full-Time Sequence*	Course Title	Credit Hours
First Semester		
ENG 100	Communication Skills.....	4
HSC 113	Introduction to Medical Science.....	2
MTH 163	Business Mathematics.....	3
OFS 101	Beginning Typewriting or	
OFS 102	Intermediate Typewriting ***	3
OFS 151	Information Processing Principles and Applications	4
RDG 115	Medical Terminology.....	2
		<hr/> 18

Second Semester

BIO 102	Human Biology or	
BIO 111	Anatomy and Physiology.....	4-5
OFS 102	Intermediate Typewriting or	
OFS 104	Keyboarding/Speedbuilding***.....	2-3
OFS 152	Information Processing Transcription Skills.....	3
OFS 155	Word Processing Applications - Microsoft Word or	
OFS 156	Word Processing Applications - WordPerfect.....	2
OFS 255	W/P MicroSoft Word, Level II or	
OFS 256	W/P WordPerfect, Level II.....	2
		<u>13-15</u>

Third Semester

ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting.....	3
OFS 130	Business Machines.....	3
OFS 107	Clerical Methods and Procedures.....	4
OFS 210	Medical Transcription.....	3
PLS 108	Government and Society.....	3
		<u>16</u>

Fourth Semester

BMG 200	Human Relations in Business and Industry.....	3
BMG 299	Internship/Externship or	
**	Business-Related Elective.....	3
CMT 101	Fundamentals of Speaking.....	3
HSC 115	Medical Office and Laboratory Procedures (Clinical).....	3
OFS 223	Medical Office Procedures.....	3
OFS 225	Information Processing Systems and Procedures.....	3
		<u>18</u>

Total Credit Hours for Program: 65-67

**Recommended Business-Related Electives

Any Office Specialties Class

- * An area advisor or counselor can suggest a part-time sequence.
*** Typewriting and shorthand credit and contact hours are progressive in accordance with student progress and proficiency level. (See catalog course description.)

Secretarial Technology

Associate Degree Program: Code SECT

Advisors: Lynn Allison, Eleanor Charlton,
Rosalyn Culver, Marie Juster

This program prepares students for stenographic and secretarial positions and for advancement to positions such as executive secretary or administrative assistant in the automated business world. Professional secretaries must develop an expertise in business communication as well as skills in prioritizing, time management, human relations, and supervisory management.

Full-Time Sequence*	Course Title	Credit Hours
First Semester		
BMG 140	Introduction to Business.....	3
ENG 100	Communication Skills.....	4
MTH 163	Business Mathematics.....	3
OFS 101	Beginning Typewriting or	
OFS 102	Intermediate Typewriting ***	3
OFS 131	Beginning Shorthand	4
		<u>17</u>
Second Semester		
OFS 130	Business Machines.....	3
OFS 132	Intermediate Shorthand.....	3
OFS 151	Information Processing Principles and Applications	4
OFS 102	Intermediate Typewriting or	
OFS 104	Keyboarding/Speedbuilding ***	2-3
PLS 108	Government and Society.....	3
		<u>15-16</u>
Third Semester		
ACC 091	Fundamentals of Accounting or	
ACC 111	Principles of Accounting.....	3
OFS 215	Computer Applications MS Works.....	3
OFS 107	Clerical Methods and Procedures.....	4
OFS 152	Information Processing Transcription Skills	3
OFS 155	Word Processing Applications - Microsoft Word or	
OFS 156	Word Processing Applications - WordPerfect.....	2
		<u>15</u>
Fourth Semester		
BMG 200	Human Relations in Business and Industry.....	3
BMG 299	Internship/Externship or	
**	Business-Related Elective	3
CMT 101	Fundamentals of Speaking	3
OFS 225	Information Processing Systems and Procedures	3
OFS 250	Administrative Office Systems and Procedures.....	4
		<u>16</u>

Total Credit Hours for Program: 63-64

****Recommended Business-Related Electives**

BMG 111	Business Law.....	3
BMG 230	Supervisory Management.....	3
CIS 111	Computer Concepts.....	3
ECO 211	Principles of Economics.....	3
	Any Office Specialties Class	

- * An area advisor or counselor can suggest a part-time sequence.
- *** Typewriting credit and contact hours are progressive in accordance with student progress and proficiency level. (See catalog course description.)



DIVISION OF HEALTH AND PUBLIC SERVICES PROGRAMS



DENTAL ASSISTING

The Dental Assistant Program offers career training in dental assisting and dental office management. There are two types of dental assistants: the Certified Dental Assistant (CDA) and the Registered Dental Assistant (RDA). The CDA assists in treatment of patients and actively participates in all functions of dentistry. An examination from the Dental Assistant National Board must be passed to attain this credential. In the state of Michigan the RDA is qualified to perform specified intra-oral functions normally performed by the dentist, such as placement and removal of rubber dam, placement and removal of temporary crowns, and oral inspection. A Michigan State Board of Dentistry examination must be passed to attain this credential. Both assistants are qualified to work in a variety of settings such as private dental offices, dental schools, the Armed Forces, dental insurance companies and many others. Successful completion of courses in dental radiography also meets the Michigan State Board of Dentistry requirement for either of these assistants to legally expose dental radiographs.

A student may opt to enroll in this program in either a traditional (two year) or an accelerated (one year) mode. Both modes lead to Certification, Registration, and an Associate Degree.

Dental Assisting

College Certificate Program: Code DAC

Full-Time Sequence	Course Title	Credit Hours
First Semester		
DEN 110	Introduction to Dental Assisting - First 12 weeks.....	4
DEN 111	Dental Science* - 15 weeks.....	3
DEN 113	Dental Materials - 15 weeks.....	2
DEN 115	Dental Materials Practicum - Last 10 weeks.....	2
DEN 125	Dental Radiography - Last 10 weeks.....	2
BIO 102	Human Biology*.....	4
		17
Second Semester		
DEN 120	Oral Diagnosis - First 4 weeks.....	2
DEN 121	Oral Diagnosis Practicum - One 4-week assignment.....	1
DEN 122	Advanced Dental Science * - 15 weeks.....	4
DEN 124	Advanced Clinical Dental Assisting - First 7 weeks.....	3
DEN 126	Dental Laboratory Procedures * - Middle 10 weeks.....	3
DEN 127	Dental Nutrition * - First 10 weeks.....	2
DEN 200	Clinical Practice - One 4-week assignment.....	2
DEN 201	Dental Specialties - Last 5 weeks.....	3
DEN 215	Advanced Dental Radiography - One 3-week assignment.....	1
		21

Third Semester

DEN 202	Advanced Clinical Practice - 9 weeks.....	3
DEN 212	Dental Practice Management * - 7 weeks.....	4
OFS/CIS	OFS 030: Keyboarding, or CIS Requirement *	1
PSY	Psychology Requirement *	3
ENG	Composition Requirement (111 or 122).....	4
		<u>15</u>

Total Credit Hours for Certificate Program: 53

- * If a student opts to enroll in a traditional format over two years, these courses should be taken in the first year.

Registered Dental Assisting

Associate Degree Program: Code DA

This program requires the first, second, and third semesters of the Certified Dental Assisting Certificate Program and the following fourth semester courses:

Fourth Semester

DEN 224	Advanced Functions.....	4
MTH	Mathematics Requirement	3
PLS	Political Science Requirement (108 or 150).....	3
		<u>10</u>

Total Credit Hours for Associate Degree Program: 63

Dental Office Management

Associate Degree Program: Code DOM

This program requires the first, second, and third semesters of the Certified Dental Assisting Certificate Program and the following fourth semester courses:

Fourth Semester

DEN 222	Dental Practice Management Seminar - 7 weeks.....	3
CIS/BMG	CIS or Small Business Management Requirement	3
PLS	Political Science Requirement (108 or 150).....	3
		<u>9</u>

Total Credit Hours for Degree Program: 62

DIAGNOSTIC MEDICAL SONOGRAPHY

Certificate Program: Code PDMS

This Certificate program combines classroom instruction and clinical experience to prepare students for a career as a diagnostic medical sonographer. The sonographer uses equipment that emits high frequency sound waves which produce images of organs, pathology and fluid accumulations within the body. This information is valuable in making diagnostic decisions. Diagnostic medical sonographers may be employed by hospitals, outpatient clinical facilities or private physician's offices. Applicants to the program must have completed an associate degree program such as Radiography, Associate Degree Nursing or Respiratory Therapy and have successfully passed the corresponding certification examination.

Course Number	Course Title	Credit Hours
First Semester (Fall)		
DMS 214	Abdominal Sonography	4
DMS 216	Gynecologic Sonography	3
DMS 218	Clinical Education	2
DMS 222	Ultrasound Physics and Instrumentation	3
		<u>12</u>
Second Semester (Winter)		
DMS 224	Abdominal Sonography II	4
DMS 225	Small Parts, Neuro & Intracavitary Imaging	2
DMS 226	Obstetrical Sonography.....	3
DMS 228	Clinical Education	4
DMS 229	Ultrasound Physics II	2
		<u>15</u>
Spring/Summer Semester		
DMS 249	Presentation and Review	1
DMS 225	Clinical Education	5
		<u>6</u>

Total Credit Hours for Program: 33

NURSING

The Washtenaw Community College Nursing Program is a career mobility, ladder-concept program. It consists of a one-year College Certificate practical nurse program, and a two-year Associate Degree registered nurse program. The Associate Degree program is based on the practical nurse program. All new (basic) students complete the same first year of study (Level I). The decision to continue into Level II to complete the Associate Degree program is made by basic students at the beginning of the third semester. In addition, currently employed LPNs may enter the Associate Degree program at the beginning of Level II. Students are admitted in both the Fall and Winter Semesters.

This program has a special application procedure and limited enrollment. Priority is given to Washtenaw County residents; contact the Admissions Office for details. (Please note: high school chemistry and algebra or equivalent, with a grade of C or better, are required for admission to both levels of the nursing program.) Students admitted to the Nursing Program will be required to purchase special uniforms and supplies. In addition to general College rules, nursing students are required to adhere to rules and the Nursing Code of Ethics as published in the Nursing Program Student Handbook.

Nursing courses in the nursing program must be taken in sequence. Course requirements in non-nursing departments (marked with asterisks) may be taken before entrance to the program. A 'D' in any program course is considered unsatisfactory. A 2.0 average is required for graduation from the program.

Level I Nursing Program - Practical Nursing Preparation College Certificate Program: PLPN

This is a one-year College Certificate program providing career preparation for the practical nursing licensure examination. Licensed practical nurses help care for the physically or mentally ill or infirm. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge but not the professional education of a registered nurse.

Fall Admission 1991**

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO 111	Anatomy and Physiology *	5
ENG	English Requirement (100 or 111) *	4
HSC 117	Nutrition *	2
NUR 100	Nursing Fundamentals	5
NUR 110	Geriatric Nursing	1
NUR 111	Pharmacology I	1
NUR 118	Personal and Community Health	1
		19

Second Semester (Winter)

NUR 122	Pharmacology II.....	2
NUR 125	Basic Medical-Surgical Nursing (7½ weeks, 23 hours practice per week)	6
NUR 126	Intermediate Medical-Surgical Nursing (7½ weeks, 23 hours practice per week)	6
PSY 100	Introductory Psychology *	3
		<u>17</u>

Third Semester (Spring-Summer)

HSC 147	Growth and Development *	3
NUR 133	Pharmacology III.....	2
NUR 135	Parent-Child Nursing (8 weeks, 18 hours practice per week).....	6
NUR 145	Advanced Medical-Surgical Nursing (6 weeks, 23 hours practice per week).....	5
		<u>16</u>

Total Credit Hours for College Certificate Program: 52

- * These courses may be taken before acceptance and/or entry into the nursing program.
- ** This program is currently undergoing revision. The last semester to be admitted into the Practical Nursing program is Fall 1991.

Level II - Nursing Program - Registered Nursing Preparation

Associate Degree Program: Code PNUR

This Associate Degree program provides preparation for the registered nursing licensure examination. Associate Degree Registered Nurses work in both hospitals and nursing homes. They care for people with many kinds of health problems, but they work primarily in acute care. This care involves complicated, technical equipment; it also takes a knowledgeable, skilled and kind person. Acute care nurses often have to make quick decisions. Alertness and energy are essential.

Fall Admission 1991, 92 ***

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO 237	Microbiology *	4
CEM 105	Fundamentals of Chemistry *	4
HSC 220	Pathophysiology **	4
NUR 200	Nursing Role Transition	4
		<u>16</u>

Second Semester (Winter)

HSC 244	Medical Ethics **	2
NUR 235	Advanced Parent-Child Nursing (7½ weeks, 12 hours practice per week)	5
NUR 255	Mental Health Nursing (7½ weeks, 12 hours practice per week)	5
SOC 100	Principles of Sociology *	3
		15

Third Half-Semester (Spring)

NUR 245	Complex Medical-Surgical Nursing (7½ weeks, 20 hours practice per week)	6
NUR 260	Nursing Management and Trends	2
PLS	Political Science Requirement (108, 112 or 150) *	3
		11

Winter Admission 1992 *****First Semester (Winter)**

BIO 237	Microbiology *	4
CEM 105	Fundamentals of Chemistry *	4
HSC 220	Pathophysiology **	4
NUR 200	Nursing Role Transition	4
		16

Second Half-Semester (Spring)

HSC 244	Medical Ethics **	2
NUR 255	Mental Health Nursing (7½ weeks, 12 hours practice per week)	5
SOC 100	Principles of Sociology *	3
		10

Third (Fall) Semester

NUR 235	Advanced Parent-Child Nursing (7½ weeks, 12 hours practice per week)	5
NUR 245	Complex Medical-Surgical Nursing (7½ weeks, 20 hours practice per week)	6
NUR 260	Nursing Management and Trends	2
PLS	Political Science Requirement (108, 112 or 150) *	3
		16

Total Credit Hours for Level II: 42**Total Credit Hours for Associate Degree Program [Level I (LPN) and Level II (RN)]: 94**

* May be taken before acceptance and/or entry into the nursing program

** Some medical or nursing experience is required to enroll in these courses

*** This program is currently undergoing revision. Plans are underway for a new ADN program to admit its first class in Fall 1992. Please contact the department for further information

PHARMACY TECHNOLOGY

Pharmacy Technology College Certificate Program: Code PHT

The Pharmacy Technology program combines classroom instruction with lab work and clinical experience to prepare students for technician jobs. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies and retail outlets such as drugstores. This program has special application procedures; high school chemistry and algebra are required for admission. Contact the Admissions Office or Counseling Office for details. A limited number of students are accepted each year.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
4	CIS 100	Introduction to Computers	3
3	OFS 103	Keyboarding	2
1	PHT 100	Introduction to Hospital and Community Pharmacy	3
1	PHT 103	Pharmaceutical Dosage	2
1	RDG 115	Medical Terminology	2
			<u>12</u>
Second Semester (Winter)			
2	PHT 101	Drug Products and Nomenclature	2
5	PHT 102	Drug Distribution Systems and Procedures.....	3
5	PHT 105	Preparation of Medications	2
			<u>7</u>
Third Semester (Spring/Summer)			
2	ENG/CMT	English/Communications Requirement (ENG 091 or above, or CMT 101, or CMT 102)..	3-4
5	PHT 039	Pharmaceutical Review.....	1
6	PHT 198	Pharmacy Field Experience.....	8
			<u>12-13</u>

Total Credit Hours for Program: 31-32

PUBLIC SERVICES

Child Care

Associate Degree Program: Code CC

Advisors: Phillip A. Ludos, Patricia Travis

This program provides career training as a child-care worker. The child-care worker organizes and leads activity of pre-kindergarten children in nursery schools or in playrooms operated for patrons of such places as drop-in centers, hotels, educational institutions and day care centers; organizes and participates in games; reads to children; teaches simple painting, drawing, handiwork, songs and similar activities; directs children in eating, resting and toileting; helps children develop habits of caring for their own clothing, picking up and putting away toys and books; maintains discipline; may serve meals and refreshments to children and regulate rest periods; is involved in helping to meet needs of parents in child rearing.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	CCW 101	Child Development.....	3
1	CCW 105	Practicum I.....	3
1	CCW 108	Educational Experiences in Expressive Arts.....	3
2	CMT 101	Fundamentals of Speaking or	
	CMT 102	Interpersonal Communication.....	3
2	ENG	English Requirement (100 or 111)	4
			<u>16</u>
Second Semester			
2	CCW 103	Alternative Programs in Child Care.....	3
3	CCW 110	Social/Emotional Development.....	3
4	ENG 240	Children's Literature.....	3
4	PSY 200	Child Psychology.....	3
4	**	Elective.....	3
			<u>15</u>
Third Semester			
3	CCW 106	Practicum II.....	3
3	CCW 107	Educational Experiences in Science and Math.....	3
5	CCW 200	Staff/Parent Interpersonal Relations.....	3
5	PLS	Political Science Requirement (108 or 150).....	3
5	**	Elective.....	3
			<u>15</u>

Fourth Semester

6	CCW 100	The Exceptional Child	3
6	CCW 114	Practicum III	4
6	CCW 111	Day Care Administration or Seminar in Infant Care	3
7	CCW 117	Childhood Nutrition	2
7	CCW 121	First Aid for the Child Care Worker.....	2
			14

Total Credit Hours for Program: 60

****Recommended Electives** (Consult with advisor before selecting)

CCW 109	Language and Communication	3
ECO 111	Consumer Economics	3
HST 150	Afro-American History.....	3
HUM 101	Introduction to Humanities I	3
MUS 183	Afromusicology.....	3
PSY 100	Introductory Psychology.....	3
SOC 100	Principles of Sociology.....	3
SOC 207	Social Problems.....	3

Correctional Science

Advisors: Phillip A. Ludos, Ruth Anne Walsh

Five corrections courses are required by the State of Michigan for employment in a corrections facility. These courses are: Introduction to Corrections (COR 122), Correctional Institutions/Facilities (COR 132), Legal Issues in Corrections (COR 211), Client Relations in Corrections (COR 219) and The Correctional Client: Growth and Development (COR 228). Upon completion of the courses, students are prepared to take entry-level exams at both the county and state levels. Both a certificate and an associate degree program are offered. Individuals employed in the correctional field are assisted in career advancement. Field trips to correctional facilities are included in the program. This program is certified by the Michigan Corrections Officers Training Council.

Correctional Science

College Certificate Program: Code CORC

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	COR 122	Introduction to Corrections.....	3
1	COR 132	Correctional Institutions.....	3
3	ENG	English Requirement (100 or 108)	3-4
4	PSY	Psychology Requirement (100, 107, 130, 200, 207, 209, or 257)	3
4	SOC	Sociology Requirement (100, 102, 202, 205, 207, 250, or CJT 223)	3
			15-16

Second Semester

2	COR 211	Legal Issues in Corrections	3
2	COR 219	Client Relations in Corrections	3
3	COR 228	The Correctional Client: Growth and Development	3
5	PLS	Political Science Requirement (108 or 150)	3
5	**	Approved Elective	3
			15

Total Credit Hours for College Certificate: 30-31

Correctional Science

Associate Degree Program: Code COR

This program requires the first and second semesters of the Correctional Science Certificate Program and the following courses:

Third Semester

6	CJT 100	Introduction to Criminal Justice.....	3
8	CMT	Communications Requirement (101, 102, or 140) ..	3
6	PSY	Psychology Requirement (100, 107, 130, 200, 207, 209, or 257)	3
7	SOC 202	Criminology or	
7	SOC 250	Juvenile Delinquency	3
7		Approved Elective **	3
			15

Fourth Semester

8	COR 218	Correctional Counseling.....	3
9	COR 227	Seminar in Corrections.....	3
10	PSY	Psychology Requirement (100, 107, 130, 200, 207, 209, or 257)	3
9	SOC	Sociology Requirement (100, 102, 202, 205, 207, 250, or CJT 223)	6
			15

Total Credit Hours for Associate Degree: 60-61

** Consult with advisor before selecting

Criminal Justice

Associate Degree Program: Code CJ

Advisors: Phillip A. Ludos, Ruth A. Walsh

This program provides career training as a criminal justice technician. Upon completion of the program, students have the groundwork to further their studies toward a bachelor's degree in criminal justice. In addition, graduates may be employed in such fields as police work, probation and parole, and juvenile work. Studies involve a combination of sociological theory and pragmatic application which is required of all those in the criminal justice system. Law enforcement, police and community relations, psychology and other aspects of criminal law are also studied.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	CJT 100	Introduction to Criminal Justice*	3
1	ENG	English Requirement (100, 107 or 111)	3-4
3	PLS	Political Science Requirement (108 or 150)	3
2	PSY	Psychology Requirement (100, 107, 130, 200, 209, or 257)	3
3	SOC 100	Principles of Sociology	3
			15-16
Second Semester			
6	CJT 111	Police/Community Relations	3
5	CJT 122	Introduction to Corrections	3
4	PSY	Psychology Requirement (100, 107, 130, 200, 209, or 257)	6
5	SOC 250 CJT 223	Juvenile Delinquency or Juvenile Justice	3
			15
Third Semester			
7	CJT 208	Criminal Evidence and Procedure	3
7	CJT 224	Criminal Investigation	3
4	CMT	Communications Requirement (101, 102, or 140)	3
6	SOC 202	Criminology	3
	**	Elective	3
			15
Fourth Semester			
7	PSY	Psychology Requirement (100 107, 130, 200, 209, or 257)	3
8	CJT 209	Criminal Law	3
7	CJT 210	Introduction to Criminalistics	3
8	CJT 225	Seminar in Criminal Justice	3
8	**	Elective	3-4
			15-16

Total Credit Hours for Program: 60-62

****Recommended Electives (Consult with advisor before selecting)**

BMG 230	Supervisory Management	3
CIS 100	Introduction to Computers	3
CJT 199	On-the-Job Training.....	3
CJT 205	Applied PSY for Police (may be used as PSY elective).....	3
ECO 111	Consumer Economics.....	3
FPT 213	Fire Investigation and Arson.....	3
HUM101	Introduction to Humanities I.....	3
MTH 090	Occupational Mathematics.....	3
MTH 160	Basic Statistics	4
PHL 101	Introduction to Philosophy.....	3
SPN 111	First Year Spanish.....	4

* May be substituted by successful Police Academy training or background experience.

**Criminal Justice --
Law Enforcement Certification
Associate Degree Program: Code CJLE**

Advisors: Phillip A. Ludos, Ruth A. Walsh

This program is designed for students who wish to become **certified** by the State of Michigan for employment in law enforcement. Students entering this program are required to complete the academic program **prior** to entering the police academy component of the program and should follow the course of study by semester **without** deviation. Admission to the police academy portion is based on passing reading, writing and physical activity examinations as well as fingerprinting and criminal history checks. Students who do not enter the academy may complete an associate degree in the Criminal Justice Technician Program, but will not be certified for employment. Students admitted to the Police Academy are required to purchase certain items such as gym clothes, khaki uniforms, textbooks and other supplies. In addition to the general code of conduct, academy students are required to adhere to additional rules of behavior and discipline.

Full-Time Sequence*	Course Title	Credit Hours
First Semester (Winter)		
CJT 100	Introduction to Criminal Justice.....	3
ENG	English Requirement (100, 107 or 111)	3-4
PLS	Political Science Requirement (108 or 150).....	3
PSY	Psychology Requirement (100, 107, 130, 200, 209, or 257).....	3
SOC 100	Principles of Sociology.....	3
		15-16
Second Semester (Spring)		
CJT 150	Criminal Justice Physical Conditioning.....	3
CMT	Communications Elective (101, 102, or 140).....	3
		6

Third Semester (Fall)

CJT 111	Police/Community Relations	3
PSY	Psychology Requirements (100, 107, 130, 200, 209, or 257)	9
CJT 223	Juvenile Justice or	
SOC 250	Juvenile Delinquency.....	3
SOC 202	Criminology.....	3
		15

Fourth Semester (Winter)

CJT 122	Introduction to Corrections.....	3
CJT 209	Criminal Law	3
CJT 225	Seminar in Criminal Justice.....	3
	Elective (see advisor for approved course).....	3
		12

Fifth Semester (Spring/Summer)

CJT 221	Law Enforcement Training	16
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Total Credit Hours for Program: 64-65

* An advisor can suggest a part time sequence.

Fire Protection

Associate Degree Program: Code FP

Advisor: Phillip A. Ludos

This program provides career training as a fire protection technician. After completing the Fire Protection program, students will be familiar with the various aspects of fire protection and fire prevention. This includes studies of industrial and public buildings, homes and other properties. Factors such as water supplies and delivery are discussed. Students in this program may seek employment in both the public and private sectors involving fire protection training and other related areas. There is some training in the chemistry of combustibles.

Full Time Sequence*	Course Title	Credit Hours
First Semester		
ENG	English Requirement (100, 107 or 111)	3-4
FPT 100	Introduction to Fire Protection.....	3
FPT 103	Flammable Hazardous Materials	3
FPT 111	Hydraulics	3
PSY 100	Introductory Psychology.....	3
		15-16

Second Semester

CIS 100	Introduction to Computers	3
FPT 109	Incident Command	3
FPT 112	Fire Company Supervision	3
FPT 122	Fire Prevention Theory and Applications	3
PLS	Political Science Requirement (108 or 150)	3
		15

Third Semester

FPT 116	Building Construction for Fire Service	3
FPT 209	Command and Control of Major Fires	3
FPT 210	Introduction to Fire Administration	3
FPT 213	Fire Investigation and Arson	3
**	Elective	3
		15

Fourth Semester

FPT 099	Labor Relations in the Public Sector	3
FPT 216	Legal Aspects of Fire Protection	3
FPT 224	Protection Systems	3
FPT 250	Fire Protection Training Methodology	3
**	Elective	3
		15

Total Credit Hours for Program: 60-61

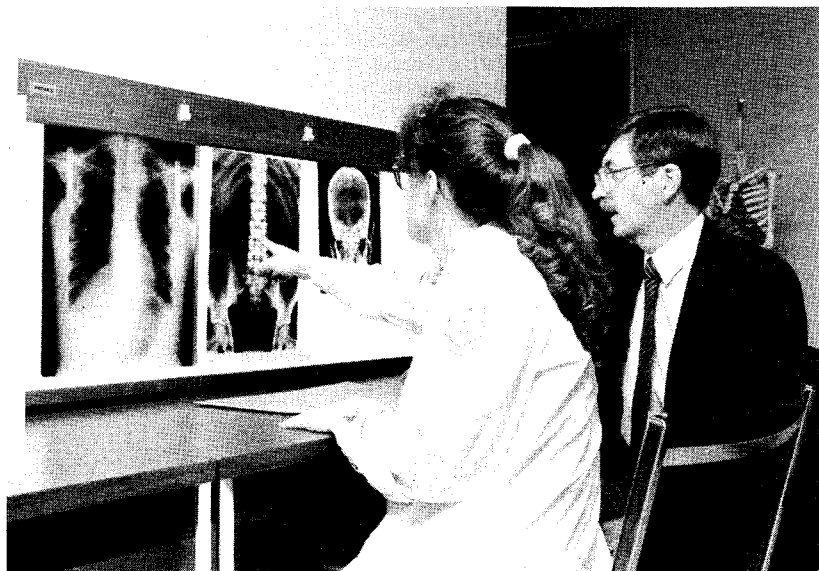
**Recommended Electives

FPT 124	Fire Protection Systems I	3
SOC 100	Principles of Sociology	3

Non-traditional elective credit may be awarded for current certification from the following recognized fire and emergency courses:

Emergency Medical Technician	6
Emergency Rescue	2
Extrication	2
F.F.T.C. - 240 Hour Course	3
Fire Company Management	3
Fire Fighter First Responder	3
Fire Officer I (State Fire Course)	3

*An advisor can suggest a part-time sequence.



RADIOGRAPHY

Radiography

Associate Degree Program: Code PRAD

The Radiography program provides career training as a radiographer. This medical specialist is concerned with the proper operation of x-ray equipment and the preparation of patients for various types of diagnostic procedures. Upon the physician's request, the radiographer exposes x-ray films to produce radiographs of internal body parts. These radiographs may reveal evidence of disease, injury, or other significant medical information. The radiographer adjusts x-ray equipment to correct settings for each examination; positions the patient; determines proper voltage, current and desired exposure time for each radiograph; makes sure that equipment is in proper working order; works with the physician on procedures requiring radio-opaque mixtures which are administered to the patient so that internal organs may be clearly identified on exposed x-ray film; and may be required to operate mobile x-ray equipment at the patient's bedside or in the operating room.

Admission Criteria:

- 1) Application by January 15 to Admissions Office
- 2) High school graduation or G.E.D.
- 3) One year of high school biology or BIO 101 with a grade of 'C' or better
- 4) One year of high school algebra or MTH 097 with a grade of 'C' or better
- 5) One year of high school physics of PHY 105 or 110 with a grade of 'C' or better

- 6) Applicants are screened using the following criteria:
 - a) Completion of all pre-entry courses (Biology, Algebra and Physics) by January 1
 - b) Priority is given to Washtenaw County residents
 - c) Date of application to the program
 - d) The remaining applicants are alternates for admission and are granted priority for admission to the next class. Alternates must update their application by contacting the Admissions Office
- 7) Students must pass a physical examination taken at their expense not more than three months before entering the clinical training phase of the program
- 8) Students must maintain personal health coverage. Contact the Admissions Office or Counseling Office for details of application procedure. Limited number of students accepted each year. One entrance date -- SUMMER.

FIRST YEAR

Course Number	Course Title	Credit Hours
First Semester (Summer) -- 7 weeks		
MTH 165	Health Science Math *	3
RAD 100	Introduction to Radiography	2
RAD 101	Methods of Patient Care	2
		7
Second Semester (Fall) - 15 weeks		
BIO 111	Anatomy and Physiology *	5
RAD 110	Clinical Education (second 7½ weeks)	1
RAD 111	Fundamentals of Radiography (first 7½ weeks)	2
RAD 112	Radiographic Positioning	2
RAD 113	Radiologic Procedures and Related Anatomy	2
RDG 115	Medical Terminology *	2
		14
Third Semester (Winter) -- 15 weeks		
ENG	English Requirement (100 or 111) *	4
RAD 120	Clinical Education	2
RAD 123	Radiographic Positioning II	2
RAD 124	Principles of Radiographic Exposure	3
RAD 125	Radiologic Procedures and Related Anatomy	3
RAD 127	Principles of Radiographic Exposure Laboratory	1
		15
Fourth Half-Semester (Spring) -- 7 weeks		
RAD 130	Clinical Education	2
RAD 135	Pathology for Radiographers	2
		4
Fourth Half-Semester (Summer) -- 7 weeks		
PLS	Political Science Requirement (108, 112, or 150) *	3
RAD 140	Clinical Education	2
		5

SECOND YEAR

Fifth Semester (Fall) -- 15 weeks

CIS	Computer Requirement *	3
PSY 100	Introductory Psychology *	3
RAD 215	Radiography of the Skull	2
RAD 217	Clinical Education	3
RAD 218	Radiation Biology (first 7½ weeks)	2
RAD 219	Radiation Protection (second 7½ weeks)	2
		15

Sixth Semester (Winter) -- 15 weeks

PHY 143	Radiologic Physics	4
RAD 220	Management of Rad. Environment	2
RAD 225	Clinical Education	3
SOC	Sociology Requirement *	3
		12

Seventh Semester (Spring) -- 7 weeks

RAD 097	Registry Review	1
RAD 240	Clinical Education	2
		3

Total Credit Hours for Program: 75

* These courses may be taken before acceptance and/or entry into the Radiography program.

RESPIRATORY THERAPY

Respiratory Therapy

Associate Degree Program: Code PRTH

This Associate Degree (or technician transfer) program provides career training as a respiratory therapist. Respiratory therapists treat persons with respiratory problems. This treatment may range from giving temporary relief to patients with chronic asthma or emphysema to giving emergency care to victims of heart failure, stroke, drowning, or shock. They are among the first medical specialists called for emergency treatment of acute respiratory conditions arising from head injury or drug poisoning. They follow doctors' orders and use special equipment such as respirators and positive-pressure breathing machines to administer gas therapy, aerosol therapy, and other treatment involving respiration. They work mainly in hospital intensive care units with critically ill patients.

This program is conducted in cooperation with: St. Joseph Mercy Hospital, University Hospital, The University of Michigan Medical Center, Veterans Administration Hospital, Ann Arbor; Beyer Memorial Hospital, Ypsilanti; Annapolis Hospital, Wayne; Heritage Hospital, Wayne; and Children's Hospital of Michigan, Detroit.

Program has special application procedure. Contact admissions office for details. Only forty students accepted each year.

Course Number	Course Title	Credit Hours
First Semester		
BIO 111	Anatomy and Physiology.....	5
CEM 057	Introduction to Chemistry and	
CEM 058	Introduction to Chemistry Lab or	
CEM 105	Fundamentals of Chemistry.....	4
RTH 120	Introduction to Respiratory Therapy.....	3
RTH 121	Basic Equipment & Procedures.....	4
		<u>16</u>

Second Semester		
MTH 165	Health Science Math.....	3
RTH 198	General Clinical Practice I.....	3
RTH 106	Chemistry for Respiratory Therapists.....	3
RTH 148	Pharmacology for Respiratory Therapists.....	2
RDG 115	Medical Terminology.....	2
		<u>13</u>

Third Semester		
RTH 122	Respiratory Physiology.....	3
RTH 123	Respiratory Pathophysiology.....	2
RTH 149	Pathology for Respiratory Therapists.....	3
RTH 199	General Clinical Practice II.....	3
RTH 213	Intensive Respiratory Care.....	4
		<u>15</u>

Fourth Semester		
RTH 200	Advanced Clinical Practice.....	4
RTH 212	Ventilators.....	3
RTH 214	Cardiodiagnostics.....	3
RTH 219	Pediatric Respiratory Therapy.....	3
RTH 222	Pulmonary Function Testing.....	2
PLS	Political Science Requirement (108, 112 or 150).....	3
		<u>18</u>

Fifth Semester		
BIO 147	Hospital Microbiology or	
BIO 237	Microbiology.....	1-4
PHY 131	Physics for Respiratory Therapists.....	3
RTH 201	Specialty Clinical Practice.....	2
RTH 202	Pediatric Clinical Practice.....	2
RTH 217	Seminar - Respiratory Therapy.....	2
RTH 221	Pulmonary Rehabilitation.....	1
ENG	English Requirement (100, 107, 111, or 122).....	3-4
		<u>14-18</u>

Total Credit Hours for Program: 76-80

SURGICAL TECHNOLOGY

College Certificate Program: Code SURC

Surgical Technology is a one-year certificate program that prepares students for employment as surgical technologists. The program also prepares students for the national certifying examination. Surgical technologists work primarily in the operating room performing functions and tasks that provide for a safe environment for surgical care, contribute to the efficiency of the operating room team, and support the operative surgeons and others involved in operative procedures. Admission to this program requires students to have completed the equivalent of high school Biology, Chemistry, and Algebra.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	BIO 102	Human Biology *	4
2	BIO 147	Hospital Microbiology *	1
4	SUR 100	Surgical Technology.....	3
			8
Second Semester (Winter)			
4	HSC 244	Medical Ethics.....	2
2	CMT 102	Interpersonal Communication *	3
3	RDG 115	Medical Terminology *	2
5	SUR 120	Surgical Technology II Theory	3
5	SUR 125	Surgical Technology II Lab	3
5	SUR 140	Surgical Technology Pharmacology.....	1
			14
Third Semester (Spring/Summer)			
3	ENG	English Requirement (100 or 111)	4
6	SUR 150	Surgical Technology III Theory	3
6	SUR 155	Surgical Technology III Practice.....	3
			10

Total Credit Hours for Program: 32

* These courses may be substituted by other courses as approved by the Program Advisor and the Divisional Dean.

DIVISION OF HUMANITIES AND SOCIAL SCIENCES PROGRAMS



**LIBERAL ARTS TRANSFER PROGRAM --
Humanities/Social Sciences Option**
Associate Degree Program: Code LAHS

This Liberal Arts program of study is designed to provide a broad base of skills and methods with which to acquire knowledge. The program is intended for students planning to transfer to a baccalaureate degree-granting institution. The program also provides for the intellectual, cultural, and personal development of individuals. Programs may differ slightly from college to college. Please check with a counselor for your specific college and program.

Graduation Requirements:

To complete the program of study in Liberal Arts leading to an Associate Degree, a student must:

1. Complete a minimum of 60 college credit hours (15 must be earned at WCC) covering the course and distribution requirements as detailed below.
2. Complete seven credit hours of English Composition (ENG 111 and 122).
3. Complete three credit hours of Political Science (PLS 108, 112, or 150).
4. Complete four credit hours of Mathematics (Mathematics 169 or higher).
5. Complete the following distribution options:
Complete 12-15 credit hours in each of two discipline groupings for a total of 27 credit hours, as follows:
 - a. Humanities (12-15 credit hours):
Disciplines: Art, Communications and Theatre, Dance, English, French, Russian, German, Humanities, Music, Philosophy, or Spanish
 - b. Social Sciences (12-15 credit hours):
Disciplines: Anthropology, Black Studies, Economics, Geography, History, Political Science, Psychology, or Sociology
6. Complete 19 credit hours of recommended transfer courses from the Humanities, Social Science, Math, and/or Natural Science discipline groupings.

Scientific and Technical Communication

Associate Degree Program: Code STC

This associate degree program is designed to provide career training as a technical writer. In the current market setting, a technical writer must be able to convey scientific and technical information precisely, accurately, and clearly. Work settings for technical writers can be many and varied. Business and government use technical writers to explain new technologies and translate complex materials and concepts into clear and easy-to-understand terms. Since desktop publishing has become a standard tool in text production, a technical writer must be computer-literate. *High employability.*

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	ENG 100	Communication Skills.....	4
1	GDT 102	Computer Aided Publishing	2
2	CMT 101	Fundamentals of Speaking	3
2		Business/Technical/Scientific Electives.....	6
			<u>15</u>
Second Semester			
3	ENG 107	Technical Communications.....	3
4	GDT 113	Principles of Production	4
5	GDT 217	Computer Aided Publishing II	2
5	HUM	Elective.....	3
6		Business/Technical/Scientific Elective.....	3
			<u>15</u>
Third Semester			
7	ENG 108	Advanced Technical Communication	3
8		Business/Technical/Scientific Electives.....	12
			<u>15</u>
Fourth Semester			
9	ENG 109	Award-Winning Documents.....	3
9	ENG 199	Internship *	1-3
10	ENG 245	Career Practices.....	2
10	PLS 108	Government and Society.....	3
11		Business/Technical/Scientific Electives.....	4-6
			<u>15</u>

Total Credit Hours for Program: 60

* Not required for degree

DIVISION OF MATH AND NATURAL SCIENCES PROGRAMS



COMPUTER SCIENCE TRANSFER PROGRAM

Associate Degree Program: Code CST

Students who complete this program are awarded an Associate Degree. Students planning to transfer to a four-year institution should check with that school to verify that the following courses will transfer.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	CPS 186	Introduction to Pascal Programming	4
4	ENG 111	Composition I	4
2	MTH 191	Calculus I	5
1		Approved elective in Humanities.....	<u>3</u>
			16
Second Semester (Winter)			
2	CPS 286	Advanced Pascal Programming.....	4
3	MTH 192	Calculus II	4
5	PHY 211	Analytical Physics I	5
3	PSY 100	Introductory Psychology.....	<u>3</u>
			16
Third Semester (Fall)			
6	CPS 294	Comparative Languages	4
4	MTH 293	Calculus III	4
6	PHY 222	Analytical Physics II	5
5	PLS	Political Science Requirement (PLS 108, 112 or 150)	<u>3</u>
			16
Fourth Semester (Winter)			
7	CPS 290	Program Design Methodologies	4
8	CPS 292	Assembler Language Programming.....	4
7	MTH 197	Linear Algebra.....	4
8		Approved elective in Humanities – English Composition (ENG 122) recommended..	<u>3</u>
			15

Total Credit Hours for Program: 63

NOTE: Students intending to transfer to the UofM College of Literature, Science and Arts must satisfy the UofM foreign language requirement.

LIBERAL ARTS TRANSFER PROGRAM -- BIOLOGY/PRE-MEDICINE OPTION

This program is intended for students planning to transfer to a baccalaureate degree-granting institution and major in Biology or Pre-medical studies. As requirements vary, please check with a counselor for transfer information on your specific college and program.

Course Number	Course Title	Credit Hours
First Semester (Fall)		
BIO 101	General Biology I	4
CEM 111	General Chemistry	4
ENG 111	Composition I	4
Math Elective ¹	MTH 169 Intermediate Algebra MTH 179 PreCalculus MTH 191 Calculus I	} 4-5
First Semester Total 16-17		
Second Semester (Winter)		
BIO 103	General Biology II	4
CEM 122	General Chemistry II	4
ENG 122	Composition II	3
Math Elective ²	MTH 179 Precalculus MTH 191 Calculus MTH 192 Calculus II	} 4-5
Second Semester Total 15-16		
Third Semester (Fall)		
BIO 227	Zoology	4
Elective ³	BIO 215 Cell Physiology BIO 216 Cell Physiology Laboratory BIO 237 Microbiology	} 4
CEM 211	Organic Chemistry I	3
Elective ⁴	PLS 108 Government & Society PLS 112 Intro. to American Government PLS 150 State and Local Gov. & Politics	} 3
Elective ⁵	ANT 150 Religions of the World HST 101 Western Civilization to 1500 HUM 101 Introduction to Humanities I PHL 101 Introduction to Philosophy PHY 111 General Physics I PSY 100 Introductory Psychology	} 3-4
Third Semester Total 17-18		

Fourth Semester (Winter)

BIO 228.....	Botany.....	4
BIO 208.....	Genetics.....	4
CEM 222.....	Organic Chemistry II.....	5

Elective ⁶	ART 130.....	Art Appreciation	} 3-4
	GEO 100.....	Geography and Environment	
	HST 102.....	Western Civilization from 1500	
	HUM 102.....	Introduction to Humanities II	
	PHY 122.....	General Physics II	
	SOC 100.....	Principles of Sociology	

Fourth Semester Total 16-17

Total Hours for Program⁷: 64 - 68

- 1 If Intermediate Algebra or its equivalent have been mastered with a "C" or better, then Precalculus should be elected. However, students planning to transfer to the University of Michigan should elect Calculus I.
- 2 If Precalculus was elected previously, then Calculus I should be elected. If Calculus I was elected then Calculus II should be elected.
- 3 BIO 215 and 216 must be selected together. BIO 237 is the other option.
- 4 Students planning to transfer to Eastern Michigan University should elect PLS 108 or PLS 112.
- 5 Students planning to transfer to the University of Michigan will need one year of Physics to complete the Bachelors Degree. This may be taken as a part of the Associate's degree, or in the Junior year after transferring. If Physics 111 is selected then PHY 122 must be selected in the following semester. If HST 101 is selected then HST 102 must be selected in the following semester. If HUM 101 is selected, then HUM 102 must be selected in the following semester.
- 6 See Note #5.
- 7 The two year foreign language requirement that exists at some institutions must be fulfilled during the junior and senior years after transferring under this program.

LIBERAL ARTS TRANSFER PROGRAM --

Chemistry/Pre-Medicine Option Associate Degree Program: Code CEMP

This program is intended for students planning to transfer to a baccalaureate degree-granting institution and major in chemistry or pre-medical studies.

Course Number	Course Title	Credit Hours	
First Semester (Fall)			
CEM 111.....	General Chemistry I.....	4	
ENG 111.....	Composition I.....	4	
MTH 191.....	Calculus I.....	5	
Elective ¹	HST 101.....	Western Civilization to 1500	} 3
	ECO 211.....	Principles of Economics I	
	ENG 213.....	World Literature I	

First Semester Total: 16

Second Semester (Winter)

CEM 122	General Chemistry II	4
ENG 122	Composition II	3
MTH 192	Calculus II	4

Elective	HUM 101	Introduction to Humanities I	} 3
	ART 130	Art Appreciation	
	PHL 101	Introduction to Philosophy	
	PHL 250	Logic	
	ANT 150	Religions of the World	

Elective ²	HST 102	Western Civ from 1500	} 3
	ECO 222	Principles of Economics II	
	ENG 224	World Literature II	

Second Semester Total: 17

Third Semester (Fall)

CEM 211	Organic Chemistry	3
PHY 211	Analytical Physics I	5

Elective ^{3,4}	CEM 218	Analytical Chemistry	} 4
	MTH 197	Linear Algebra	

Elective ⁵	MTH 293	Calculus III	} 4
	BIO 101	General Biology	

Third Semester Total: 16

Fourth Semester (Winter)

CEM 222	Organic Chemistry II	5
PHY 222	Analytical Physics II	5

Elective	PLS 108	Government & Society	} 3
	PLS 112	Intro to American Government	
	PLS 150	State and Local Government	

Elective ⁶	MTH 295	Differential Equations	} 4
	BIO 128	Zoology	

Fourth Semester Total: 17

Total Credit Hours for Program: 66

¹ This elective must be taken as the first part of a sequence, for example: HST 101 must be followed by HST 102 in the second semester.

² See note #1

³ MTH 197 should be taken by students with Chemistry intentions.

⁴ CEM 218 is not recommended for students desiring to transfer to Eastern Michigan University, or the University of Michigan in Chemistry as it is usually taken during the 5th semester at those institutions.

⁵ BIO 101 should be taken by students with Pre-medicine intentions.

⁶ BIO 128 should be taken by students with Pre-medicine intentions.

Math/Natural Sciences Option

Associate Degree Program: Code LAMN

This Liberal Arts Transfer program is designed to provide a broad base of skills and methods with which to acquire knowledge. The program is intended for students planning to transfer to a baccalaureate degree-granting institution. The program also provides for the intellectual, cultural, and personal development of individuals. Programs may differ slightly from college to college. Please check with a counselor for your specific college and program.

Graduation Requirements:

To complete the Program of Study in Liberal Arts leading to an Associate of Arts Degree, a student must:

1. Complete a minimum of 60 college credit hours (15 must be earned at WCC) covering the course and distribution requirements as detailed below.
2. Complete seven credit hours of English Composition (ENG 111 and 122).
3. Complete three credit hours of Political Science (PLS 108, 112, or 150).
4. Complete four credit hours of Mathematics (Mathematics 169 or above).
5. Complete the following distribution options:
Complete 9-18 credit hours in each of two discipline groupings, for a total of 27 credit hours, as follows:
 - a. Math (9-18 credit hours):
Discipline: Mathematics
 - b. Natural Sciences (9-18 credit hours)
Disciplines: Astronomy, Biology, Chemistry, Geology, or Physics
6. Complete 19 credit hours of recommended transfer courses from the Humanities, Social Science, Math, and/or Natural Science discipline groupings.

PRE-ENGINEERING PROGRAMS

Pre-Engineering Associate Degree programs are for students desiring a career in engineering. Graduates of the pre-engineering program qualify to transfer into the engineering programs at four-year colleges and universities and meet the minimum requirements for placement at the junior level. As the requirements vary slightly from one engineering field to another, two curricula have been developed for the program. Students should select Curriculum I or II depending on their field of interest. Further, it is important that students meet with a program advisor in order to clarify the options available.

Curriculum I Pre-Engineering Science (All fields except Chemical Engineering and Materials Engineering)

Associate Degree Program: Code PET

Course Number	Course Title	Credit Hours
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First Semester (Fall)

MTH 191	Calculus I	5
CPS 187	Introduction to FORTRAN Programming.....	4
ENG 111.....	Composition I	4
CEM 111	General Chemistry I	4

First Semester Total: 17

Second Semester (Winter)

MTH 192	Calculus II	4
MTH 197	Linear Algebra.....	4
CEM 122	General Chemistry II	4

Government	PLS 108.....	Government and Society	}	3
	PLS 112.....	Intro. to American Government		
	PLS 150.....	State and Local Gov. and Politics		
Elective ¹	IND 100	Technical Drawing	}	3 or 4
	ENG 107 *	Technical Communications		
	ENG 122.....	Composition II		

Second Semester Total: 18-19

Third Semester (Fall)

MTH 293	Calculus III ²	4
PHY 211	Analytical Physics I	5
Elective	PSY 100	} 3
	ECO 211	
	HST 101	
Elective	PHL 101	} 3
	ENG 213 *	
	ART 130	

Third Semester Total: 15

Fourth Semester (Winter)

MTH 295	Differential Equations ³	4
PHY 222	Analytical Physics II	5
Elective	SOC 100	} 3
	ECO 222 *	
	HST 102	
Elective	ENG 200	} 3
	ENG 224 *	
	HUM 101	
	HUM 102	

Fourth Semester Total: 15

Total Credit Hours for Program: 65-66

* Recommended elective.

¹ Technical Drawing is required for Civil, Mechanical, and Naval Engineering at the University of Michigan. Some engineering schools may require Composition II.

² Required for Chemical, Civil, Materials, Mechanical and Environmental Science Engineering at the University of Michigan.

³ It is recommended to take Differential Equations before Analytical Physics II. Therefore, students may want to take Calculus III, the prerequisite for Differential Equations, during the spring-summer semester following the second semester. Differential Equations would then be taken in the third semester.



Curriculum II
Pre-Engineering Science --
Chemical and Materials Engineering Option
 Associate Degree Program: Code PECT

Course Number	Course Title	Credit Hours
First Semester (Fall)		
MTH 191	Calculus I	5
CPS 187	Introduction to FORTRAN Programming.....	4
ENG 111.....	Composition I	4
CEM 111	General Chemistry I	4
		First Semester Total: 17
Second Semester (Winter)		
MTH 192	Calculus II	4
MTH 197	Linear Algebra.....	4
CEM 122	General Chemistry II	4
ECO 211.....	Principles of Economics I ⁴	3
Government	PLS 108..... Government and Society PLS 112..... Intro to American Government PLS 150..... State and Local Gov. and Politics	} 3
		Second Semester Total: 18

Third Semester (Fall)

MTH 293	Calculus III ⁵	4
PHY 211	Analytical Physics I	5
CEM 211	Organic Chemistry I	3
Elective	PHL 101..... Introduction to Philosophy ENG 213 *..... World Literature I ART 130..... Art Appreciation	} 3

Third Semester Total: 15

Fourth Semester (Winter)

MTH 295	Differential Equations ⁵	4
PHY 222	Analytical Physics II	5
CEM 222	Organic Chemistry II	5
Elective	ENG 200..... Shakespeare ENG 224 *..... World Literature II HUM 101..... Introduction to Humanities I HUM 102..... Introduction to Humanities II	} 3

Fourth Semester Total: 17

Total Credit Hours for Program: 67

* Recommended elective.

4 Some engineering schools may require Composition II in place of a Social Science or Humanities. Please check with the engineering school about specific requirements.

5 It is recommended to take Differential Equations before Analytical Physics II. Therefore, students may want to take Calculus III, the prerequisite for Differential Equations, during the spring-summer semester following the second semester. Differential Equations would then be taken in the third semester.

DIVISION OF TECHNOLOGY PROGRAMS



AUTOMOTIVE SERVICES

Automotive Body Repair

College Certificate Program: Code ABRC

This program provides career training as an auto body repair technician. Auto body repairers are the workers who straighten bent frames, remove dents, and replace damaged parts that are beyond repair. Usually they can fix all types of vehicles, but most repairers work mainly on cars and small trucks. They receive instruction from their supervisors who have determined which parts are to be restored or replaced and how much time the job should take. They use special machines to align damaged frames and body sections, and tools such as a pneumatic metal-cutting gun, acetylene torch, welding equipment, hydraulic jack, hand prying bar, and pneumatic hammer. They also do filling of dents with plastic or solder, then file, grind, smooth and shape for painting.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	ABR 111	Auto Body Repair Fundamentals	4
2	ABR 112	Auto Refinishing Fundamentals	4
1	ABR 113	Light Body Service (7½ weeks).....	1
1	ABR 114	Applied Auto Body Welding	1
5	ABR 126	Fundamentals of Frame & Body Align.....	2
2	MTH 090	Occupational Mathematics.....	3
			<u>15</u>
Second Semester (Winter)			
3	ABR 123	Auto Body Repair Applications	4
4	ABR 124	Auto Refinishing Applications	4
5	ABR 125	Flat Rate Estimating.....	2
3	ABR 127	Major Repair Fundamentals	2
3	ENG 100	Communication Skills.....	4
			<u>16</u>

Total Credit Hours for Program: 31

Automotive Body Service

Associate Degree Program: Code ABRD

This program provides career training as an auto body service technician. This program is a combination of the auto body repairer and automobile spray painter programs. Upon completion of the program one becomes a master technician.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	ABR 111	Auto Body Repair Fundamentals	4
2	ABR 112	Auto Refinishing Fundamentals	4
1	ABR 113	Light Body Service.....	1
1	ABR 114	Applied Auto Body Welding (7½ weeks)	1
2	MTH 090	Occupational Mathematics.....	3
1	WAF 101	Acetylene Welding	2
			15
Second Semester (Winter)			
3	ABR 123	Body Repair Applications	4
3	ABR 124	Auto Refinishing Applications	4
5	ABR 125	Flat Rate Estimating.....	2
4	ABR 127	Major Repair Fundamentals	2
4	ASV 124	Wheel Balance and Alignment	2
			14
Third Semester (Fall)			
5	ABR 126	Fund. of Frame & Body Alignment*	2
6	ABR 219	Major Repair Procedures.....	4
7	ABR 220	Enamel Refinishing Practices	4
7	ASV 214	Steering and Suspension Systems	2
6	ENG 100	Communication Skills.....	4
			16
Fourth Semester (Winter)			
9	ABR 199	On-The-Job Training**	4
8	ABR 230	Specialized Study	4
8	ASV 227	Heating and Air Conditioning.....	2
9	PLS 108	Government and Society.....	3
		Approved Elective.....	2
			15

Total Credit Hours: 60

* ABR 226 Unibody Structural Alignment may be substituted for ABR 126 Fundamentals of Frame and Body Alignment.

** An additional four hours of ABR 230 Specialized Study or Recommended Elective may be substituted for ABR 199. On-The-Job Training.

Automotive Service Technology

Associate Degree Program: Code ASD

This program provides training as an automotive technician. Upon completion, students have the knowledge to pass state and national exams to become certified Master Automotive Technicians. The tests one would be prepared to take are: Engine Repair, Automotive Transmissions, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical Systems, Heating and Air Conditioning, and Engine Performance.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	ASV 111	Cylinder Head Service	2
2	ASV 113	Manual Trans. and Drivetrains	2
3	ASV 116	Automotive Electronics.....	2
4	ASV 118	Fuel Systems	2
5	ASV 125	Brake Systems.....	2
	WAF	Welding Requirement (100 or higher).....	2
	**	Approved Science Elective.....	3-4
			15-16
Second Semester (Winter)			
2	ASV 121	Engine Repair	2
7	ASV 124	Wheel Balance and Alignment	2
4	ASV 126	Electrical Systems.....	2
4	ASV 128	Fuel Injection.....	2
6	ASV 129	Diagnosis and Repair I or	
	ASV 199	On the Job Training.....	2-3
	ENG	English Requirement (091, 100, 107, 111, or 122).....	3-4
			13-15
Third Semester (Fall)			
9	ASV 212	Automatic Transmissions - Mechanical	2
8	ASV 214	Steering and Suspension Systems	2
7	ASV 216	Electrical Circuits.....	2
8	ASV 218	Engine Performance Diagnosis.....	2
10	ASV 250	New Car Products.....	2
	PLS	Political Science Requirement (108, 112, or 150)...	3
	**	Elective.....	3-4
			16-17
Fourth Semester (Winter)			
11	ASV 215	Brake System Service (7½ weeks).....	1
10	ASV 222	Automatic Transmissions - Hydraulic Systems.....	2
11	ASV 234	Steering & Suspension System Service.....	1
12	ASV 227	Heating and Air Conditioning.....	2
10	ASV 228	Driveability.....	2
12	ASV 239	Customer Service	2
	**	Elective.....	3-4
			13-14

Total Program Credit Hours: 60-62

****Recommended Electives**

Science Electives:

PHY 105	Introductory Physics (or higher PHY elective)	4
CIS 100	Introduction to Computers (or higher CIS elective)	3
CEM 111	General Chemistry (or higher CEM elective)	4

General Electives:

ASV 160	Small Engine Repair	2
BMG 160	Principles of Sales	3
BMG 209	Small Business Management	3
PSY 150	Industrial Psychology	3

Automotive Mechanics

College Certificate Program: Code ASC

This program provides career training as an auto mechanic. The mechanic must have the ability and skill to make accurate diagnosis of mechanical problems. This requires good reasoning ability as well as a thorough knowledge of automobiles. The mechanic performs minor repairs, replaces and adjusts fuel, electrical and cooling system components. Upon completion of this program, students will be prepared to take the following certification tests: engine repair, brakes, and manual drive train and axle.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	ASV 111	Cylinder Head Service	2
2	ASV 113	Manual Trans. and Drivetrains	2
3	ASV 116	Automotive Electronics	2
3	ASV 118	Fuel Systems	2
1	ASV 125	Brake Systems	2
3	WAF	Welding Requirement (100 or higher)	2
		Science Elective	3-4
			15-16
Second Semester (Winter)			
2	ASV 121	Engine Repair	2
7	ASV 124	Wheel Balance and Alignment	2
4	ASV 126	Electrical Systems	2
4	ASV 128	Fuel Injection	2
6	ASV 129	Diagnosis and Repair or	
	ASV 199	On the Job Training	2-3
	ENG	English Requirement (091, 100, 107, 111, or 122)	3-4
			13-15

Total Credit Hours in Program: 30-31

Automotive Spray Painting

College Certificate Program: Code ABRS

This program provides training as an automotive spray painter. This person repaints automotive vehicles, removes old paint from vehicles or damaged or repaired portions of vehicles, mixes paints to attain specified color or to match color of vehicle, and paints vehicle or portion of vehicle with spray gun.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	ABR 111	Auto Body Repair Fundamentals	4
1	ABR 112	Auto Refinishing Fundamentals	4
2	ABR 113	Light Body Service.....	1
2	ABR 114	Applied Auto Body Welding	1
3	MTH 090	Occupational Mathematics.....	3
2	WAF 101	Acetylene Welding	<u>2</u>
			15
Second Semester (Winter)			
2	ABR 124	Auto Refinishing Applications	4
4	ABR 199	On-The-Job Training*	2
3	ABR 230	Specialized Study	4
4	ENG 100	Communication Skills.....	<u>4</u>
			14
Spring/Summer			
4	ABR 125	Flat Rate Estimating.....	2

Total Credit Hours for Program: 31

* An additional two hours in ABR 230 Specialized Study or Recommended elective may be substituted for ABR 199 On-The-Job Training.

DRAFTING PROGRAMS

Architectural Drafting

Associate Degree Program: Code AD

This program provides career training in architectural drafting. Drafters prepare detailed drawings based on rough sketches, specifications and calculations made by scientists, engineers, architects, and designers. They also calculate the strength, quality, quantity and cost of materials. Final drawings contain a detailed view of the object from all sides as well as specifications for materials to be used, procedures to be followed, and other information necessary to complete the job. In preparing drawings drafters use compasses, dividers, protractors, triangles and other drafting devices. To help solve technical problems, they also use engineering handbooks, tables and calculators.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	ARC 111	Architectural Drawing I.....	6
1	ARC 117	Construction Materials.....	3
6	ENG	English Requirement (091 or 111)	4
5	MTH 152	Applied Geometry and Trigonometry	4
			17
Second Semester			
3	ARC 100	Specifications.....	1
2	ARC 120	Mechanical and Electrical Systems in Buildings	3
2	ARC 122	Architectural Drawing II.....	6
5	ARC 150	Presentation Drawings and Models	4
6	ARC 109	Site Layout	3
			17
Third Semester			
5	ARC 207	Estimating Construction Costs I.....	2
4	ARC 210	Structure in Architecture	2
3	ARC 213	Architectural Drawing III.....	6
2	ENG 100	Communication Skills.....	4
3	PHY 111	General Physics	4
			18
Fourth Semester			
6	ARC 208	Estimating Construction Costs II.....	2
4	ARC 224	Architectural Drawing IV	6
7	PLS 108	Government and Society.....	3
7	PSY 150	Industrial Psychology	3
			14

Total Credit Hours for Program: 66

Architectural Drafting Detailing

College Certificate Program: Code ADD

This program provides career training as an architectural drafting detailer. Detailers perform many of the same tasks as a Drafting Technician, drawing each part shown on the layout and give dimensions, materials and other information to make the drawing clear and complete.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	ARC 111	Architectural Drawing I.....	6
2	ARC 117	Construction Materials.....	3
5	ENG	English Requirement (091 or 111)	4
4	MTH 169	Intermediate Algebra	4
			17
Second Semester			
4	ARC 100	Specifications.....	1
3	ARC 120	Mechanical and Electrical Systems in Buildings	3
2	ARC 122	Architectural Drawing II.....	6
6	ARC 150	Presentation Drawings and Models	4
5	ARC 109	Site Layout	3
			17

Total Credit Hours for Program: 34

Computer Aided Drafting Technology (CAD)

The CAD programs provide career training as a CAD Operator/Technician. These technicians prepare clear, complete, and accurate working plans and detail drawings from rough sketches, specifications, and calculations of engineers and designers to be used for engineering and manufacturing purposes. Technician's drawings usually provide a number of different views of the object, must be exact and include information concerning the materials to be used. Technicians in this occupation often specialize in a particular field such as the electronic or mechanical (machine drafting and related) option. Advanced operators perform product manufacturing preparation for CAM and computer integrated manufacturing.

Computer Aided Drafting (CAD) -- Electronic Option

Associate Degree Program: Code CADE

Advisors: Belinda McGuire, Gary Hentz

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
6	ENG 100	Communication Skills.....	4
1	IND 111	Industrial Drafting.....	4
1	IND 112	Descriptive Geometry.....	4
1	IND 216	Introduction to Computer Aided Drafting.....	2
1	IND 251	Fundamentals of Electronic Drafting *.....	3
			17
Second Semester (Winter)			
2	IND 105	Pictorial Drawing.....	2
2	IND 114	Industrial Drafting.....	4
2	IND 217	Introduction to 3-D CAD.....	2
2	ELE 137	Switching Logic *.....	3
6	PSY 150	Industrial Psychology.....	3
			14
Third Semester (Fall)			
4	ELE	Elective **.....	3-4
4	IND 107	Mechanisms.....	4
4	IND 220	CAD Application--Electronic.....	4
4	MTH 179	Precalculus.....	4
			15-16
Fourth Semester (Winter)			
5	CIS/CPS	Programming Elective **.....	4
5	IND 222	Introduction to Electronic Design.....	4
3	MET 103	Introduction to Materials.....	3
6	PLS 108	Government and Society.....	3
			14

Total Credit Hours for Program: 60-61

*Appropriate Electronic Courses or work experience may be substituted.

****Recommended Electives**

CIS 275	C Programming Elective.....	4
CPS 183	Intro to BASIC Programming.....	4
CPS 186	Intro to PASCAL Programming.....	4
CPS 187	Intro to FORTRAN Programming.....	4
ELE 101	Servicing Techniques.....	2
ELE 105	Introduction to Telecommunications.....	3
ELE 139	Microprocessors.....	4

Computer Aided Drafting (CAD) Mechanical Option

Associate Degree Program: Code CADM

Advisors: Belinda McGuire, Gary Hentz

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
5	ENG 100	Communication Skills.....	4
1	IND 111	Industrial Drafting.....	4
1	IND 112	Descriptive Geometry.....	4
1	IND 216	Introduction to Computer Aided Drafting.....	2
3	MET 111	Machine Shop Theory and Practice.....	4
			18
Second Semester (Winter)			
2	IND 105	Pictorial Drawing.....	2
2	IND 114	Industrial Drafting.....	4
2	IND 123	Geometric Dimensioning and Tolerancing.....	2
2	IND 217	Introduction to 3-D CAD.....	2
7	INM 111	CIM Fundamentals.....	4
			14
Third Semester (Fall)			
3	CIS/CPS NCT 111	Elective ** or Manufacturing Processes for NC.....	4
4	IND 107	Mechanisms.....	4
4	IND 221	CAD Application - Mechanical.....	4
4	MTH 179	Precalculus.....	4
7	PSY 150	Industrial Psychology.....	3
			19
Fourth Semester (Winter)			
5	IND 223	Introduction to Mechanical Design.....	4
5	IND 230	Advanced Product Drafting.....	4
5	INM 260	CIM Applications.....	4
3	MET 103	Introduction to Materials.....	3
7	PLS 108	Government and Society.....	3
			18
Total Credit Hours for Program: 69			
**Recommended Electives			
CIS 275	C Programming Elective.....		4
CPS 183	Intro to BASIC Programming.....		4
CPS 186	Intro to PASCAL Programming.....		4
CPS 187	Intro to FORTRAN Programming.....		4

Drafting Detailing

College Certificate Program: Code DFTC

Advisors: Gary Hentz, Belinda McGuire, James Packard

This program provides career training as a drafter detailer. The drafter prepares clear, complete and accurate working plans and detail drawings from rough sketches, specifications and calculations for engineers and designers to be used for engineering or manufacturing purposes. The drawings usually provide a number of different views of the object, must be exact and include information concerning the materials to be used. The detailer uses a variety of instruments including protractors, compasses, triangles, squares, drawing pens and pencils. Drafting detailers make complete drawings giving dimensions, materials and any other necessary information of each part shown on the layout.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
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First Semester (Fall)

1	IND 111	Industrial Drafting.....	4
2	IND 112	Descriptive Geometry.....	4
3	MET 111	Machine Shop Theory and Practices.....	4
4	MTH	Mathematics Elective.....	4
			<u>16</u>

Second Semester (Winter)

4	ENG	English Requirement (100 or 111).....	4
3	IND 105	Pictorial Drawing.....	2
2	IND 114	Industrial Drafting.....	4
4	IND 123	Geometric Dimensioning and Tolerancing.....	2
3	MET 103	Introduction to Materials.....	3
3	**	Technical Elective.....	<u>2-4</u>
			17-19

Total Credit Hours for Program: 33-35

**Recommended Electives

IND 100	Technical Drawing.....	4
IND 121	Theory of Jigs & Fixtures.....	2
INM 111	CIM Fundamentals.....	4
IND 216	Introduction to Computer-Aided Drafting.....	2
MTH 090	Occupational Mathematics.....	3
MTH 151	Applied Algebra.....	4
WAF 100	Fundamentals of Welding.....	2

Industrial Drafting Technology

Associate Degree Program: Code IDT

Advisors: Gary Hentz, Belinda McGuire, James Packard

This program provides training as an industrial drafting technician. This technician specializes in drafting detailed work drawings of machinery and mechanical devices indicating dimensions and tolerances, fasteners, and joining requirements and other engineering data. The technician drafts multiple-view assembly and sub-assembly drawings and documentation as required for manufacturing processes, material handling, tooling and maintenance of equipment and plant production lines. The technician may be required to perform basic CAD operations on "desk top" stations.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)			
1	IND 111	Industrial Drafting.....	4
1	IND 112	Descriptive Geometry	4
3	MET 111	Machine Shop Theory and Practice.....	4
1	MTH 151	Applied Algebra *	4
			<u>16</u>
Second Semester (Winter)			
2	IND 114	Industrial Drafting.....	4
4	IND 121	Theory of Jigs and Fixtures	2
4	IND 123	Geometric Dimensioning and Tolerancing	2
3	MET 103	Introduction to Materials.....	3
4	MTH 152	Applied Geometry and Trigonometry *	4
			<u>15</u>
Third Semester (Fall)			
5	CIS/CPS	Programming Elective **	4
5	ENG 100	Communication Skills.....	4
4	IND 107	Mechanisms.....	4
3	IND 216	Introduction to Computer Aided Drafting.....	2
5	IND 251	Fundamentals of Electronic Drafting.....	3
			<u>17</u>
Fourth Semester (Winter)			
2	IND 105	Pictorial Drawing	2
5	IND 217	Introduction to 3-D CAD	2
6	IND 230	Advanced Product Drafting	4
6	PLS 108	Government and Society.....	3
6	PSY 150	Industrial Psychology	3
	**	Technical Elective.....	2-4
			<u>16-18</u>

Total Credit Hours for Program: 64-66

* May substitute CPS 186 or 187. MTH 169A or 169B and MTH 177 may be substituted.

****Recommended Electives**

CIS 275	C Programming Elective.....	4
CPS 183	Intro to BASIC Programming	4
CPS 186	Introduction to Pascal Programming	4
CPS 187	Introduction to FORTRAN Programming.....	4
IND 100	Technical Drawing	4
IND 218A	Interactive Computer-Aided Drafting.....	2
INM 111	CIM Fundamentals	4
PHY 105	Introductory Physics	4
WAF 100	Fundamentals of Welding	2



ELECTRICITY AND ELECTRONICS

Digital Equipment Technology

Associate Degree Program: Code DIGT

Advisors: Gary Downen, Philip Mullins, Arlene Paup

The Digital Equipment Technology program trains technicians to install, service and maintain a wide range of equipment such as digital computer systems, word processing systems, numerical control systems, security systems and instrumentation systems. Students in this program gain the basic electronic skills needed to install and service this wide range of electronic systems. A typical graduate will be employed as a field service representative for a company dealing in computer and digital electronic equipment. In addition to being technically competent, students must possess verbal, written communication and interpersonal skills in order to work successfully with customers, managers and co-workers.

Full-Time Sequence	Course Title	Credit Hours
Fall Semester		
ELE 123A	Fundamentals of Electricity (A)	5
ELE 137	Switching Logic.....	3
ELE 140	Software Concepts	4
ENG 100	Communication Skills.....	4
		<u>16</u>
Winter Semester		
ELE 101	Servicing Techniques	2
ELE 123B	Fundamentals of Electricity (B)	5
ELE 150	PC Hardware Concepts and Troubleshooting.....	4
ELE 213	Semiconductor Applications	4
		<u>15</u>
Spring/Summer Semester		
ELE 299	Customer Relations	1
ENG 107	Technical Communications.....	3
	Approved Technical Elective.....	3
		<u>7</u>
Fall Semester		
ELE 215	Digital Communications I	4
ELE 230	Computer System Fundamentals	4
ELE 234	VAX/VMS for Hardware Technicians.....	3
ELE 240	Career Practices Seminar	2
ELE 241	Digital Electronics	4
		<u>17</u>

Winter Semester

ELE 225	Digital Communications II	4
ELE 235	Computer System Troubleshooting.....	4
ELE 250	Microprocessor Interfacing	4
PLS 108	Government and Society.....	3
		<hr/> 15

Total Credit Hours for Program: 70

Electronic Control Systems Technology

Associate Degree Program: Code ECCS

**Advisors: Dean Russell, William Cleary, Lawrence Kramer,
Gary Downen, Dave Weyant, Philip Mullins**

This program is designed to provide career training as an industrial electronics and automation technologist. This technologist installs equipment; wires the factory; maintains motors, transformers, and switchgear; chooses wire sizes; locates equipment and ensures compliance with electrical codes and specifications. The technologist is part of a team of engineers, managers and skilled trades workers, who automate the factory. The technologist assembles and fabricates prototype equipment, installs and calibrates new equipment to manufacturer's specifications, recommends modifications to equipment, modifies both written and drawn documentation, and installs electrical and pneumatic instrumentation. The technician may work with programmable controllers, computer systems, microprocessor controlled machines and processes, material handling systems, temperature control systems, speed and position control systems, and assembly line controls. To this end, the program graduate is well versed in technical communications, digital and analog electronics, information processing, motors and solid state controls, and systems level troubleshooting.

Full-Time		Credit
Sequence	Course Title	Hours

Fall Semester

ELE 123A	Fundamentals of Electricity (A)	5
ELE 137	Switching Logic.....	3
ELE 140	Software Concepts	4
PHY 110	Applied Physics	4
		<hr/> 16

Winter Semester

ELE 123B	Fundamentals of Electricity (B)	5
ELE 134	Motors and Controls.....	4
ELE 150	PC Hardware Concepts and Troubleshooting.....	4
ELE 213	Semiconductor Applications	4
		<hr/> 17

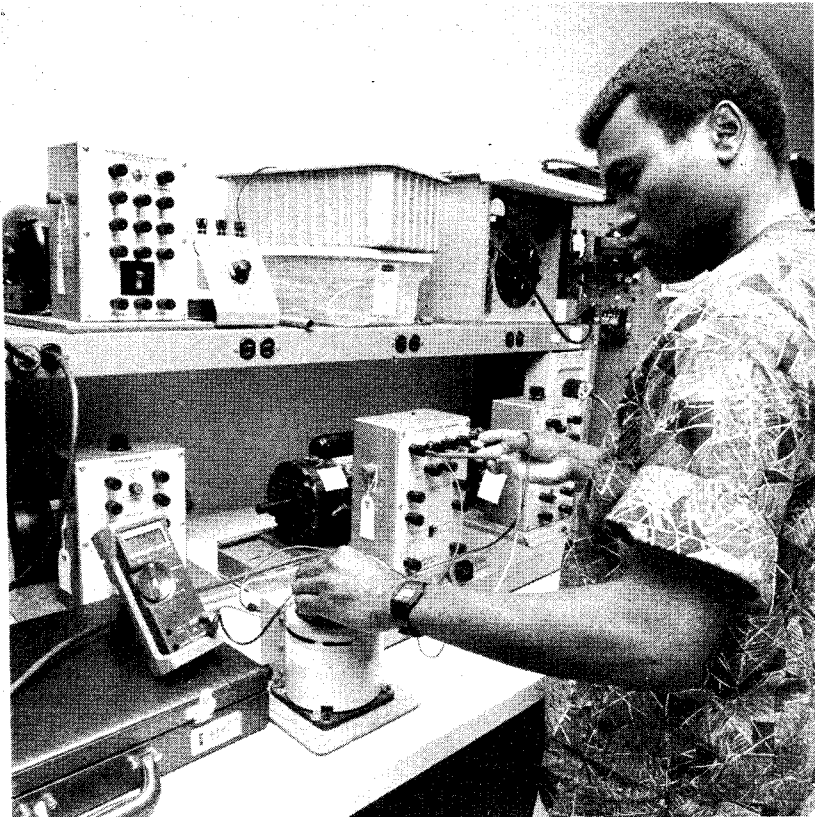
Fall Semester

ELE 204	National Electrical Code	4
ELE 224	Programmable Controllers	4
ELE 240	Career Practices Seminar	2
ENG 100	Communication Skills.....	4
PLS 108	Government and Society.....	3
		<hr/> 17

Winter Semester

ELE 101	Servicing Techniques	2
ELE 244	Electronic Control Systems	4
ELE 250	Microprocessor Interfacing	4
ELE 254	Programmable Controller Systems or Approved non-technical elective.....	4
ENG 107	Technical Communications or Approved non-technical elective.....	3
		<hr/> 17

Total Credit Hours for Program: 67



Telecommunication Technology

Associate Degree Program: Code TELE

Advisors: William Cleary, Lawrence Kramer, Gary Downen

The Telecommunication Technology program is designed to train entry-level technicians for the telecommunications industry. The Telecommunications Technologist is employed in companies and institutions with telephone and data communications systems. Graduates install, maintain and troubleshoot telecommunication systems after an on-the-job-training program. In addition to technical skills, the technologist must be able to communicate effectively in oral and written form to other technologists, managers and customers.

Full-Time Sequence	Course Title	Credit Hours
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Fall Semester

ELE 101	Servicing Techniques	2
ELE 105	Introduction to Telecommunications	3
ELE 123A	Fundamentals of Electricity (A)	5
ELE 137	Switching Logic.....	3
ENG 100	Communication Skills.....	4
		<u>17</u>

Winter Semester

ELE 123B	Fundamentals of Electricity (B)	5
ELE 140	Software Concepts	4
ELE 150	PC Hardware Concepts and Troubleshooting.....	4
ELE 213	Semiconductor Applications	4
		<u>17</u>

Fall Semester

ELE 205	Basic Telephony	4
ELE 215	Digital Communications I	4
ELE 240	Career Practices Seminar	2
ELE 241	Digital Electronics	4
ELE 275	Switching Systems.....	4
		<u>18</u>

Winter Semester

ELE 225	Digital Communications II	4
ELE 245	Transmission Systems.....	4
ELE 250	Microprocessor Interfacing	4
PLS 108	Government and Society.....	3
		<u>15</u>

Total Credit Hours for Program: 67

INDUSTRIAL TECHNOLOGY

Computer-Aided Manufacturing (CAM) Technology

Associate Degree Program: Code CADT

Advisors: Roger Dick, Jeffrey Donahey

This program is designed to provide career training as a Computer Aided Manufacturing Technician. CAM Technicians can be considered the link between design and actual manufacture of products by firms using computer controlled equipment. They set up and operate various types of numerical control machine tools and have the primary responsibility of writing the programs which control the machine motion required to manufacture parts. They have a working knowledge of the many N/C machine tool languages used in industry. They write programs directly in the format used by the N/C machine tool (manual programming) or by using various computer-assisted languages and software. CAM Technicians are trained in the use of Computer Aided Design (CAD) hardware and software and are able to generate tool paths on data created on CAD systems. They are also trained in machining techniques, precision measurement, blueprint interpretation and industrial processes. Often CAM Technicians are required to design and manufacture jigs and fixtures used to hold parts which have been designed using CAD software.

Full-Time Sequence	Course Title	Credit Hours
First Semester		
INM 111	CIM Fundamentals	4
MET 111	Machine Tool Theory and Practice	4
MTH 177	Triangle Trigonometry	3
NCT 125	Computer Operation and Programming for NC	3
		<u>14</u>
Second Semester		
IND 219	2D CAD Planning & Drawing	4
MET 122	Machine Tool Operation and Set-Up I	4
NCT 121	Manual Programming and NC Tool Operation	4
		<u>12</u>
Spring/Summer Semester		
IND 112	Descriptive Geometry	4
MTH 179	Precalculus	4
		<u>8</u>
Third Semester		
IND 221	3D CAD Applications - Mechanical	4
NCT 111	Manufacturing Processes for NC	4
NCT 122	Advanced Manual Prog. and NC Tool Operation	4
NCT 236	CAM Machine Tool Programming	4
		<u>16</u>

Fourth Semester

ENG 111	English Composition	4
IND 123	Geometric Tolerancing	2
INM 260	CIM Applications.....	4
NCT 247	Advanced CAM Machine Tool Programming.....	4
PLS 108	Government and Society.....	3
		17

Total Credit Hours for Program: 67

Electro-Mechanical Technology

Associate Degree Program: Code ELMT

Advisors: George Agin, Dean Avery, Gary Schultz

This program provides career training as an electro-mechanical technician. This technician's duties include: fabricating, testing, analyzing, and adjusting precision electro-mechanical devices, following blueprints and sketches using hand tools, metalworking machines and measuring and testing instruments; operating metalworking machines such as the bench lathe, milling machine, and drill press to fabricate housing, fittings, jigs and holding fixtures; verifying dimensions using micrometers and vernier calipers; assembling wiring and electrical components plus mechanical components; testing assembly line devices for circuit continuity and operational reliability; analyzing test results and repairs or adjust according to analysis; recording test results and writing reports on fabrication techniques. In many small firms this person would also perform duties previously listed under Electrical or Mechanical Maintenance.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
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First Semester

3	ELE 123A	Fundamentals of Electricity (A)	5
6	ENG	English Requirement (100 or 111)	4
1	MET 111	Machine Shop Theory and Practices	4
1	MTH 151	Applied Algebra	4
			17

Second Semester

4	ELE 123B	Fundamentals of Electricity (B)	5
1	IND 111	Industrial Drafting.....	4
2	MET 122	Machine Tool Operation and Set-Up I.....	4
2	MTH 152	Applied Geometry and Trigonometry	4
			17

Third Semester

1	ELE 224	Programmable Controllers	4
2	FLP 111	Fluid Power Fundamentals.....	4
5	MET 103	Introduction to Materials.....	3
2	INM 111	CIM Fundamentals	4
6	PLS 108	Government and Society.....	3
			18

Fourth Semester

5	ELE 137	Switching Logic.....	3
3	MET 123	Machine Tool Operation and Set-Up II.....	4
5	NCT 121	Manual Programming and NC Tool Operation	4
2	PHY 111	General Physics	4
5	WAF 100	Fundamentals of Welding	2
			<hr/> 17

Total Credit Hours for Program: 69

Fluid Power Technology

Associate Degree Program: Code FLPT

Advisors: George Agin, Gary Schultz

This program provides career training as a fluid power technician. As a technician in this field, one might work as a laboratory technician, production supervisor, field service technician, or design and development technician. A design technician would sketch designs and prepare drawings for the development of fluid components and systems. In field service he/she installs and maintains fluid power systems or serves as a manufacturer's representative. As a fluid power technician, he/she might work at inspecting, operating, and servicing fluid power equipment in various industrial applications. As a fluid power technician, he/she might work at inside sales, outside sales, servicing and testing fluid power equipment in various industrial applications.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
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First Semester

4	ELE 123A	Fundamentals of Electricity (A)	5
1	FLP 111	Fluid Power Fundamentals.....	4
1	MET 111	Machine Shop Theory and Practice.....	4
1	MTH 169	Intermediate Algebra	4
			<hr/> 17

Second Semester

7	CMT 101	Fundamentals of Speaking	3
2	FLP 213	Hydraulic Controls	3
2	FLP 214	Basic Hydraulic Circuits.....	3
2	FLP 226	Pneumatics	3
3	WAF 100	Fundamentals of Welding	2
			<hr/> 14

Third Semester

7	ENG 100	Communication Skills.....	4
3	FLP 122	Hydraulic Pumps and Motors.....	2
5	IND 100	Technical Drawing	4
2	INM 111	CIM Fundamentals	4
6	PHY 110	Applied Physics	4
			<hr/> 18

Fourth Semester

4	FLP 225	Fluid Power Instrumentation.....	3
6	MET 122	Machine Tool Operation and Set-Up I.....	4
8	PLS 108	Government and Society.....	3
		Elective in Industrial Technology	4
8		Elective.....	3
			<hr/> 17

Total Credit Hours for Program: 66

Hydraulic Assembly

College Certificate Program: Code HYDA

Advisors: George Agin, Gary Schultz

This program provides career training as a hydraulic assembler. This person assembles machinery by studying blueprints to plan logical assembly sequence and positions, aligns parts, and bolts them together. Then he/she lays out hydraulic hose or piping on machine (away from moving parts) to facilitate servicing machine and connects hydraulic hose or piping to pumps and specific fittings.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
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First Semester

1	FLP 111	Fluid Power Fundamentals.....	4
3	MET 111	Machine Shop Theory and Practice.....	4
3	WAF 111	Welding (Basic Oxy-Acetylene).....	4
4	MTH 151	Applied Algebra	4
			<hr/> 16

Second Semester

2	FLP 122	Hydraulic Pumps and Motors.....	2
1	FLP 226	Pneumatics	3
2	BPR 101	Blueprint Reading II	3
2	FLP 214	Basic Hydraulic Circuits.....	3
4	CMT 101	Fundamentals of Speaking	3
			<hr/> 14

Total Credit Hours for Program: 30

Mechanical-Engineering Technology

Associate Degree Program: Code MET

Advisors: Dean Avery, Burton Lowe

This program provides career training as a mechanical engineering technician. The technician's duties are to: apply theory and principles of mechanical engineering to develop and test machinery and equipment under the direction of an engineering staff; review project instructions and blueprints to determine test specifications, procedures, and objectives; test equipment and review problems in order to provide possible solutions; prepare detailed drawings or sketches for the drafting room for fabrication by machine, wood, or sheet metal shops; set up and conduct tests and experiments of complete units and components to investigate engineering theories regarding improvement in design or performance of equipment; analyze indicated and calculated test results against design or rated specification and objectives of tests, and modify equipment to meet specifications; record test procedures, results, and suggestions for improvement; prepare engineering drawings, charts, and graphs.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
3	ENG 111	Composition I or	
	ENG 100	Communication Skills *	4
1	BPR 101	Blueprint Reading II	3
1	MET 111	Machine Shop Theory and Practice.....	4
1	MTH 151	Applied Algebra *	4
5	PHY 110	Applied Physics	4
			19
Second Semester			
2	IND 111	Industrial Drafting.....	4
2	MET 122	Machine Tool Operation and Set-Up I	4
2	MTH 152	Applied Geometry and Trigonometry *	4
4	INM 111	CIM Fundamentals	4
			16
Third Semester			
6	ELE 123A	Fundamentals of Electricity (A)	5
4	FLP 111	Fluid Power Fundamentals.....	4
3	MET 103	Introduction to Materials.....	3
3	MET 123	Machine Tool Operation and Set-Up II.....	4
5	NCT 121	Manual Programming and NC Tool Operation	4
			20

Fourth Semester

5	FLP 214	Basic Hydraulic Circuits.....	3
4	MET 201	Machine Tool Technology.....	4
6	NCT 122	Advanced Manual Programming and NC Tool Operation	4
7	PLS 108	Government and Society.....	3
7	WAF 103	Heli-Arc Welding	2
			<u>16</u>

Total Credit Hours for Program: 71

* Students planning to transfer to EMU or other four-year institutions include these courses in place of courses listed: MTH 169 Algebra; ENG 111 Composition I; MTH 177 Trigonometry.

Numerical Control Machine Operations**College Certificate Program: Code NC****Advisors: Roger Dick, Jeffrey Donahey**

This College Certificate program is designed to train persons to set up and operate Numerical Controlled machine tools. CNC operators must have a working knowledge of the relationship between part programs and machine tool operation. Precision measurement, blueprint interpretation, and CNC program editing are among the specific skills presented and practiced in this program. The program can serve as an entry into the Computer-Aided manufacturing (CAM) Technology Associate Degree program.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	BPR 101	Blueprint Reading I or	
	IND 100	Technical Drawing	2-4
1	MET 111	Machine Shop Theory and Practice.....	4
1	MTH 151	Applied Algebra	4
2	NCT 121	Manual Programming and NC Tool Operation	4
			<u>14-16</u>
Second Semester			
2	ENG	English Requirement (100 or 111)	4
3	MET 122	Machine Tool Operation and Set-Up I.....	4
4	MET 123	Machine Tool Operation and Set-Up II.....	4
2	MTH 152	Applied Geometry and Trigonometry or	
	MTH 177	Triangle Trigonometry	3-4
			<u>15-16</u>
Third Semester			
3	NCT 122	Advanced Manual Programming and NC Tool Operation	4
			<u>4</u>

Total Credit Hours for Program: 33-36

Robotic Technology*

Associate Degree Program: Code ROB

Advisors: George Agin and Gary Schultz

This program trains automated equipment technicians in robotics to assemble, install and maintain electrical and electronic, electro-mechanical, pneumatic and hydraulic components on computer-assisted multi-purpose machinery and equipment using hand tools, electronic testing instruments, diagrams and prints. Students who complete the program will be prepared to enter the field with job entry skills.

Full-Time Sequence	Course Title	Credit Hours
First Semester		
ELE 123A	Fundamentals of Electricity (A)	5
FLP 111	Fluid Power Fundamentals.....	4
IND 100	Technical Drawing	4
INM 111	CIM Fundamentals or	
INM 121	Robotics I	3-4
		16-17
Second Semester		
ELE 123B	Fundamentals of Electricity (B)	5
FLP 213	Hydraulic Controls	3
FLP 214	Basic Hydraulic Circuits.....	3
FLP 226	Pneumatics	3
		14
Spring Semester		
ELE 137	Switching Logic.....	3
INM 212	Robotics II	4
		7
Third Semester		
ELE 224	Programmable Controllers	4
IND 107	Mechanisms.....	4
INM 223	Robotics III	4
PSY 150	Industrial Psychology	3
WAF 091	Welding Procedures for Robotics	1
		16
Fourth Semester		
ELE 139	Microprocessors.....	4
ENG 100	Communication Skills.....	4
INM 224	Robotics IV.....	4
PLS 108	Government and Society.....	3
		15

Total Credit Hours for Program: 68-69

* Prerequisite: Math level ability of Math 151 or higher

Toolroom Machine Operation

College Certificate Program: Code TOMO

Advisors: Dean Avery, Burton Lowe

This program is designed to provide career training as a toolroom machine operator. Machine tools are stationary, power-driven machines which hold the metal that is to be cut, milled, ground or drilled. Some of the more common machine tools are engine lathes, saws, grinding machines, drilling machines, and milling machines. These tools are used to machine metal to exact dimensions. Semi-skilled workers operate machine tools on which the speeds and operation sequence have been set by a more skilled employee. They tightly secure the metal stock in the machine then check for precision through the use of measuring devices. Semi-skilled operators usually work with a single type of machine. They plan and set up the correct sequence of operation based on blueprint information. They adjust speed and other controls and select the proper cutting tools or instruments for the operation. They must also know how to use special attachments for the machine, plus be able to use precision measuring instruments.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	BPR 101	Blueprint Reading II.....	3
3	ENG 100	Communication Skills *	4
3	MET 103	Introduction to Materials.....	3
1	MET 111	Machine Shop Theory and Practice.....	4
1	MTH 151	Applied Algebra *	4
			18
Second Semester			
3	IND 100	Technical Drawing	4
2	MET 122	Machine Tool Operation and Set-Up I.....	4
2	MTH 152	Applied Geometry and Trigonometry *	4
2	INM 111	CIM Fundamentals	4
			16

Total Credit Hours for Program: 34

* Students planning to transfer to four-year institutions include these courses in place of the courses listed: MTH 169, ENG 111, MTH 177.

VISUAL ARTS TECHNOLOGY

Graphic Design Technology - Design Option

Associate Degree Program: Code GDTD

This program provides career training as a graphic artist with an emphasis on design. Graphic artists work with typographers, printers, and other specialists in the graphic arts. They are artists for commerce. They work on projects and commissions with definite objectives for clients and employers to communicate, inform, instruct, or sell. They may work in package design, professional publications, book illustrations, annual reports, magazines, trade publications, desktop publishing, and in-house publications. Multi-talented individuals who can write copy, are experienced in design and art production, and understand marketing techniques are in greatest demand. A creative or artistic ability is required for these careers as well as such qualities as resourcefulness, experimentation, and inquiry. Basic skill competencies in keylining, paste-up, typography, graphic communication, knowledge of materials (paper and ink), fundamentals of design, computer graphics, and illustration evident in a portfolio are minimum prerequisites for careers in graphic design.

Full-Time Sequence	Course Title	Credit Hours
First Semester (Fall)		
GDT 100 *	Typography I.....	4
GDT 101 *	Design Survey.....	3
GDT 102 *	Computer-Aided Publishing.....	2
ART 112	Basic Design I.....	4
ENG *	English Requirement (100 or 111)	3-4
		16-17
Second Semester (Winter)		
GDT 113 *	Principles of Production	4
GDT 217 *	Computer Aided Publishing II	2
MTH 151 *	Applied Algebra (or higher mathematics course).....	4
GDT 112	Graphic Communication	4
GDT 215	Typography II.....	4
		18
Third Semester (Fall)		
GDT 226	Computer Aided Publishing III	4
PHO 111 *	Photography	4
	* Elective **	2-4
BMG	Business Elective **	3
PLS 108 *	Government and Society.....	3
		16-18

Fourth Semester (Winter)

GDT 227 *	Intro to Printing Methods.....	4
GDT 230 *	Professional Practices	2
GDT 236 *	Specialized Study	2-4
GDT 238	Computer-Aided Illustration.....	4
PHO 219	Photographic Design.....	3
		15-17

Total Credit Hours for Program: 65-69

*GDT core curriculum courses

****Recommended Electives**

GDT 116	Printing Photography.....	2
GDT 222	Commercial Illustration.....	4
GDT 223	Image Assembly	2
GDT 228	Airbrush.....	4
BMG 209	Small Business Management.....	3
BMG 250	Principles of Marketing.....	3
BMG 270	Advertising Principles	3

Graphic Design Technology - Illustration Option

Associate Degree Program: Code GDTI

Advisors: John Martin and Dennis Guastella

This program provides career training as an illustrator of commercial and technical art. Illustration requires understanding and visualizing technical information, attention to detail and an interest in precision drawing. The program places emphasis on the design and execution of a variety of subjects utilizing a variety of media and methods to produce a portfolio of finished art to present to a potential employer. Employment for the illustrator is found in medium to large manufacturing and technology-based companies that require staff to create visuals for manuals, advertising and presentation graphics. Other employers include newspaper art departments, department stores, advertising agencies, and design studios. Projects utilize methods and materials for producing posters, book illustrations, product presentations, perspective and dimensional drawings. Computer generated illustration is included in the program to keep students abreast of the latest technology in the field.

Full-Time Sequence	Course Title	Credit Hours
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First Semester (Fall)

GDT 100 *	Typography I.....	4
GDT 101 *	Design Survey.....	3
ART 111	Basic Drawing I	4
ENG *	English Requirement (100 or 111)	3-4
		14-15

Second Semester (Winter)

GDT 102 *	Computer-Aided Publishing	2
GDT 103	Perspective Drawing	4
GDT 113 *	Principles of Production	4
PHO 111 *	Photography	4
MTH 151 *	Applied Algebra (or higher Mathematics course).....	4
		<hr/>
		18

Third Semester (Fall)

GDT 201	Graphic Illustration.....	4
PLS 108 *	Government and Society.....	3
GDT 228	Airbrush Techniques.....	4
GDT 217 *	Computer-Aided Publishing II.....	2
GDT 236 *	Specialized Study.....	2-4
		<hr/>
		15-17

Fourth Semester (Winter)

GDT 227 *	Introduction to Printing Methods.....	4
GDT 230 *	Professional Practices	2
GDT 222	Commercial Illustration.....	4
GDT 238	Computer-Aided Illustration.....	4
	* Approved Elective.....	4
		<hr/>
		18

Total Credit Hours for Program: 65-68

*GDT core curriculum courses

Recommended Electives and other GDT course offerings

ART 112	Basic Design.....	4
GDT 112	Graphic Communication	4
GDT 116	Printing Photography.....	2
GDT 215	Typography II.....	4
GDT 226	Computer-Aided Publishing III	4
GDT 237	Airbrush Techniques II.....	4
IND 216	Introduction to CAD.....	2

Other course considerations require Advisor consent.

Graphic Design Technology - Printing Option

Associate Degree Program: Code GDTP

This program provides career training as a graphic artist with emphasis on printing technology. Graphic artists working in the printing industry assist graphic designers, book publishers, the general public and industry specialists in producing printed materials. These individuals may work in a variety of capacities in the printing and publishing field. The curriculum emphasizes pre-press production, offset printing, typesetting and desktop publishing, principles of management and marketing, printing estimating, planning and finishing. The Ann Arbor area has one of the largest

concentrations on printing and book publishing in the country, providing many career opportunities.

Full-Time Sequence Course Title Credit Hours

First Semester (Fall)

GDT 100 *	Typography	4
GDT 101 *	Design Survey.....	3
GDT 102 *	Computer-Aided Publishing	2
ENG *	English Requirement (100 or 111)	3-4
PHO 111 *	Photography	4
		16-17

Second Semester (Winter)

GDT 113 *	Principles of Production	4
GDT 217 *	Computer-Aided Publishing II	2
GDT 227 *	Introduction to Printing Methods.....	4
MTH 151 *	Applied Algebra (or higher Mathematics course).....	4
BMG	Business Elective **	3
		17

Third Semester (Fall)

GDT 116	Printing Photography.....	2
GDT 223	Image Assembly	2
GDT 225	Offset Press Operation	4
PLS 108 *	Government and Society.....	3
	* Approved Elective **	4
		15

Fourth Semester (Winter)

BMG 250	Principles of Marketing	3
GDT 236 *	Specialized Study.....	2-4
GDT 230 *	Professional Practices	2
GDT 233	Print Estimating.....	2
GDT 234	Planning and Finishing.....	4
		13-15

Total Credit Hours for Program: 61-64

*GDT core curriculum courses

****Recommended Electives**

BMG 150	Labor Management Relations.....	3
BMG 209	Small Business Management.....	3
CIS 100	Introduction to Computers	3
ENG 107	Technical Communications.....	3
GDT 226	Computer-Aided Publishing III	4
PSY 150	Industrial Psychology	3

Photographic Assisting

College Certificate Program: Code PHOA

This program provides career training as a photographic assistant. The photographic assistant helps the photographer by being able to perform the following: process negatives and positives in both black-and-white and color, copy negative and prints, and perform photographic retouching. The photographic assistant must have knowledge of small and large-format camera operation and functions and must be able to use the various accessories that can be used with the camera, including electronic flash, lenses, exposure meters, and studio-type lights.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
1	PHO 111	Photography	4
3	ART 112	Basic Design I	4
1	MTH 090	Occupational Mathematics	3
4	ENG 100	Communication Skills	4
5	PLS 108	Government and Society	3
			18
Second Semester			
2	PHO 112	Darkroom Techniques	5
2	PHO 113	Studio Techniques	3
4	PHO 114	Basic Color Photography	3
4	GDT 116	Printing Photography	2
3	PHO 115	Photo Retouching	2
			15

Total Credit Hours for Program: 33

Photographic Technology

Advisor: J. Raymond Steinbach

This program has two options which provide career training in photographic technology. The photographic technician assists the photographer in a wide variety of photographic environments and assists in the planning, designing, constructing and use of equipment and set-ups. Using photographic techniques, problems are solved through controlled procedures to meet often unusual situations. The technician must be able to operate small, medium and large-format still camera systems and be able to process and enlarge positive and negative black-and-white and color materials. The technician will have more experience and be given more photographic responsibilities than the photographic assistant.

Photographic Technology

Associate Degree Program: Code PHOT

Full-Time Sequence	Course Title	Credit Hours
First Semester		
ENG 100	Communication Skills.....	4
MTH 090	Occupational Mathematics.....	3
PHO 111	Photography.....	4
PHO 103	History of Photography.....	2
PHO 115	Photo Retouching.....	2
		15
Second Semester		
PHO 112	Darkroom Techniques.....	5
PHO 113	Studio Techniques.....	3
PHO 114	Basic Color Photography.....	3
PHO 219	Photo Design **.....	3
PSY 150	Industrial Psychology.....	3
		17
Spring/Summer Semester		
PHO 101	Photo Environment.....	3
		3
Third Semester		
PHO 220	Advanced Studio Techniques.....	3
PHO 221	Advanced Darkroom Techniques.....	3
PHO 222	Advanced Color Photography.....	3
PHO 223	Photographic Operations.....	3
GDT 216	Graphic Reproduction.....	2
		14
Fourth Semester		
PHO 230	Specialized Studies in Photography.....	2-4
PHO 231	Portfolio Seminar.....	2
BMG 209	Small Business Management.....	3
PLS 108	Government and Society.....	3
	Elective.....	3
		13-15

Total Credit Hours for Program: 62-64

* A counselor or advisor can suggest a part-time sequence.

** ART 112 Basic Design may be substituted for PHO 219.

Photographic Technology - Marketing Option

Associate Degree Program: Code PHOM

Advisor: J. Raymond Steinbach

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
4	BMG 140	Introduction to Business.....	3
4	ENG 100	Communication Skills **	4
1	MTH 090	Occupational Mathematics*	3
1	PHO 111	Photography	4
5	PLS 108	Government and Society.....	3
			17
Second Semester			
5	ACC 091	Fundamentals of Accounting I	3
3	BMG 209	Small Business Management.....	3
2	PHO 112	Darkroom Techniques.....	5
2	PHO 113	Studio Techniques.....	3
5	PHO 114	Basic Color Photography	3
			17
Third Semester			
6	BMG 160	Principles of Sales	3
3	PHO 220	Advanced Studio Techniques	3
3	PHO 221	Advanced Darkroom Techniques	3
6	PHO 222	Advanced Color Photography.....	3
	***	Elective.....	2
			14
Fourth Semester			
7	BMG 111	Business Law I	3
7	BMG 250	Principles of Marketing.....	3
8	BMG 260	Sales Management.....	3
7	ECO 211	Principles of Economics	3
	***	Elective.....	2
			14

Total Credit Hours for Program: 62

* If you test out of MTH 090, take ACC 091 or 092.

** ENG 111 is recommended for students wishing to transfer to a four-year program.

*****Recommended Electives**

PHO 101	Photography and Environment.....	3
PHO 103	History of Photography.....	2
PHO 116	Portrait Photography.....	2
PHO 216	Introduction to Fashion Photography.....	3

WELDING AND FABRICATION TECHNOLOGY

Welding Maintenance Mechanics

College Certificate Program: Code WLDM

Advisors: William Figg and Clyde Hall

This program provides career training as a welding maintenance mechanic. Students weld metal parts together according to layouts, blueprints, or work orders using gas welding or brazing and any combination of arc-welding processes. Students perform related tasks such as frame cutting and grinding. They may also repair broken or cracked parts, fill holes and increase size of metal parts.

Part-Time Sequence	Full-Time Sequence	Course Title	Credit Hours
First Semester			
5	MTH	Math Requirement	4
1	WAF 111	Basic Oxy-Acetylene Welding	4
2	WAF 112	Basic Arc Welding.....	4
6	WAF 200	Layout For Welders.....	2
7	WAF 210	Welding Metallurgy.....	3
			<hr/> 17
Second Semester			
10	CMT 101	Fundamentals of Speaking	3
3	WAF 123	Advanced Oxy-Acetylene Welding.....	4
4	WAF 124	Advanced Arc Welding	4
8	WAF 215	Advanced TIG and MIG Welding	4
9	WAF 227	Basic Fabrication	3
			<hr/> 18

Total Credit Hours for Program: 35

Welding Technology

Associate Degree Program: Code WLDT

Advisors: William Figg and Clyde Hall

This program provides career training as a welding and fabrication technician. Persons planning careers as welders or cutters need manual dexterity, good eyesight, and good coordination. They should be able to concentrate on detailed work for long periods. These technicians position, fit, and weld fabricated, cast, and forged components to assemble structural forms such as machinery frames, tanks, pressure vessels, furnace shells, and building and bridge parts according to blueprints and knowledge of welding characteristics of metal. They also select equipment and plan layout, assembly and welding, and apply their knowledge of geometry, physical properties of

metal, effects of heat, allowances for thicknesses, machining weld shrinkage, and welding techniques. They lay out, position, align, and fit components together and secure parts in position for welding. They set up equipment and welding parts using arc, gas-shielded arc, TIG and MIG, or gas-welding equipment. Assembling and repairing parts or products by using a cutting torch, straightening press and handbrake are also components of this technician's job. Upon completion of this program, students can also be foremen, sales representatives, or specialists.

Full-Time Sequence*	Course Title	Credit Hours
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First Semester

BPR 106	Blueprint Reading for Welders	3
ENG	English Requirement (091, 100 or 111)	4
MET 100	Machine Shop Theory	3
WAF 111	Basic Oxy-Acetylene Welding	4
WAF 112	Basic Arc Welding.....	4
		18

Second Semester

IND 100	Technical Drawing	4
MTH 177	Triangle Trigonometry	3
WAF 123	Advanced Oxy-Acetylene Welding	4
WAF 124	Advanced Arc Welding	4
WAF 200	Layout for Welders.....	2
		17

Third Semester

IND 112	Descriptive Geometry	4
PSY 150	Industrial Psychology	3
WAF 210	Welding Metallurgy	3
WAF 215	Advanced TIG and MIG Welding	4
WAF 227	Basic Fabrication	3
		17

Fourth Semester

FLP 111	Fluid Power Fundamentals.....	4
PLS 108	Government and Society.....	3
WAF 226	Specialized Welding Procedures	4
WAF 229	Shape Cutting Operations.....	3
		14

Total Credit Hours for Program: 66

*An advisor or counselor can suggest a part-time sequence.

TECHNICAL JOB TRAINING

Trade Related Instruction Apprentice and Employee Training

What is an apprenticeship? Apprenticeship training is on-the-job training with related instruction designed to ensure that each apprentice not only masters skilled tasks but does so with confidence and precision. Today, apprentices are trained in more than 300 occupations. Apprenticeships offer an alternative route to training and employment. They differ from other training methods in several ways. First, when individuals enter an apprenticeship training program they are hired in jobs for which vacancies exist and are paid a percentage of the journeyperson's (a person who has completed apprenticeship training) rate, usually starting at about 50% and increasing as additional skills are mastered. Second, the apprentice is under the supervision of an individual with demonstrated ability in the tasks to be learned. Third, the formalized on-the-job training is reinforced with appropriate classroom instruction. Fourth, upward mobility is built into the concept.

Manufacturing and Construction

The main purpose of the Trade Related Instruction Program is to provide manufacturing and construction firms with the opportunity to participate in training programs which assist their employees in becoming more skilled.

Apprentice Training and Employee Training

Required related instruction is provided for most apprenticeable trades. The College's Director of Technical Training works directly with the apprentice and the sponsoring firm to meet these requirements. The related instruction program has been approved by the Bureau of Apprenticeship and Training of the U.S. Department of Labor. Sponsoring firms are invited to contact the Director concerning individual employees who wish to participate.

Pre-Apprenticeship Training

Individuals who wish to enter an apprenticeship program, but who have not passed the required entrance examination, are invited to contact the College counseling staff or the Director of Technical Training. An individual pre-apprenticeship curriculum can be arranged which helps prepare for most industrial apprenticeship entrance examinations. Placement cannot be guaranteed in an apprenticeship program. **Placement is at the mutual discretion of employers, employees and organizations representing the skill trades involved.**

Degree Programs of Study

Journeyperson Industrial Associate Degree Program: Code JPI

This Associate Degree can be awarded to skilled tradespersons upon earning 60 hours or more of credit and complying with other College requirements. All credits earned in Trade Related Instruction may be applied to the Journeyperson Industrial Degree. Credit earned at other institutions offering trade related subjects are evaluated and may be applicable.

Refrigeration and Air Conditioning Associate Degree Program: Code RAC

Basically, this is a trade-related instruction program. Its purpose is to upgrade persons currently employed in this industry; however, students who are not currently employed in the industry are welcome. Courses are offered in the evening only. All training materials are provided by the Refrigeration Service Engineer's Society. Students should expect to pay approximately \$110 per term in addition to tuition. RSES is a non-profit international educational organization whose sole purpose is the education and training of its members, assisting them in keeping their skills up to date; thereby offering better service to the public. The program is guided by an Advisory Committee consisting of journeymen and contractors and is offered in cooperation with the local chapter of the Refrigeration Service Engineers Society (RSES). Consent of the program advisor is required for registration.

Course Number	Course Title	Credit Hours
HTG 111	Heating Fundamentals	5
HTG 122	Heating Systems.....	5
HTG 213	Heating Controls.....	5
MTH 151	Applied Algebra or Mathematics Elective	4
RAC 111	Refrigeration I.....	5
RAC 122	Refrigeration II.....	5
RAC 123	Refrigeration and Air Conditioning Systems.....	5
RAC 124	Basic Controls.....	5
RAC 213	Air Conditioning	5
RAC 214	Control Systems	5
RAC 215	Troubleshooting Controls.....	5
RAC 216	Systems Laboratory.....	5
WAF 104	Soldering and Brazing.....	2
ENG	English Requirement (100 or 111)	4
PLS	Political Science Requirement (108, 112 or 150)	3
		68

**Statistical Process Control Technology
(Quality Control)
Associate Degree Program**

The function of Quality Control has changed significantly in recent years. Statistical Process Control (SPC) skills used by the Quality Control Engineer or Analyst are now essential to keep manufacturers competitive in both quality and productivity.

In today's business environment, the Quality Control professional is no longer looked upon as the "Policeman" commissioned to catch errors or defects after they occur. Instead, Quality Control is the practice of preventing defects, reducing quality defect losses, increasing productivity through more informed process management and improving quality in general.

Designed by a highly qualified Quality Control Advisory Committee, the courses offer an opportunity for specialization in this important and expanding field. A large choice of electives enables students to train for either a technical or a supervisory position.

**Statistical Process Control - Electronics Option
Associate Degree Program: Code SPCE**

Course Number	Course Title	Credit Hours
CIS/CPS	Electives	5-6
ELE 123A	Fundamentals of Electricity (A)	5
ELE 123B	Fundamentals of Electricity (B)	5
ELE 211	Basic Electronics	4
ELE	EE Electives	8
ENG	English Requirement (100, 111 or 122)	7-8
MTH 169	Intermediate Algebra	4
PLS	Political Science Requirement (108, 112 or 150)	3
**	SPC Core Courses.....	18
		59-61

**Statistical Process Control - Management Option
Associate Degree Program: Code SPCM**

Course Number	Course Title	Credit Hours
ACC 111	Principles of Accounting.....	3
ACC 122	Principles of Accounting.....	3
CIS 111	Computer Concepts	3
CIS 130	PASCAL For Business and Industry	4
CMT 101	Fundamentals of Speaking	3
CPS 186	Introduction to PASCAL Programming	4
ECO 211	Principles of Economics	3
ECO 222	Principles of Economics	3
ENG 111	Composition I	4
ENG 122	Composition II	3
MTH 160	Basic Statistics	4
MTH 169	Intermediate Algebra	4
PLS	Political Science Requirement (108, 112 or 150)	3
**	SPC Core Courses.....	18
		62

Statistical Process Control - Science and Engineering Option
Associate Degree Program: Code SPCS

Course Number	Course Title	Credit Hours
CEM 111	General Chemistry	4
CEM 122	General Chemistry II	4
ENG 111	Composition I	4
ENG 122	Composition II	3
MTH 169	Intermediate Algebra	4
MTH 179	Precalculus.....	4
MTH 191	Calculus I	5
MTH 192	Calculus II	4
PHY 111	General Physics I	4
PHY 122	General Physics II	4
PLS	Political Science Requirement (108, 112 or 150).....	3
**	SPC Core Courses.....	18
		<u>61</u>

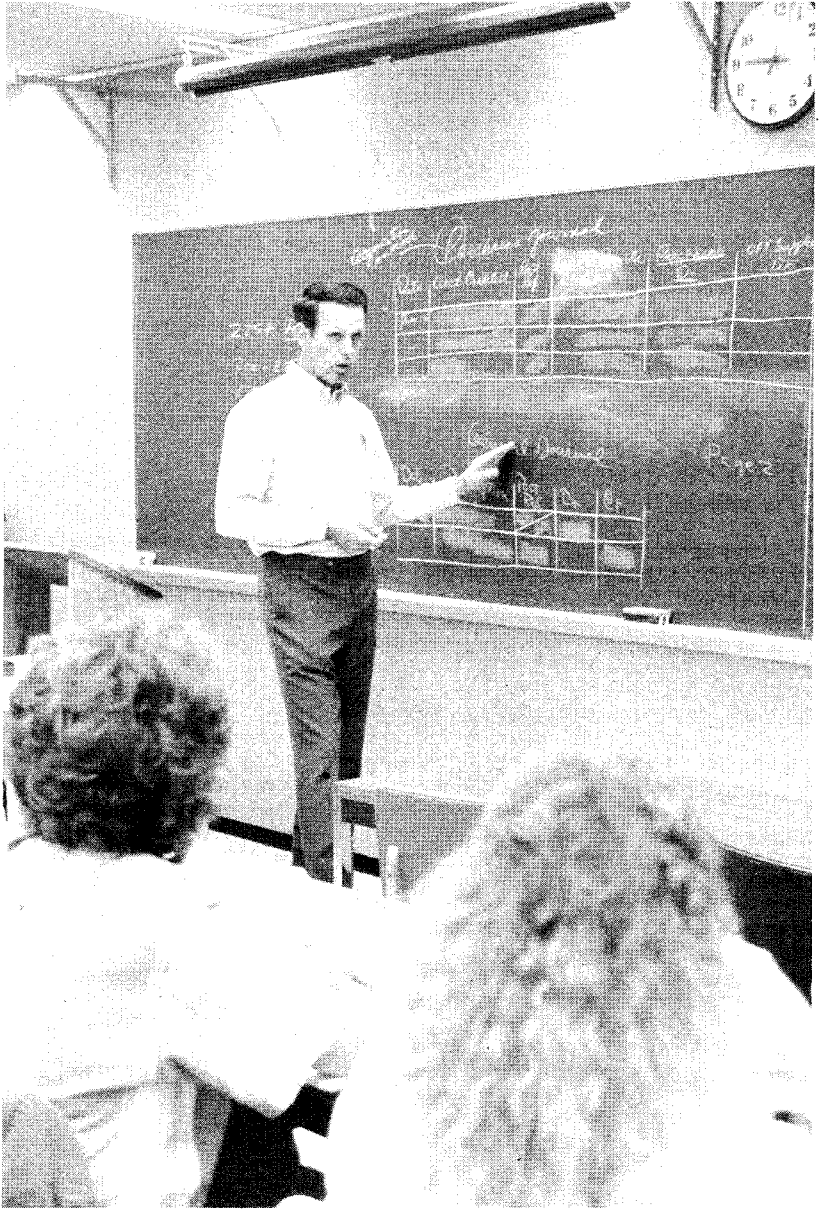
Statistical Process Control - Specialty Option
Associate Degree Program: Code SPCP

The purpose of the Specialty Option is to meet the needs of students working in diverse fields of Quality Control.

Course Number	Course Title	Credit Hours
ENG	English Requirement (100 or 111)	4
PLS	Political Science Requirement (108, 112 or 150).....	3
	Electives	35
**	SPC Core Courses.....	18
		<u>60</u>

****Core Courses (offered evenings only)**

SPC 101	Process Quality Control	3
SPC 122	Sampling Quality Control	3
SPC 213	Quality Control by Statistical Methods.....	3
SPC 224	Quality Control Problem Solving.....	3
SPC 225	Quality Control Management	3
SPC 226	Dimensional Metrology and Testing	3
		<u>18</u>



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

Descriptions of all credit courses offered at Washtenaw Community College follow. The number of hours each class meets per week is indicated in parentheses with the first number indicating the hours of lecture and/or discussion, and the second number indicating the hours of laboratory. This applies to a 15 week session. During short terms the number of hours per week increases.

Two courses available to students in most career programs are Study Problems and On-The-Job Training. In many cases they are not described separately for each course area.

ACCOUNTING _____ (ACC)

ACC 091. FUNDAMENTALS OF ACCOUNTING I 3 credit hours

Prerequisite or Corequisite: MTH 090

3 hours per week (3-0)

This course introduces students to the theory and practice of modern double-entry accounting systems and procedures. Emphasis is placed on journalizing and posting, adjusting and closing books and the preparation of financial statements for both service and merchandising businesses. The class is designed for the non-accounting major. Does not give transfer college credit.

ACC 092. FUNDAMENTALS OF ACCOUNTING II 3 credit hours

Prerequisite: ACC 091

3 hours per week (3-0)

A continuation of ACC 091, which includes notes, inventories, depreciation, accruals, and end of the year procedures with financial statements. The course addresses partnerships, corporations, statement analysis and interpretation, and is designed for non-accounting majors. Does not give transfer college credit.

ACC 111. PRINCIPLES OF ACCOUNTING 3 credit hours

Prerequisite or Corequisite: MTH 163 or higher

3 hours per week (3-0)

This is an introductory course in accounting principles and theory with emphasis on the accounting cycle, receivables and payables, depreciation, inventories, payroll, deferrals and accruals, systems and controls. It is required of all Accounting majors and Business Administration transfer students.

ACC 122. PRINCIPLES OF ACCOUNTING 3 credit hours

Prerequisite: ACC 111

3 hours per week (3-0)

A continuation of Principles of Accounting 111 covering partnerships, corporations, statement of cash flows, financial analysis and an introduction to managerial accounting. It is required of all Accounting majors and Business Administration transfer students.

ACC 131. COMPUTERIZED ACCOUNTING 3 credit hours

Prerequisite: ACC 092 or ACC 111

3 hours per week (3-0)

Accounting applications (spreadsheet, general ledger, accounts receivable, accounts payable, depreciation and payroll) are presented and mastered on the microcomputer in such a manner that no prior knowledge of microcomputers is required. This course does not teach computer programming, but is intended to train students to become intelligent users of accounting software on the microcomputer.

ACC 200. TAX PREPARATION: PERSONAL AND SMALL BUSINESS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory course in federal and state personal income taxes, federal and state payroll taxes, and other general taxes. The course covers tax returns for individuals and unincorporated (Schedule C sole proprietorship) businesses.

ACC 213. INTERMEDIATE ACCOUNTING 3 credit hours

Prerequisite: ACC 122

3 hours per week (3-0)

Further study of generally accepted accounting principles is provided as they apply to financial statements, cash, and temporary investments, receivables, merchandise, plant assets, current liabilities, fixed assets, long-term investments, capital and earnings. It is required of all Accounting majors. Offered Fall Semester only.

ACC 225. MANAGERIAL COST ACCOUNTING 3 credit hours

Prerequisite: ACC 122

3 hours per week (3-0)

Principles and procedures for measuring and controlling costs are discussed as well as cost-volume profit relationships, job order accounting, budgets, standard costs, relevant costs, process accounting. It is required of Accounting majors. Offered Winter Semester only.

ANTHROPOLOGY (ANT)

ANT 150. RELIGIONS OF THE WORLD 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The anthropological study of religious beliefs and practices of non-literate people as well as major religions of the world is provided in this course.

ANT 201. INTRODUCTION TO CULTURAL ANTHROPOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course explores the way our species lives and has lived. It begins with the hunting and gathering level of cultural development and ends with the origin of the state. Contemporary peasants are also studied. This course is also taught as a television course using the program series "Faces of Culture."

ANT 202. INTRODUCTION TO PHYSICAL ANTHROPOLOGY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines the emergence of the human species using materials from primate studies, archaeological findings and early humankind.

ANT 211. INTRODUCTION TO THE PHILOSOPHY AND PRACTICE OF YOGA..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides an introduction to the system of Hatha Yoga and the philosophy of realized knowledge.

ANT 222. PHILOSOPHY AND PRACTICE OF YOGA II..... 3 credit hours

Prerequisite: ANT 211

3 hours per week (3-0)

A continuation of Anthropology 211, relating the system of Hatha Yoga to Hindu tradition.

ARCHITECTONICS _____ (ARC)

ARC 100. SPECIFICATIONS 1 credit hour

Prerequisite: ARC 117

1 hour per week (1-0)

An introduction is provided to building construction specifications, stressing the organization and preparation of specifications for construction contracts.

ARC 109. SITE LAYOUT 3 credit hours

Prerequisite: None

3 hours per week (1-2)

This lecture and field course deals with the principles of site layout of construction projects. Approved site plans, builders level transit, tape chain and preferred equipment are demonstrated and used.

ARC 111. ARCHITECTURAL DRAWING I 6 credit hours

Prerequisite: None

9 hours per week (3-6)

An introduction is provided to light frame construction and requirements including the preparation of working drawings for the construction of structures classified as Light Frame Structures.

ARC 117. CONSTRUCTION MATERIALS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

A survey is provided of typical types of materials used in building construction. Emphasis is placed on the properties, selection and building techniques appropriate for a wide range of materials. Included are woods, metals, plastics, clay, gypsum, glass and aggregate materials.

**ARC 120. MECHANICAL AND ELECTRICAL SYSTEMS
IN BUILDINGS 3 credit hours**

Prerequisite: None

3 hours per week (1-2)

Drafting of mechanical and electrical systems in buildings from prepared design data is emphasized in this course. This laboratory course includes related lectures. Students must have drafting instruments.

ARC 122. ARCHITECTURAL DRAWING II 6 credit hours

Prerequisite: ARC 111

9 hours per week (2-7)

The preparation of architectural presentation drawings from diagrammatic sketches, pictures, surveys and conference notes is included in this course. The student is taught to develop preliminary studies, presentation drawings and working drawings for an architectural project utilizing masonry construction.

ARC 150. PRESENTATION DRAWINGS AND MODELS 4 credit hours

Prerequisite: None

6 hours per week (2-4)

The emphasis in this course includes manual skills to make perspective drawings for pictorial presentation, scale models showing site conditions with topography, simple methods for rendering drawings, shades and shadows on architectural drawings, and photographs of models for simulated comparison of proposed building to proposed building site.

ARC 207. ESTIMATING CONSTRUCTION COSTS I 2 credit hours

Prerequisite: ARC 117, 120

2 hours per week (2-0)

This class provides an introduction to methods of estimating construction costs for building construction projects involving the use of quantitative survey methods of estimating materials, labor, equipment. Methods of computing overhead and profit are included.

ARC 208. ESTIMATING CONSTRUCTION COSTS II 2 credit hours

Prerequisite: ARC 207

2 hours per week (2-0)

This is an advanced course in estimating construction costs. It is intended for large scale construction projects using methods taught in ARC 207.

ARC 210. STRUCTURE IN ARCHITECTURE..... 2 credit hours

Prerequisite: PHY 111

2 hours per week (2-0)

This class provides an introduction to the use of structural systems (steel, timber, and reinforced concrete, etc.). Design fundamentals of simple structural components are emphasized.

ARC 213. ARCHITECTURAL DRAWING III..... 6 credit hours

Prerequisite: ARC 122

9 hours per week (2-7)

Major problems in architectural detailing are studied through the preparation of drawings and details for a moderate sized building such as a school or church. The option to use a computer for drafting tasks is provided, with instructor consent. Choice of software features AutoCAD AEC, Data CAD, and Micro Station PC.

ARC 224. ARCHITECTURAL DRAWING IV..... 6 credit hours

Prerequisite: ARC 213

9 hours per week (2-7)

Major problems in architectural drawing are studied through the preparation of programs and drawings for a large size building project such as a shopping center or multi-story structure. Choice of software features AutoCAD AEC, Data CAD, and Micro Station PC.

ART _____ (ART)

ART 101. DRAWING AND PAINTING 3 credit hours

Prerequisite: None

3 hours per week (1-2)

This class is for students with no previous studio work who wish to experience an introductory art course and develop individual creative expression and a clearer concept of art, its primary rules and principles. Instruction is in the fundamentals of color and composition involving basic use of art media. It is not intended to take the place of Art 111 or Art 114.

ART 111. BASIC DRAWING I 4 credit hours

Prerequisite: None

6 hours per week (1-5)

This class is an introduction to fundamentals of drawing. Through projects students are given experience in basic problems and issues of drawing. Emphasis is on training the eye and the hand. This course serves as a basis for those who wish to improve their ability to think and articulate in visual terms.

ART 112. BASIC DESIGN I 4 credit hours

Prerequisite: None

6 hours per week (4-2)

Study is carried out in this class of two dimensional structures through the exploration of the elements of art: line, value, shape, texture, color. The visual recognition that the predominance of the whole constitutes the composition of its parts is stressed. Emphasis is on experimentation and imagination to arrive at visual ordering.

ART 114. PAINTING 4 credit hours

Prerequisite: None

6 hours per week (0-6)

The necessary skills of controlling the application of colored pigments to achieve a unified two dimensional surface are developed. Emphasis is on development of sustaining attitudes toward painting regardless of subject matter or style.

ART 120. PORTRAIT PAINTING AND LIFE DRAWING 4 credit hours

Prerequisite: None

6 hours per week (0-6)

Working from live models, students study anatomy, techniques in drawing, pastel painting and visual expression; multi-media; philosophy and envisioning. It is preferred, although not required, that students have some art background. Interest is critical.

ART 122. BASIC DRAWING II 4 credit hours

Prerequisite: ART 111

6 hours per week (0-6)

Complex problems of drawing are explored with greater emphasis placed on individual solutions. Several new media are introduced.

ART 123. BASIC DESIGN II 4 credit hours

Prerequisite: ART 112 or consent

6 hours per week (0-6)

Three dimensional design is studied through a series of carefully conceived projects for which individual solutions are sought. Investigated is form, volume and structure with a variety of materials of different properties.

ART 124. IMAGINATIVE DRAWING I 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This course is devoted to imaginative drawing, both abstract and representational. The aim is to help students to develop and to refine imaginative ideas and to improve the graphic quality of their work.

ART 125. PAINTING 4 credit hours

Prerequisite: ART 114

6 hours per week (0-6)

A continuation of ART 114, with emphasis on individual development.

ART 126. IMAGINATIVE DRAWING II 2 credit hours

Prerequisite: ART 124 or consent

2 hours per week (0-2)

This course allows the student to continue work begun in ART 124.

ART 130. ART APPRECIATION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

An inquiry into the ways in which art reflects, extends and shapes experience. Art of the past and the present as a statement of our human condition is emphasized through class discussion, short papers and projects.

ART 140. LIFE DRAWING 4 credit hours

Prerequisite: None

6 hours per week (0-6)

This class involves drawing of the nude to develop visual acuity and self awareness. Emphasis is on, but not limited to, gesture and contour drawing as a means towards graphic, conceptual and emotional communication through figure studies.

ART 143. ART AND CULTURE OF AFRO-AMERICA 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course prepares students to participate in and appreciate the arts (visual, dance, music, film, poetry, literature) of African and Afro-American people. Perspectives and definitions that differ from Western values and standards are presented. The anthropological approach is used to recognize the importance of history in understanding the present. Multi-media methods. Skill development and aesthetic competence are emphasized.

ASTRONOMY _____ (AST)

AST 100. INTRODUCTORY ASTRONOMY 1 credit hour

Prerequisite: None

7 weeks, 2 hours per week (2-0)

An introduction to objects seen in the sky, with some opportunity for direct observation when weather permits. Astronomy is presented as a hobby as well as a basic science. No prior knowledge of astronomy is required.

AST 111. GENERAL ASTRONOMY 3 credit hours

Prerequisite: None

4 hours per week (4-0)

A survey is provided of the solar system and the universe designed for both transfer and vocational students. No previous mathematics or science is required. Topics include: the sun, moon and planets; Ptolemaic and Copernican systems; seasonal changes in the sky and modern ideas growing from early beliefs in astrology.

AUTO BODY REPAIR _____ (ABR)

Students enrolling in the Auto Body Repair Program are required to furnish basic tool sets. They also are required during their training to add to the tool sets so they are equipped upon completion of their programs.

ABR 111. AUTO BODY REPAIR FUNDAMENTALS 4 credit hours

Prerequisite: None

8 hours per week (1-8)

This course involves repairing damaged body panels and studying the working properties of automobile sheet metal and basic damage conditions, analyzing typical damage conditions and establishing accepted repair procedures.

ABR 112. AUTO REFINISHING FUNDAMENTALS 4 credit hours

Prerequisite: None

8 hours per week (2-6)

Methods and procedures used with automobile refinishing materials are covered in this course. Also included are: acrylic lacquers and enamels used to spray paint automobile body panels and complete automobiles; proper use of refinishing materials and the development of basic skills and procedures used in the trade.

ABR 113. LIGHT BODY SERVICE 1 credit hour

Prerequisite: None

7½ weeks, 4 hours per week (0-4)

Principles of alignment and servicing of body components are the focus of this class. Students are exposed to the adjustments of various designs of hinges, latches, window regulators and the problems involved in servicing body trim, hardware and the sealing of water and dust leaks. Correct fit and the function of body parts are stressed.

ABR 114. APPLIED AUTO BODY WELDING 1 credit hour

Prerequisite: None

7½ weeks, 4 hours per week (0-4)

This class is a demonstration-lab course developing basic welding skills used in auto body repair. Types of welded joints used to repair or replace damaged panels are taught with special emphasis on joint construction and heat control.

ABR 123. BODY REPAIR APPLICATIONS..... 4 credit hours

Prerequisite: ABR 111

8 hours per week (0-8)

This is a continuation of Auto Body Repair 111. Lab work includes actual repair jobs to develop all of the basic bumping skills. Emphasis is placed on quality and work habits.

ABR 124. AUTO REFINISHING APPLICATIONS..... 4 credit hours

Prerequisite: ABR 112

8 hours per week (0-8)

This is a continuation of units in Auto Refinishing 112. Lab assignments on actual automobiles provide opportunity to improve skills, matching of high metallic colors using modern spot repair and color blending techniques, as well as overall refinishing.

ABR 125. FLAT RATE ESTIMATING 2 credit hours

Prerequisite: None

3 hours per week (0-3)

The course involves the use of flat-rate manuals to determine parts and labor prices in estimating damaged automobiles. Emphasis is on procedures used to establish complete and accurate prices in preparing the estimate.

ABR 126. FUNDAMENTALS OF FRAME AND BODY ALIGNMENT 2 credit hours

Prerequisite: None

4 hours per week (0-4)

This course provides an opportunity to work with common types of body frame damage and the equipment used to make repairs. Laboratory assignments include use of frame gauges and portable body-frame straightening equipment to make a diagnosis and set up corrective hook ups.

ABR 127. MAJOR REPAIR FUNDAMENTALS 2 credit hours

Prerequisite: None

4 hours per week (0-4)

This course teaches the use of hydraulic jacking equipment to repair sheet metal damage. Lab work includes set up of typical push or pull operations and straightening procedures used on major collision damages.

ABR 130. CUSTOM PAINTING..... 3 credit hour

Prerequisite: ABR 112

4 hours per week (1-3)

This course provides students with an understanding of the art of custom painting. Students work with the tools and techniques used in the field. The course covers the use of special effect colors such as pearls and candies. Students use air brushes, pinstripe brushes, and lettering brushes. Murals, graphics, appliques, and etching are also covered.

ABR 131. ADVANCED CUSTOM PAINTING..... 2 credit hours

Prerequisite: ABR 130

7½ weeks, 8 hours per week (0-8)

This class is a continuation of methods and procedures used in automotive custom painting. Lab assignments on actual automobiles provide opportunity to improve skills in pin striping, color design coordination, lettering on automobiles, mural development, and the use of specific effect color and related materials.

ABR 219. MAJOR REPAIR PROCEDURES..... 4 credit hours

Prerequisite: ABR 123

8½ hours per week (0-8½)

This course provides a detailed study of the automobile body that includes use of hydraulic jacks and accessories to make repairs common to the front, side and rear sections of automobiles damaged by collision. Repair jobs are involved to provide diversified experience on body trim and hardware, replacement and aligning various body components.

ABR 220. ENAMEL REFINISHING PRACTICES..... 4 credit hours

Prerequisite: ABR 112 and 124

8 hours per week (0-8)

This class is a study of modern acrylic and polyurethane enamels which includes surface preparation, mixing and application of solid and metallic colors. Actual cars and light trucks provide the student diversified experience and skill development.

ABR 226. UNIBODY STRUCTURAL ALIGNMENT..... 2 credit hours

Prerequisite: None

4 hours per week (2-2)

This course offers training for the repair of structurally damaged unibody automobiles and light trucks. Included are a detailed study of body construction, diagnostic procedures, repair techniques and structural parts replacement using both conventional gauging and universal measuring equipment.

ABR 230. SPECIALIZED STUDY..... Variable credit

Prerequisite: Consent

In this class, students utilize periods of concentrated effort on specific assignments in selected areas of the auto body repair field. Students work with instructor consultation to demonstrate development within the assigned area of general collision service, body shop organization and management, or estimating automobile physical damage.

AUTOMOTIVE SERVICE _____ (ASV)

Students enrolling in automotive service programs are required to furnish basic tool sets. They are also required to add to the tool sets during their period of training so they are equipped for employment upon completion of their program.

ASV 059. CONSUMER CAR CARE..... 1 credit hour

Prerequisite: None

7½ weeks, 4 hours per week (1-3)

This course is an introduction to the basic principles of operation and service of today's automobiles. The course includes the following: orientation, personal auto familiarization, basic automobile operation, safety, battery service, cooling system service, lubrication, oil and filter service, wheel bearing service, tire service and brake inspection.

ASV 097. AUTOMOTIVE SERVICE FUNDAMENTALS 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This course is designed for the non-professional. The course explains the basic theory and inspection techniques that are helpful when buying or maintaining a car. Students are encouraged to inspect their vehicles, identify problems and make good decisions about what repairs they can perform. Consumer rights are discussed and good communication techniques with the repair facilities are presented. This course is designed and tailored to accommodate the needs of the beginning and experienced automobile owner. Some of the systems covered are: lubrication, heating and cooling, suspension and steering, brake systems, fuel systems and drivetrains.

ASV 111. CYLINDER HEAD SERVICE..... 2 credit hours

Prerequisite: None

4 hours per week (2-2)

Students develop skills and understanding of the automobile engine and related service procedures for the most common engine service complaints. Using text, tools, manuals and automobiles in a laboratory setting, students perform service on the upper half of the modern automobile engine. This is the first half of a complete engine repair sequence. Students are encouraged to take this course early in their schooling but must have, or be developing, the skills offered in ASV 097, to expect success.

ASV 113. MANUAL TRANSMISSIONS AND DRIVETRAINS.. 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This is an introductory course to the operating principles and repair procedures of manual driveline systems. Units of study include a wide range of concepts dealing with such areas as: final drive systems, clutches, transmissions and transaxles. Both front- and rear-wheel drive systems as well as four-wheel drive units are studied. Diagnosis and repair procedures on live vehicles is stressed.

ASV 116. AUTOMOTIVE ELECTRONICS 2 credit hours

Prerequisite: None

4 hours per week (2-2)

Students are introduced to basic electricity theory and practice. Using automotive components and laboratory exercises, students progress from the theory of Ohms Law and component function, total diagnosis, service and/or repair of battery, charging system and cranking circuits. Electricity is a vital component in almost every phase of auto service. It is recommended that this course be one of the first courses taken to build a strong foundation for advanced automotive courses.

ASV 118. FUEL SYSTEMS..... 2 credit hours

Prerequisite: None

4 hours per week (1½-2½)

Students experience demonstrations, laboratory exercises and discussion designed to develop an understanding of basic fuel system operation and factors affecting its performance. Objectives are designed to build a strong understanding of carburetion, emission controls, fuel injection theory and their components. Emission systems are introduced and basic service procedures are practiced. The knowledge obtained in PHY 110 Applied Physics, provides an excellent base of theory for successful completion of this course.

ASV 121. ENGINE REPAIR 2 credit hours

Prerequisite: ASV 111

4 hours per week (2-2)

Using the skills developed in ASV 111, students increase their understanding of the automobile engine through study and lab activities focused on the block and its components' repair. Text, tools, comprehensive manuals and special tools aid students in complete engine disassembly, repair, reassembly and operation.

ASV 124. WHEEL BALANCE AND ALIGNMENT..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

Students learn the basic theory of wheel alignment and develop skills needed to diagnose and align all foreign and domestic cars. Using state-of-the-art balancers, students understand and perform wheel balance equal to the level accepted by the industry. This is the first course in a two course suspension sequence. To repair and align vehicles, both courses must be completed.

ASV 125. BRAKE SYSTEMS..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

Students are guided through each component of the brake system. Text, tools, manuals, and live automobiles are used to teach the theory of brakes and function of components. Students are prepared to perform comprehensive brake service required in later classes. This is the introductory automotive brakes class and must be followed by the second in the sequence. Completion of the first semester auto service courses are recommended to get full benefits of the course.

ASV 126. ELECTRICAL SYSTEMS 2 credit hours

Prerequisite: ASV 116

4 hours per week (1-3)

Building on the skills developed in ASV 116, students explore electronic and computerized ignition, starting systems and charging systems. This is the middle class in a three course sequence designed for in-depth understanding and skill development. It is strongly recommended that the first semester classes be completed prior to enrolling in this class.

ASV 128. FUEL INJECTION..... 2 credit hours

Prerequisite: ASV 118

4 hours per week (1-3)

Students build on the concepts of carburetor and emission controls. Instruction centers on electronic fuel injection systems, computer controlled systems, final testing and service of them. This is the second course in the fuel sequence. Students are encouraged to enroll in this class immediately following ASV 118. Involvement in Automotive Electronics will enhance learning in this course.

ASV 129. DIAGNOSIS AND REPAIR I 2 credit hours

Prerequisite: ASV 111, 113, 116, 118

4 hours per week (1-3)

This course is designed to provide students with the basic diagnosis and repair skills necessary to properly service late model automobiles. Specialized areas of instruction include engines, electrical systems, fuel systems and drive trains. Cooling, lubrication and exhaust system service are also included.

ASV 160. SMALL ENGINE REPAIR..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This course covers the complete teardown and assembly of a small air cooled engine. It covers in detail the theory and operation of Briggs & Stratton, Tecumseh, and Kohler engines which constitute about 80% of the lawnmowers, garden tractors, tillers, mini-bikes, etc. in the area.

ASV 161. SMALL ENGINE DIAGNOSIS AND REPAIR..... 2 credit hours

Prerequisite: ASV 160

4 hours per week (1-3)

This course is a continuation of ASV 160 Small Engine Repair. Students perform in-depth diagnosis and repair of small gasoline engine units. In addition, units in electrical troubleshooting, advanced test equipment and driveline components are studied.

ASV 212. AUTOMATIC TRANSMISSIONS - MECHANICAL.. 2 credit hours

Prerequisite: ASV 113

4 hours per week (2-2)

Complete live automatic transmission overhaul is featured in this course. Principles of operation and diagnosis are also included. The development of high standards of workmanship is given special emphasis.

ASV 214. STEERING AND SUSPENSION SYSTEMS 2 credit hours

Prerequisite: ASV 124

4 hours per week (1-3)

This is an advanced course involving diagnosis and service procedures of front and rear wheel drive suspension and steering systems. Emphasis is on proper removal and replacement of components. It is essential that students have all required hand tools and have successfully completed ASV 124, or have previous alignment experience.

ASV 215. BRAKE SYSTEM SERVICE 1 credit hour

Prerequisite: ASV 125

7½ weeks, 4 hours per week (0-4)

Using live cars where possible, students develop skills in repairing brake systems. Concentration is on factory technique and accepted field practice. Instruction includes drum, rotor, hydraulic system and mechanical system inspection and service.

ASV 216. ELECTRICAL CIRCUITS 2 credit hours

Prerequisite: ASV 126

4 hours per week (1-3)

This class involves the theory and application of automotive electronic circuits and accessories. It includes construction and servicing lighting systems, gauges, warning devices, windshield wipers and solid state devices.

ASV 218. ENGINE PERFORMANCE DIAGNOSIS 2 credit hours

Prerequisite: ASV 111, 126, 128

4 hours per week (1-3)

This course is designed to incorporate the basic skills learned in ASV 111, 116, 121, 126, and 128, into a working diagnostic and repair sequence. Extensive use is made of live vehicles to enable students to learn in as close to a real situation as possible.

**ASV 222. AUTOMATIC TRANSMISSION -
HYDRAULIC SYSTEMS 2 credit hours**

Prerequisite: ASV 212

4 hours per week (2-2)

An application of hydraulic fundamentals to automatic transmission operation is provided in this class. Diagnosis of transmission problems is featured, with emphasis on understanding basic transmission functions.

ASV 227. HEATING AND AIR CONDITIONING 2 credit hours

Prerequisite: None

4 hours per week (2-2)

Air conditioning now appears on 80% of all new cars produced. This unique accessory is explained in depth including theory of refrigeration, servicing procedures and diagnostic techniques. Compressor service and distribution systems are studied. Laboratory experience is given; testing and servicing a variety of systems and problems.

ASV 228. DRIVEABILITY 2 credit hours

Prerequisite: ASV 218

4 hours per week (2-2)

This course is designed to utilize the diagnostic and repair skills learned in ASV 218 on later model vehicles that have computerized controlled ignition, fuel and emission control systems. Additional diagnostic and repair sequences of the computerized systems are introduced.

ASV 250. NEW CAR PRODUCTS..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

Two dynamics of the modern automobile industry require constant updating of technological information. This class allows the student an opportunity to learn the new technology which is now included in courses taken earlier without repeating that course. New technology and a review of important updates are studied.

BIOLOGY _____ (BIO)

BIO 101. CONCEPTS OF BIOLOGY..... 4 credit hours

Prerequisite: None

6 hours per week (3-3)

Basic principles and concepts of biology are surveyed in lecture and laboratory with emphasis on biological processes as well as practical applications. If followed by BIO 103, this course provides a comprehensive year sequence for biology majors. Taken alone, it serves as a good introduction to biology for non-science students.

BIO 102. HUMAN BIOLOGY..... 4 credit hours

Prerequisite: None

6 hours per week (3-3)

Structure, function and the place of human beings in the biological world are studied in lecture and laboratory. Labs involve use of microscopes and other medical equipment, dissection and observation, and recording/reporting results of activities. Course covers basic anatomy and physiology of all body systems.

BIO 103. GENERAL BIOLOGY II..... 4 credit hours

Prerequisite: BIO 101, CEM 111 or Consent

Corequisite: CEM 122 or Consent

6 hours per week (3-3)

The emphasis in this course is on analyzing the processes and mechanisms involved in biological systems including the cell, genetics, organisms and ecology/evolution. Topics are covered from an experimental point of view. This course, with BIO 101, provides a comprehensive survey of biological concepts and shows the interrelationship of topics covered from the molecular to the population level. This course is required for the Biology/Pre-medicine Program.

BIO 107. FIELD ECOLOGY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The activities in this class stress campus wooded areas, ponds, fields and the Huron River system. Laboratory work and investigation of off-campus environmental problems are used as supplements.

BIO 108. HUMAN ECOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Designed for the non-science student, the course emphasizes the problems of population, pollution, energy and environmental control. Investigated are the background of environmental problems, ecological concepts and current problems along with the outlook for the future.

BIO 111. ANATOMY AND PHYSIOLOGY 5 credit hours

Prerequisite: High School Chemistry or CEM 057

7 hours per week (4-3)

This course provides students with an intensive, in-depth Introduction to the structure and function of all human body systems, with examples of both normal and disease conditions relevant to health professionals. The emphasis on basic physiological principles also provides students with a good base for more advanced courses. Laboratory provides dissections and experiments.

BIO 131-138. APPLIED PLANT SCIENCE SEQUENCE

These courses may be taken individually or in series. This series is designed to enable students to apply basic botanical information to indoor and outdoor gardening. The courses study plants of economic importance to human beings for food as well as pleasure in the home and outdoors. Practical experience is given in the College's greenhouse and gardens. This series is designed for the non-specialist with an interest in plants, their propagation, growth, maintenance, harvesting and utilization. Students are encouraged to enroll in the sequence beginning with BIO 131 in the winter semester, and continue through spring and summer semesters into the fall semester with BIO 132, 133 and 134.

BIO 131. OUTDOOR GARDEN PREPARATION 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This Winter Semester course deals with the propagation of plants from cuttings and seeds, and the maintenance and care of indoor plants. Most class sessions are held in the College Greenhouse. All plants used are identified and students are able to increase their collections of houseplants and grow vegetable plants for transplanting in the garden when weather permits. Identification and control of insect pests are discussed along with soil testing and proper use of fertilizers.

BIO 132. GARDEN PLANTING 1 credit hour

Prerequisite: None

7½ weeks, 5 hours per week (5-0)

This Spring Semester course deals with seed bed and planting area preparation. Further opportunities for germination of seeds indoors for transplanting into prepared areas are available in the early weeks of the semester. Transplanting of seedlings and direct planting of selected varieties of seeds with emphasis on proper care highlight this course. Scheduling of plantings for continuous yield and plant rotation techniques are demonstrated in each student's garden area. Pest control is an item of concern.

BIO 133. GARDEN CARE..... 1 credit hour

Prerequisite: None

7½ weeks, 5 hours per week (5-0)

This Summer Semester course emphasizes continued care and maintenance of plants being grown. Planting schedules for continuous yield are an integral part of this semester's activities. Irrigation practices are utilized. Pest control practices continue from the previous semester. Harvesting and utilization of selected plants for food and ornamental purposes highlight the semester's activities.

BIO 137. ORNAMENTAL INDOOR PLANTS 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course is designed for people who enjoy houseplants and want to learn more about them. Selection and growth of ornamental indoor plants from seeds and cuttings highlight the course. Students should be able to increase their collection of houseplants by at least fifteen varieties. Proper care of houseplants is stressed, relating to soil, potting, transplanting, watering, fertilizers, insects, control of growth and flowering.

BIO 147. HOSPITAL MICROBIOLOGY..... 1 credit hour

Prerequisite: None

5 weeks, 3 hours per week (3-0)

This class provides a survey of the morphology, physiology and immunology of pathogenic organisms with emphasis on infection, aseptic, and sterilizing procedures.

BIO 208. GENETICS I..... 4 credit hours

Prerequisite: BIO 101 and CEM 111

6 hours per week (3-3)

Introduction to the basic principles of genetics and their application to viruses, bacteria, plants and animals, including humans. Classical and molecular genetics are covered, with emphasis on experimental and statistical evidence from which genetic mechanisms are deduced. Laboratory experiments demonstrate genetic principles.

BIO 215. INTRO TO CELL PHYSIOLOGY 3 credit hours

Prerequisite: CEM 111 and BIO 101 or 128 or Consent

3 hours per week (3-0)

Introduction to the chemistry and physiology of living cells, including cell metabolism, membrane permeability and excitability, movement and contractile elements, gene expression and protein synthesis. Properties common to all living things will be emphasized, as well as the importance of those properties in the human organism.

BIO 216. CELL PHYSIOLOGY LAB..... 1 credit hour

Corequisite: BIO 215

3 hour per week (0-3)

This is a lab course designed to be taken concurrently with BIO 215, Introduction to Cell Physiology.

BIO 220. HUMAN GENETICS..... 3 credit hours
Prerequisite: BIO 101 or consent
3 hours per week (3-0)

This course covers basic principles of heredity and their relationship to humans. Included are the genetic basis of sexual dimorphism, classical pedigree studies, medical genetics, modern molecular genetics, genetic engineering, and human population dynamics.

BIO 227. ZOOLOGY 4 credit hours
Prerequisite: BIO 101 or consent
6 hours per week (3-3)

In this class, field and laboratory investigation provide a detailed study of classification, evolutionary relationships, structure, and function of the animal kingdom. For students with a general interest in animals or to provide a basis for further work in zoology or other programs.

BIO 228. BOTANY 4 credit hours
Prerequisite: BIO 101 or consent
6 hours per week (3-3)

In this class, field and laboratory investigations provide detailed study of plant structure and function. It is for students with a general interest in plants or to provide a basis for further work in botany or other programs.

BIO 237. MICROBIOLOGY 4 credit hours
Prerequisite: BIO 101 or consent
6 hours per week (3-3)

Micro-organisms and their activities are studied in lecture and laboratory.

BIO 239-270. FIELD STUDY BIOLOGY SEQUENCE

Students who enjoy outdoor activities will find the following courses to their liking. They are real nature study for one credit. Most courses meet outdoors. See individual courses below.

BIO 239. APPLIED PLANT SCIENCE 1 credit hour
Prerequisite: None
1 hour per week

Students carry out individually developed projects related to the subjects of botany, horticulture, floriculture and/or agriculture.

BIO 249. FIELD STUDY OF BIRDS 1 credit hour
Prerequisite: None
7½ weeks, 5 hours per week (5-0)

This class involves identification of birds, their songs and nesting habits.

BIO 258. FIELD STUDY OF TREES AND SHRUBS 1 credit hour
Prerequisite: None
7½ weeks, 2 hours per week (2-0)

Identification and habitat study of woody plants takes place in this class.

BIO 259. FIELD STUDY OF COMMON PLANTS 1 credit hour
Prerequisite: None
7½ weeks, 2 hours per week (2-0)

Non-woody higher plants are studied with emphasis on identification.

BIO 260. SPRING WILD FLOWERS..... 1 credit hour
Prerequisite: None
7½ weeks, 5 hours per week (5-0)
The Spring flora is studied with emphasis placed on recognition.

BIO 267. WINTER FIELD STUDY 1 credit hour
Prerequisite: None
7½ weeks, 2 hours per week (2-0)
Biological organisms are studied in their winter conditions.

BIO 270. NATURE PHOTOGRAPHY..... 1 credit hour
Prerequisite: None
1 hour per week (1-0)
This is a practical course in photographing nature. Several approaches are used to give students experience with different techniques and films. Use of a camera and film is required.

BLUEPRINT READING _____ (BPR)

BPR 100. BLUEPRINT READING (Construction) 2 credit hours
Prerequisite: None
3 hours per week (3-0)
This elementary blueprint reading course for the construction trades emphasises the development of visualization skills and the study of practices and symbols for interpreting construction prints. Smaller scale construction projects are studied.

BPR 101. BLUEPRINT READING (Manufacturing)..... 3 credit hours
Prerequisite: None
3 hours per week (3-0)
Fundamentals of blueprint reading as applied to the manufacturing industry are studied. Basic drafting principles are studied as applied to specific problems. The class is designed for pre-engineers, draftsmen, machine operators, machine repairmen, inspectors, welders and supervisors.

**BPR 103. SHEET METAL BLUEPRINT READING
AND LAYOUT..... 3 credit hours**
Prerequisite: None
4 hours per week (2-2)
Elementary sheet metal layout with emphasis placed on developing sheet metal patterns by standard short cut methods is the focus of this course. Hands-on experience fabricating the patterns into actual sheet metal locks, seams, clips, connectors, ducts, elbows, tees and offsets takes place in the sheet metal shop.

BPR 106. BLUEPRINT READING FOR WELDERS..... 3 credit hours
Prerequisite: None
3 hours per week (1-2)
This class is designed for the welders who are responsible for properly locating weld on the weldment and determining weld size, contour, length, type of filler metal and any applicable welding procedures.

BPR 110. BLUEPRINT READING FOR CONSTRUCTION TRADES..... 2 credit hours

Prerequisite: BPR 100
2 hours per week (2-0)

This class is for construction trade workers. Emphasis is on the application of blueprint reading, and principles and fundamentals to the construction process. Large scale construction projects are the base of instruction.

BUSINESS MANAGEMENT _____ (BMG)

BMG 100. INVESTMENTS 1 credit hour

Prerequisite: None
1 hour per week (1-0)

This course is designed to acquaint students with various aspects of financial investments. Topics include: corporate securities, investment banking, financial statement analysis, over-the-counter market and other phases of financial investments.

BMG 111. BUSINESS LAW I 3 credit hours

Prerequisite: None
3 credit hours (3-0)

This course involves text and case study of the general laws applicable to business, covering the nature of law courts and court procedures, contracts, real and personal property, wills and trusts and negotiable instruments.

BMG 122. BUSINESS LAW II 3 credit hours

Prerequisite: BMG 111
3 credit hours (3-0)

Text and case study of agency relationships, formation and operation of partnerships, formation and operation of corporations, security laws, sales agreements debt relationships, and current computer law.

BMG 130. INVESTMENT STRATEGIES..... 3 credit hours

Prerequisite: None
3 credit hours (3-0)

This is a course designed to help potential investors keep abreast of opportunities in today's changing financial world. This course presents current information on stock and bond markets, commodities, real estate investment, and other investment opportunities including antiques and gems. Students are taught how to analyze risk and return, and relate to the current tax structure.

BMG 140. INTRODUCTION TO BUSINESS..... 3 credit hours

Prerequisite: None
3 credit hours (3-0)

This course covers functions, objectives, problems, organization, and management of modern business. Also the free-enterprise system of business-economic activity and the impact of the consumer and governmental forces upon the system. Develops insight into vital role of the administrative function in our economy as a whole and in the operation of a single business unit. Practical orientation in the career opportunities available in business and industry. This course is also taught as a television course using the program series "The Business File."

BMG 150. LABOR-MANAGEMENT RELATIONS..... 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This course acquaints students with factors affecting the labor-management relationships, develops insights into the growth, objectives and methods of organized labor and the significant managerial problems involved in dealing with labor. Analysis is done of the legal and institutional framework for collective bargaining; the nature, content and problem areas of the collective bargaining process and other labor relations problems.

BMG 160. PRINCIPLES OF SALES..... 3 credit hours

Prerequisite: BMG 140

3 credit hours (3-0)

This class studies the principles and concepts of the sales function. Its primary purpose is to help students plan and deliver sales presentations. Areas of analysis are consumer buying motives, effective communication, handling objections, presenting demonstrations and closing a sale.

BMG 200. HUMAN RELATIONS IN BUSINESS AND INDUSTRY..... 3 credit hours

Prerequisite: BMG 140

3 credit hours (3-0)

This course acquaints students with administrative principles and practices emphasizing the human relations aspect of management responsibility as it affects employee attitudes, morale and productivity. Major emphasis is on relationships among individuals and/or small groups, with problem-oriented sessions used to realistically relate the course materials to the human relations aspect of modern business-industrial enterprise.



BMG 207. BUSINESS COMMUNICATION..... 3 credit hours

Prerequisite: None

3 credit hours (3-0)

Oral, written, and non-verbal skills are developed for effective internal and external communications in business. Emphasis is placed on organization, style, clarity, accuracy, and conciseness as students prepare reports, routine correspondence, resumes, and formal business presentations.

BMG 208. PRINCIPLES OF MANAGEMENT 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This course is an introduction to the concepts and theories of management. Emphasis is on the functions of management – planning, organizing, staffing, directing, and controlling, including motivation, decision-making and communication. This course is also taught as a television course using the program series "The Business of Management."

BMG 209. SMALL BUSINESS MANAGEMENT PLANNING .. 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This course is designed to examine and develop the skills of those persons interested in starting their own business or taking a "hands-on" responsibility for creating innovations of any kind within the corporate organization. The entrepreneur/intrapreneur may be the creator or inventor but is always the dreamer who figures out how to turn an idea into a profitable reality. Students prepare a business plan for their chosen, current, or future business or intrapreneurial project. The class is required for the Photographic Technician and Graphic Design Technician programs and a recommended elective for the Auto Body Specialist, Electronics Services, and Food Service programs.

**BMG 211. SMALL BUSINESS MANAGEMENT
FOR WOMEN 4 credit hours**

Prerequisite: None

4 hours per week (4-0)

This class is a combination of BMG 209 Small Business Management and WS 102 Growth Experience for Women, developed in conjunction with AAWCJC specifically for women considering entrepreneurship.

**BMG 215. SMALL BUSINESS MANAGEMENT
OPERATIONS 3 credit hours**

Prerequisite: None

3 credit hours (3-0)

This class is intended for persons expecting to be employed or already employed in a high technology or other smaller business. This course focuses on the management of small business, the small business environment, small business administrative and fiscal control, and small business marketing and operations. It is recommended for students in programs such as Numerical Control, Computer Information Systems, Robotics, Telecommunications, and Computer Aided Drafting.

BMG 220. PRINCIPLES OF FINANCE..... 3 credit hours

Prerequisite: ACC 092 or ACC 122

3 credit hours (3-0)

A survey is provided of the whole field of finance, both private and public. Emphasis is on the nature and role of finance in our economy, monetary system of the United States, commercial banking, Federal Reserve System, savings, nature of business financing, international finance, nature of consumer credit, interest rates, money markets, and financing state and federal governments.

BMG 230. SUPERVISORY MANAGEMENT 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This class focuses on the application of the principles of management. Emphasis is on the managerial process, examining the functions of planning, organizing, staffing, directing, and controlling, and their relationship to the job of a supervisor. It helps potential or practicing supervisors gain a broader perspective of their role in the organizational structure, enabling them to contribute more effectively to the goals of the organization.

BMG 235. WOMEN IN MANAGEMENT 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This is a course designed to help women develop management skills that establish competence, to examine how self-concept affects management style, and to assist in effecting behavioral changes to more effectively function as a manager. Topics covered include: problem solving and decision-making, planning for results, effective communication, motivation and team building.

BMG 240. HUMAN RESOURCES MANAGEMENT..... 3 credit hours

Prerequisites: BMG 140 and BMG 208

3 credit hours (3-0)

This class covers basic human resources activities that must be managed in any organization. It covers employment techniques, wages and hours, job evaluation, training, employee performance reviews, collective bargaining, employment counseling and collateral benefits such as pensions and fringe benefits.

BMG 250. PRINCIPLES OF MARKETING 3 credit hours

Prerequisite: None

3 credit hours (3-0)

This course is a study of our market-directed system with emphasis on the managerial level. Primary emphasis is on marketing strategy, planning in relationship to product, place, promotion and price. The concepts of economic fundamentals, marketing arithmetic, service and international marketing are incorporated.

BMG 255. MARKETING AND MANAGEMENT**CAREER DEVELOPMENT 2 credit hours**

Prerequisite: None

2 hours per week (2-0)

This course is designed to develop skills and understanding in careers of Marketing, Management and Merchandising using simulated and actual applications through Delta Epsilon Chi competitive events. Membership in Delta Epsilon Chi is required. This course may be elected twice. Offered Winter semester only.

BMG 270. ADVERTISING PRINCIPLES 3 credit hours

Prerequisite or Corequisite: BMG 250

3 credit hours (3-0)

This is a managerial approach to the study of the basic principles and concepts which underlie advertising practice and procedure in the marketing-promotional and distribution aspects of modern business-industrial enterprise operations. It includes the role of advertising in the individual firm and the total economy; also advertising objectives, methods, techniques, preparation, research, surveys, copywriting, layout, media selection and testing advertising effectiveness, as well as advertising rates and budgetary factors.

BMG 290. INDEPENDENT DIRECTED STUDY..... Variable credit

Prerequisite: Consent.

Credit hours determined prior to registration

This is a planned program of study in selected business-industrial occupational career subject matter under the guidance and direction of a regular staff member. It supplements classroom study in a way that enhances the student's total occupational, career, and educational experience. Readings, analyses, conferences and reports are included.

BMG 299. INTERN-EXTERN/SELF-DIRECTED**LEARNING..... Variable credit**

Prerequisites: Recommendation/Sponsorship of Department Advisor or Employer and approval by Faculty Facilitator

This advanced course is designed to provide students with an understanding of self-directed learning as it relates to business, the job, and their chosen program. The course focuses on the process by which individuals take the initiative, with the help of others, to diagnose their learning needs, formulate learning goals, identify human and material resources for learning, choose and implement appropriate learning strategies, and evaluate learning outcomes. **INTERNSHIPS** are designed to provide students with work experience in their business-related program area. **EXTERNSHIPS** are designed to provide full-time employed persons the opportunity to better understand their current job status and develop a plan to upgrade their position. Students are expected to attend a one-hour weekly discussion. To enroll, please see the Dean of Business or the Advisor of your program area. This course is transferable, as an elective, to four-year initiations. It may be repeated up to three times for a maximum of six credits.

CHEMISTRY _____ (CEM)

CEM 057. INTRODUCTORY CHEMISTRY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course offers a basic exposure to chemistry. Students with no background in high school science or algebra, or students wishing to improve their chemistry background should take this course before taking CEM 105 or CEM 111. Introductory Chemistry Laboratory (CEM 058) should be taken concurrently.

CEM 058. INTRODUCTORY CHEMISTRY

LABORATORY 1 credit hour

Prerequisite or Corequisite: CEM 057

3 hours per week (0-3)

Designed to accompany CEM 057, this course provides an experience with basic chemical laboratory practices and procedures.

CEM 105. FUNDAMENTALS OF CHEMISTRY 4 credit hours

Prerequisite: High school chemistry or CEM 057

6 hours per week (3-3)

Students with an interest in nursing or other health related areas, or needing a general science elective find that this broad survey of the major topics in chemistry meets the requirements of their program.

CEM 111. GENERAL CHEMISTRY I 4 credit hours

Prerequisites: High school chemistry and one year high school algebra or CEM 057

6 hours per week (3-3)

This course covers the major topics in chemistry. Laws of chemical combination, states of matter, atomic and molecular structure, bonding, and other basic principles are covered. It is for students in a professional or preprofessional curriculum.

CEM 122. GENERAL CHEMISTRY II 4 credit hours

Prerequisite: CEM 111 and MTH 169

8 hours per week (3-5)

This course covers four major topics in chemistry: kinetics, chemical thermodynamics, chemical equilibria, and electrochem. Laboratory work includes qualitative and quantitative analysis.

CEM 140. ORGANIC BIOCHEMISTRY 4 credit hours

Prerequisite: CEM 105 or CEM 111

6 hours per week (3-3)

An introduction to both organic chemistry and biochemistry for nursing and other health services students. Major topics covered are the structure and functional groups of organic compounds, structures of biological molecules, mechanism of enzyme-catalyzed reactions, equilibria involved in the exchange and transport of oxygen and carbon dioxide, acid-base balance, and bioenergetics.

CEM 211. ORGANIC CHEMISTRY I 3 credit hours

Prerequisite: CEM 111

3 hours per week (3-0)

As the first part of a two semester sequence, CEM 211 provides students with the background in nomenclature of organic chemistry, stereochemistry, the preparation and reactions of aliphatic and aromatic compounds in preparation for further work in CEM 222. This course is normally offered only in the fall semester.

CEM 218. ANALYTICAL CHEMISTRY 4 credit hours

Prerequisite: CEM 122

8 hours per week (2-6)

Techniques for the separation and quantitative determination of chemical substances by gravimetric, volumetric, and instrumental methods are learned and practiced in this course.

CEM 222. ORGANIC CHEMISTRY II 5 credit hours

Prerequisite: CEM 122, 211

9 hours per week (3-6)

This second part of a two-semester sequence in organic chemistry provides students with an opportunity to practice the preparation and handling of organic compounds in the laboratory in addition to extending their knowledge of the principles of organic chemistry learned in CEM 211. This course is normally offered only in the winter semester.

CHILD CARE WORKER _____ (CCW)

CCW 100. THE EXCEPTIONAL CHILD 3 credit hours

Prerequisite: None

3 hours per week (3-0)

For those with no background in special education, this course presents an overview of the various physical, sensory, intellectual, social and emotional differences found in children from birth through six years of age. Identifying and working with handicapped and gifted children within the regular child care setting is stressed. Various community, state and national resources to assist exceptional children are identified.

CCW 101. CHILD DEVELOPMENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides a general overview of the physical, social, emotional and intellectual development of the child from conception to maturity with emphasis on the preschool years. It examines the environmental, ethnic and familial factors that make for group differences and individuality of growth, and reviews current research in these areas.

CCW 103. ALTERNATIVE PROGRAMS IN CHILD CARE 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The philosophy and theory of programs in child care are examined. Traditional, open, Montessori, High Scope, Piaget Based, Head Start, parent involvement and kindergarten programs are explored. Observations of area child care centers are frequently assigned.

CCW 105. PRACTICUM I..... 3 credit hours

Prerequisite: None

9 hours per week (0-9)

This course provides supervised teaching at the WCC Children's Center. Students work in the classroom, supervised by a qualified teacher at the Center. One and one half hours per week are spent attending a practicum seminar. Opportunities for observation, planning and participation are dependent on students' readiness. The course should be taken during the first semester in the Child Care Worker program. Credit may be arranged for students with past experience working at a licensed child care center. Contact the coordinator to arrange credit. In order to reserve available blocks of time, students are required to arrange supervised teaching hours at WCC Children's Center **before** registration.

CCW 106. PRACTICUM II..... 3 credit hours

Prerequisite: CCW 105 and completion of 30 credit hours of CCW Program

9 hours per week (0-9)

This course is an advanced continuation of CCW 105. Students who completed CCW 105 on campus are required to select an off-campus placement for CCW 106. See staff for assistance. If CCW 105 was completed off-campus, CCW 106 must be completed on campus. In order to reserve available blocks of time, students are required to arrange supervised teaching hours at WCC Children's Center **before** registration.

CCW 107. EDUCATIONAL EXPERIENCES IN SCIENCE AND MATH 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Integrated curriculum workshops introduce the theory of math and science experiences for the young child. Topics include: learning to observe and teach the science and math around us every day; making materials, collecting resource files and practical application of ideas to be used in the child care setting. Community resources are explored.

CCW 108. EDUCATIONAL EXPERIENCES IN EXPRESSIVE ARTS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Integrated curriculum workshops cover a wide range of the arts, especially music, creative movement, art and drama. How to facilitate creativity and self-expression is emphasized. Basic materials, techniques and activities are introduced and then used with young children.

CCW 109. LANGUAGE AND COMMUNICATION..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Designed for child care persons and parents, this course examines the theory of language development in children. Consideration is given to non-verbal communication and cultural differences. Basic methods, activities and materials which explore the current philosophies of communication are discussed.

CCW 110. SOCIAL/EMOTIONAL DEVELOPMENT..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides a multi-cultural approach to the study of personality development during the first six years of life. The characteristics and needs that emerge with each developmental stage are explored. Methods, suggestions and practical guides for meeting these needs in the child care setting are emphasized.

CCW 111. DAY CARE ADMINISTRATION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Practical aspects of starting and operating a child care center are presented: proposal writing, equipment selection, accounting, administrative forms, taxes, insurance, operational management, interpersonal relationships within a center and staff training. State and federal guidelines are also examined.

CCW 114. PRACTICUM III 4 credit hours

Prerequisite: CCW 105 and 106; must have completed or be completing 54 credit hours of CCW program (last semester in CCW program).

12 hours per week (0-12)

Students are assigned full responsibility as a practicing head teacher for a classroom of children for several weeks during the semester. Advance lessons and active participation as an assistant teacher are required. In order to reserve available blocks of time, students are required to arrange supervised teaching hours at WCC Children's Center **before** registration.

CCW 116. SEMINAR IN INFANT CARE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Infant development is studied. Theories of growth are examined and related to the characteristics and needs of the infant in group or an individual setting. Maternal care needs and facilities are also explored.

CCW 117. CHILDHOOD NUTRITION 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course presents the study of nutritional needs of the child. Included are the changing needs that occur from infancy through adolescence. There is particular emphasis on the impact of nutrition on the growth and function of children in the day care setting.

CCW 121. FIRST AID FOR CHILD CARE WORKER 1 credit hour

Prerequisite: None

1 hours per week (2-0)

This course consists of lectures, textbooks and practical work in first aid as outlined by the American Red Cross. Students are certified in first aid and CPR. There is additional emphasis on child safety.

CCW 200. STAFF/PARENT INTERPERSONAL RELATIONS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course explores the many facets of parent and staff involvement in the child care setting. Topics include: various forms of parent participation, ways of increasing positive communication with parents, cultural differences and goals of parents, and planning parent education programs. Emphasis is given to the preparation, mechanics and techniques for the individual parent/teacher conference.

COMMUNICATIONS AND THEATRE _____ (CMT)

CMT 101. FUNDAMENTALS OF SPEAKING 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Instruction is provided in essential speaking and listening skills. Through the use of practical experience, students receive help in organization and delivery. The course attempts to relieve the stress the average person encounters when speaking in public. Students gain a heightened awareness of the relationship between speaker and audience.

CMT 102. INTERPERSONAL COMMUNICATION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course offers basic elements of interpersonal communication in both theory and practice. Such concepts as self-esteem, perception, emotions, listening, and non-verbal communication are stressed. Particular attention is paid to building positive relationships and resolving conflict within groups, dyads, family, and on the job.

CMT 130. INTRODUCTION TO MASS COMMUNICATION... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This survey course investigates various mass media such as print, cinema and electronic media from historical, economic, and social viewpoints. Major emphasis is placed on the history, theory, and criticism of the broadcast media. The course attempts to create a more "critical consumer" of mass media by using examples of the media studied.

CMT 131. RADIO-TELEVISION SPEECH..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class studies the development of an effective voice for speaking on the microphone through a study of contemporary standards in broadcast diction and voice production. The study of voice requirements for standard broadcast forms, views, interviews, features, commercials and music continuity is involved as are basic oral reading techniques and a brief introduction to the International Phonetic Alphabet.

CMT 140. VOICE IMPROVEMENT FOR BUSINESS AND PROFESSION 1 credit hour

Prerequisite: None

1 hour per week (1-0)

This is an introduction to contemporary scientific and linguistic theory of the human speaking voice. It provides a basic method for the improvement of the individual's speaking voice for business conversation. The new and unique qualities of the human speaking voice for controlled and effective use on the microphone and telephone is studied.

CMT 152. ACTING FOR THE THEATRE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class is an introduction to acting through the physical aspects of the stage, using the stage as a vehicle to promote ideas and feelings. Scenes will be assigned.

COMPUTER INFORMATION SYSTEMS _____ (CIS)

CIS 090. COMPUTER SKILLS..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is a lab course in computer operation for beginners. It teaches the use of microcomputers and related equipment, such as printers. It is designed to deal with "computer anxiety." Startup procedures and basic DOS functions are covered, and examples of today's powerful, user-friendly software are introduced, including word processing, spreadsheet, and filing programs. Other practical topics are covered such as shareware and shopping for computers. IBM or compatible computers are used.

CIS 100. INTRODUCTION TO COMPUTERS 3 credit hours

Prerequisite: None

3 hours per week (1½-1½)

This course teaches computer novices how to use computers, together with the terms and concepts needed. It emphasizes how to use a microcomputer, and how to use software packages such as spreadsheet, word processing, and database. The course teaches the basic vocabulary of computers, how computers are used in today's world, the basic cycle of computer operation, input and output devices, how computers follow directions and store information. This course is also taught as a telecourse. It is recommended that students who do not know how to type take OS 030 as a pre- or co-requisite.

CIS 102. COMPUTER GENERATED BUSINESS GRAPHS 1 credit hour

Prerequisite: None

7½ weeks, 2 hours per week (0-2)

This is an introductory course in computer-generated business graphs using formulas and menu or command-driven microcomputer software. Topics include computer hardware requirements, loading/preparing data sources, selecting data for display, choosing graph type (pie, bar, stacked bar, line, marked point, continuous data), displaying and printing the graph, naming and saving graph, recalling source data and graph, and producing complex graphs.

CIS 103. MSDOS COMMANDS..... 1 credit hour

Prerequisite: None

7½ weeks, 2 hours per week (0-2)

This course presents elementary and advanced MSDOS commands for making the system disk and for managing files and storage media. All internal and many external commands and their syntax are covered. The concepts of the boot disk, system prompt, system disk, wildcards, switches and the default drive are taught.

CIS 104. ADVANCED MSDOS 1 credit hour

Prerequisite: CIS 103 or equivalent

7½ weeks, 2 hours per week (0-2)

This course covers all commands for enhancing the microcomputer operating environment by building batch and configuration files and tree structure directories. The EDLIN utility program commands are used to build batch, AUTOEXEC & CONFIG files. The basic concepts and commands for input-output-redirection to devices and files, pipes and filter, and RAM disk are covered.

CIS 105. MICROCOMPUTER PROGRAMMING FOR BEGINNERS..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

In this class, students gain insights into computer organization, how it works in layman terms, develop (through lectures and exploring graduated exercises and assignments) skills necessary to identify problems and develop simple BASIC programs to solve them.

CIS 107. SPREADSHEET SOFTWARE..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is an individualized course for persons wishing to learn how to use an electronic spreadsheet on a personal computer. Individuals may choose any spreadsheet software package approved by the instructor. The course utilizes one-to-one instructor guidance as needed while students work with tutorial guides and software. Individuals may work at their own pace.

CIS 108. SOFTWARE TOOLS (SPECIAL SOFTWARE) 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is an individualized course for students who want to learn how to use an application package on a personal computer. Individuals may choose any application software package approved by the instructor. The course utilizes one-to-one instructor guidance as needed while students work with tutorial guides and software. Individuals may work at their own pace.

CIS 109. DATABASE SOFTWARE 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is an individualized course for persons wishing to learn how to use a database management system on a personal computer. Individuals may choose any database management system approved by the instructor. The course utilizes one-to-one instructor guidance as needed while students work with tutorial guides and software. Individuals may work at their own pace.

CIS 111. COMPUTER CONCEPTS..... 3 credit hours

Prerequisite: None

7½ weeks, 6 hours per week (3-3); or 15 weeks, 3 hours per week (1½-1½)

This course provides an overview of Business Information Systems. Topics developed include basic terminology, the role of computers in society and the discussion of hardware and software with an emphasis on business applications. Students use microcomputer applications including word processing and electronic spreadsheets to implement information systems. It is recommended that students who do not know how to type take OS 030 as a pre- or co-requisite.

CIS 112. COMPUTER FUNCTIONS..... 3 credit hours

Prerequisite or Corequisite: CIS 111

7½ weeks, 6 hours per week (3-3); or 15 weeks, 3 hours per week (1½-1½)

This course is a continuation of CIS 111. Topics developed include personal database management systems, and a discussion of the information systems development process. Some programming is done to demonstrate problem solving using structured design techniques. (This course is offered in 15-week and 7½-week formats.)

CIS 115. PROGRAMMING LOGIC..... 3 credit hours

Prerequisite: CIS 112

3 hours per week (3-0)

In this course students learn development of structured solutions to business computer problems using flowcharting techniques, pseudo code and other structured development tools.

CIS 121. BEGINNING UNIX..... 2 credit hours

Prerequisite: CIS 100 or equivalent experience

2 hours per week (2-0)

This course introduces UNIX System V tools to both experienced computer users and to students with only a basic knowledge of computers. The course covers orientation to UNIX, the UNIX file system, mail, standard UNIX editors, text and information processing, file and directory organization with the commands for their management and manipulation, and standard UNIX utilities. Students write simple UNIX shell programs using the Bourne shell.

CIS 130. PASCAL FOR BUSINESS AND INDUSTRY 4 credit hours

Prerequisite: CIS 112. Corequisite: CIS 115

4 hours per week (4-0)

This is a first course in Pascal covering structured algorithm development including branching and looping techniques. Strong emphasis is placed on good programming design using procedures and functions and efficient passing of parameters. Data structures, including arrays, records and sets are covered. During the semester, students write several programs, at least one of which is a large program.

CIS 136. BASIC FOR BUSINESS AND INDUSTRY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The principles of the BASIC language using structured techniques are taught. Entry and retrieval of data, mathematical operations, comparison and control statements, subscripted variables and functions as well as data files and formatted output are addressed. Students write BASIC programs, then enter and run them on an IBM compatible microcomputer.

CIS 141. COMPUTER OPERATIONS I 4 credit hours

Prerequisite: None

4 hours per week (4-0)

This is the study of both mainframe and micro computer systems including input/output devices, secondary storage, the central processing unit, software and computer networks, with emphasis on operations. Students gain hands-on experience performing realistic assignments while using the devices about which they have studied. The interrelationships between hardware and software are covered.

CIS 151. INTRO TO LOTUS 1-2-3 2 credit hours

Prerequisite: None

2 hours per week (1-1)

This course covers use of Lotus 1-2-3 spreadsheet software for solving problems in business, finance, and other areas that involve calculation and tabulation. It teaches use of command menus, formulae, and graphs; how to copy, move, sort, insert, delete, and print information, and how to create, sort, and search spreadsheet data records. The course should be useful to those who need to solve mathematical problems and/or generate reports of the results. Experience working with a computer is helpful but not required.

CIS 170. COBOL I 4 credit hours

Prerequisite: CIS 130 or consent

4 hours per week (4-0)

This is an introductory course in the COBOL language. Topics covered are file input, printer output, looping, basic arithmetic operations and comparisons. The production of reports with heading lines, total lines, and control breaks are presented and used to illustrate solutions to several typical business problems.

CIS 199. ON-THE-JOB-TRAINING Variable credit

Prerequisite: Two data processing courses. Employment in data processing related jobs.

This course recognizes the value of learning which can take place on the job by offering an opportunity to earn college credit for development and achievement of learning objectives which are accomplished through current work experience. Students also participate in computer system-related seminar activities.

CIS 221. UNIX SHELL PROGRAMMING 2 credit hours

Prerequisite: CIS 121 or equivalent

2 hours per week (2-0)

This is a hands-on course for writing shell programs for the UNIX System V Bourne shell. In addition to covering the basic programming constructs such as loops, decisions and input/output, this course emphasizes an understanding of how the shell operates in the UNIX environment, local and exported variables, special shell variables and subshells. Korn shell topics are covered as time permits. This course is a CIS approved elective for all CIS degree and certificate programs.

CIS 230. ADVANCED PASCAL FOR BUSINESS AND INDUSTRY..... 4 credit hours

Prerequisite: CIS 130 or CPS 186

4 hours per week (4-0)

This is a second course in Pascal, designed to prepare a student to use Pascal in real world software applications. Modularization, data encapsulation, data structures, pointers, testing strategies, program verification and documentation are covered. Searching and sorting techniques are studied. Students complete an in-depth programming project.

CIS 238. PC ASSEMBLY LANGUAGE..... 3 credit hours

Prerequisite: CIS 130 or consent

3 hours per week (3-0)

This is a first course in the 8088 series Assembly language (the assembly language of the IBM PC series machines). The organization of the 80xxx microprocessor is examined to aid in the study of the instruction set. Topics include various character/numeric conversions, the calling of Assembly language routines from a high level language, and the modification of some of the BIOS interrupt routines.

CIS 240. CAREER PRACTICES SEMINAR 2 credit hours

Prerequisite: ENG 100

2 hours per week (2-0)

This course covers career options available in the computer industry, how to develop a career plan, preparing a job hunting plan, hiring practices, resume preparation, interviewing skills, writing a journal of job-seeking activities, salary negotiations, customer relations and how to succeed on the job.

CIS 270. COBOL II 4 credit hours

Prerequisite: CIS 170

4 hours per week (4-0)

This course is a continuation of COBOL I, and includes table processing, sequential and indexed sequential files. Sorting and various file updating techniques, as well as Report Writer are discussed. Several programs are written to illustrate the topics covered, and at least one subprogram is written and called from another COBOL program.

CIS 275. C PROGRAMMING LANGUAGE 4 credit hours

Prerequisite: CIS 130 or consent

4 hours per week (4-0)

This is an introductory course in the C programming language. The intended audience is experienced programmers. Most features of the C language are discussed so that students who successfully complete the course are capable of versatility in using C. Emphasis is placed on structured programming techniques and sound documentation.

CIS 276. ADVANCED C PROGRAMMING LANGUAGE..... 4 credit hours

Prerequisite: CIS 275 or professional C programming experience

4 hours per week (4-0)

This is a course for programmers who have experience or coursework in the C language and want to learn advanced topics. It includes data structures, advanced I/O, dynamic memory management and successful techniques for team design of large programs.

CIS 282. SMALL SYSTEM DATA BASE 3 credit hours

Prerequisite: CIS 130 or consent

3 hours per week (3-0)

This course presents the theory and concepts underlying the use of database environments in today's integrated business information systems. The features and relative merits of relational, network and hierarchical data models are discussed; and the significance of database administration and security are emphasized. Students apply the theoretical concepts to realistic case studies.

CIS 284. DATA COMMUNICATIONS..... 3 credit hours

Prerequisite: CIS 130 or consent

3 hours per week (3-0)

This course introduces design issues in a network configuration, basic terminology and methodology, typical applications and uses of teleprocessing networks. Students study in detail typical building blocks and types of network organizations, common carrier services, tariffs, transmission facilities and signal conversion devices.

CIS 286. OPERATING SYSTEMS 4 credit hours

Prerequisites: First year required CIS courses

4 hours per week (4-0)

Concepts and technical knowledge of operating systems, utilities and control languages are presented with case studies of several operating systems, such as UNIX, UNISYS, MS-DOS, OS/2, VM AND VMS. Students use and write command procedures in some of the control languages.

CIS 288. SYSTEMS ANALYSIS AND DESIGN..... 3 credit hours

Prerequisite: CIS 130 or consent

3 hours per week (3-0)

This course surveys computer applications and techniques in major areas of business, business structure, analytical communication with system users, principles of package software evaluation and acquisition, planning schedules and resource requirements for software development, program testing and installation procedures, principles of software development monitoring, structured walkthroughs and other programmer communication, and producing software development specifications.

COMPUTER SCIENCE _____ (CPS)

CPS 183. INTRO TO BASIC PROGRAMMING 4 credit hours

Prerequisite: MTH 097

4 hours per week (4-0)

This course is designed for people with or without prior computer experience. Students learn the capabilities and special features of BASIC as it appears on popular home computers, or on a time-sharing system. Largely a hands-on course, students write and execute a wide variety of programs designed to teach programming principles, and principles of problem solution. Topics include program structure, file structure, menu-driven programs, string manipulation, arrays, sorting, searching, report generation, CAI, simulation and entertainment. This course is offered every term.

CPS 186. INTRO TO PASCAL PROGRAMMING..... 4 credit hours

Prerequisite: MTH 169

4 hours per week (4-0)

This course is an introduction to the principles and practices of the Pascal programming language. Designed as a teaching tool for programming concepts, Pascal has become the preferred language of computer science departments. Students learn about problem-solving strategies, top-down program development and good programming style. Students write and execute approximately eight programs in Pascal leading to a significant final project. This course is offered every term and transfers to some four-year institutions.

CPS 187. INTRODUCTION TO FORTRAN PROGRAMMING..... 4 credit hours

Prerequisite: MTH 169

4 hours per week (4-0)

This course is an introduction to the principles and practices of the FORTRAN 77 programming language. FORTRAN is designed for the science or business student who will use the computer as a tool in sorting, classifying, scheduling, performing complex or repetitive calculations, or evaluating models through simulation. Students learn about problem-solving strategies, top-down program development, and good programming style. Students write and execute selected programs in FORTRAN 77. This course transfers to some four-year institutions.

CPS 191. INTRODUCTION TO LISP PROGRAMMING 3 credit hours

Prerequisite: One programming language course

3 hours per week (3-0)

This course presents an introduction to the principles and practices of the LISP programming language for students with prior programming experience in another language. The course includes the history and applications of LISP, atoms and lists, defining functions, conditionals, iteration and recursion, input and output and manipulation of property lists. Students design and execute several programs covering these topics.

CPS 284. PRINCIPLES OF COMPUTER GRAPHICS 4 credit hours

Prerequisite: One computer language and 1 year algebra or permission

4 hours per week (4-0)

This course develops principles, algorithms and methods for graphics applications, using microcomputer graphics-enhanced BASIC language. Topics include complete coverage of the available graphics language, function, line, bar and pie graphs, rectangular and polar coordinates, creative design, movement, color, and 3D. The course includes graphics-enhanced discussion of topics in plane, solid, and analytic geometry and trigonometry. All necessary mathematics and BASIC are explained. Students create professional quality graphics. Special projects are encouraged.

CPS 286. ADVANCED PASCAL PROGRAMMING..... 4 credit hours

Prerequisite: MTH 169 and CPS 186 or 294 or CIS 130

4 hours per week (4-0)

Students are assumed to have a basic knowledge of Pascal. The more advanced features of Pascal and of scientific and data structure programming in general are covered. Students write and execute several Pascal programs utilizing recursion, files and libraries, sorting and dynamic data structures such as stacks, queues, linked lists, trees and hash tables. At least two of these are large programs. This course is normally offered in the Winter semester and transfers to some four-year institutions.

CPS 290. PROGRAM DESIGN METHODOLOGIES 4 credit hours

Prerequisite: CPS 286, 287 or 288

4 hours per week (4-0)

This course has a transfer program orientation. Techniques and methodologies of designing computer programs are presented. The course illustrates the importance of a good design in the implementation of any large computer program. Topics include: structured programming, program testing and verification, and debugging methods. Students design and implement one major computer system.

CPS 292. ASSEMBLER LANGUAGE PROGRAMMING 4 credit hours

Prerequisite: CPS 186, or 187 or 188

4 hours per week (4-0)

This course has a transfer program orientation. The basic architecture of computers is discussed including the physical and logical components of a computer system. Processing, control and I/O are dealt with and programmed using most of the instruction set of a computer. Students write several programs in assembler language. The course provides a foundation in assembler general enough to be applied easily to numerous machines.

CPS 294. COMPARATIVE LANGUAGES 4 credit hours

Prerequisite: CPS 183, or 186, or 187 or 188

4 hours per week (4-0)

This course has a transfer program orientation. It is designed to compare and contrast the characteristics of several popular programming languages. Each language is discussed and evaluated in terms of criteria such as: general application area, efficiency, portability, ease of programming, and ease of maintenance. Students write short programs in most of the languages discussed. Languages normally include: LISP, PL/I, FORTRAN, FORTRAN 77, ALGOL and Pascal.

CORRECTIONAL SCIENCE _____ (COR)

COR 122. INTRODUCTION TO CORRECTIONS 3 credit hours

(see CJ 122)

Prerequisite: None

3 hours per week (3-0)

This course is an introduction to the correctional system from historical to contemporary times. Examined are incarceration, probation, parole, and new programs in dealing with offenders.

COR 132. CORRECTIONAL INSTITUTIONS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to examine the various types of correctional institutions and the training of the personnel who staff them. There is also an examination of the rights and responsibilities of both staff and inmates to include the social effects upon each.

COR 199. CORRECTIONS ON-THE-JOB-TRAINING Variable credit

Prerequisite: COR 122 and 6 additional credits in corrections, and consent of department Instructional Coordinator.

8 hours per week minimum (8-0)

In this course students are given supervised, non-salaried positions as observers with various corrections agencies. Students are required to maintain a log of activities and submit a report at the end of the semester. Some agency assignments may require additional corrections courses for eligibility. All activities are monitored by the instructor and regular meetings with the instructor are required.

COR 211. LEGAL ISSUES IN CORRECTIONS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course gives students an overview of the law as it currently applies to the field of corrections. Included is an in-depth look at the application of the Constitution and the court processes, including prisoners' rights and section 42, 1983 concerns.

COR 218. CORRECTIONAL COUNSELING..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course presents the casework method of diagnosing and treating criminal offenders. A variety of counseling methods and their application to correctional casework is discussed.

COR 219. CLIENT RELATIONS IN CORRECTIONS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to provide students with a general knowledge of the various meanings and functions of cultures as they might apply to the corrections setting. In addition, students are introduced to the impact of discrimination in corrections and the melting pot concept. There is also work on how one's attitudes are formed and how their background has an impact on them. Students are also exposed to the interaction approach in dealing with the correctional client, and the proper responses within the walls.

COR 227. SEMINAR IN CORRECTIONS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides an overall look at the system of corrections. It includes discussions on alternative methods, parole, probation and community based corrections. A research effort is required in this course.

**COR 228. THE CORRECTIONAL CLIENT:
GROWTH AND DEVELOPMENT 3 credit hours**

Prerequisite: None

3 hours per week (3-0)

The course is designed to examine the growth and development of the correctional client, with a particular emphasis on the early environment, psychological and sociological factors, specific problems (i.e. substance abuse, sexual, medical, mental, etc.) and intervention strategies.

CRIMINAL JUSTICE _____(CJT)

CJT 100. INTRODUCTION TO CRIMINAL JUSTICE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides an in-depth look at the Criminal Justice System including law enforcement, courts and corrections. Individuality and the purpose of each division is studied. The student is provided with a sound understanding of the basic functions of each component.

CJT 103. POLICE RESERVE TRAINING 6 credit hours

Prerequisite: Sponsorship by a police department.

6 hours per week (6-0)

This course is designed to provide the auxiliary, reserve and/or part-time law enforcement officer with the skills necessary to function safely and effectively in that capacity. The course covers topics such as legal implications, juvenile law, investigations, traffic, first aid, liability, defensive tactics, and firearms qualifications. (Accredited by MROTC)

CJT 111. POLICE/COMMUNITY RELATIONS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The role of individual officer and the department in achieving and maintaining public support is studied. Topics include: customs, culture, and problems of ethnic and minority groups. Public information services, and techniques for the alleviation of community tensions are also covered.

CJT 150. CRIMINAL JUSTICE PHYSICAL CONDITIONING. 3 credit hours

Prerequisite: Physician's approval

3 hours per week (3-0)

This course is designed to build a skill/physical conditioning level to allow the student to successfully pass the Michigan Law Enforcement Officer's Training Council Pre-employment Physical Skill Test. The course is primarily for law enforcement students, but is also open to other students. (Prior to registration the student must present a medical examination certificate which is obtained in the CJT department office.)

CJT 152. INTRODUCTION TO FIREARMS SAFETY 3 credit hours

Prerequisite: None

3 hours per week (2-1)

This course is an introduction to firearms safety and function intended primarily for students in the Criminal Justice Program. Topics covered include the history of firearms, and legal and social issues. Laboratory practice includes learning to safely handle and fire a variety of firearms on both indoor and outdoor ranges under the direct supervision of certified firearms instructors. The course is not intended to provide expert marksmanship skills.

CJT 199. CRIMINAL JUSTICE ON-THE-JOB-TRAINING Variable credit

Prerequisite: CJT 100 and 6 additional credits in criminal justice, and consent of department chairperson

8 hours per week minimum (8-0)

In this course students are given supervised, non-salaried positions as observers/interns with various criminal justice agencies. Students are required to maintain a log of activities and submit a report at the end of the semester. Some agency assignments may require additional coursework for eligibility. All activities are monitored by an instructor and regular meetings with the instructor are required.

CJT 205. APPLIED PSYCHOLOGY FOR POLICE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Principles of psychology relevant to specific applications in law enforcement, and major psychological theories are viewed from the perspective of their application to law enforcement practices. Much of the course content deals with abnormal behaviors which police often encounter and proper techniques used to deal with them.

CJT 208. CRIMINAL EVIDENCE AND PROCEDURE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines principles of constitutional, federal and state laws as applied to law enforcement. Topics include: adjectival law, the law of evidence; role of the police, prosecutor, defense counsel, judge and jury; the judicial process; criminal procedure in various courts; law of arrest and search and seizure; and constitutional restraints.

CJT 209. CRIMINAL LAW 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed in order for either lawyer or layman to broaden understanding of the various agencies involved in the administration of criminal law. The more important law enforcement functions from arrest to executive pardon are emphasized.

CJT 210. INTRODUCTION TO CRIMINALISTICS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Criminalistics is the study and application of the physical and natural sciences to the collection and evaluation of evidence. This course offers an introduction to the examination of physical evidence including the collection, preservation, transportation, storage and identification of physical evidence; crime laboratory resources and capabilities; and a demonstration of laboratory criminalistics.

CJT 221. LAW ENFORCEMENT TRAINING..... 16 credit hours

Prerequisites: 45 credit hours and successful completion of the Michigan Law Enforcement Training Council (MLEOTC) pretest

13 weeks, 40 hours per week (flexible hours due to classroom and lab activities)

This is a basic law enforcement training program, also known as the Police Academy. It is intensive and challenging. The curriculum, established by the

MLEOTC, includes physical conditioning, defensive tactics, firearms, and first aid as well as subjects requiring extensive reading, writing, and note-taking skills. Students must adhere to regulations in the policy and procedures manual. Students successfully completing the course are eligible for the mandatory mastery examination administered by the MLEOTC for certification as a law enforcement person. The class meets at least 8 hours per day, 5 days per week for 13 weeks. Some weekends may also be involved. (Drug screening occurs prior to employment, as established by law.)

CJT 223. JUVENILE JUSTICE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The major emphasis of this course is on problems of law enforcement related to juvenile crime. Major topics covered include theories of juvenile delinquency, work of youth agencies, legislative involvement and new approaches to the prevention of juvenile crime.

CJT 224. CRIMINAL INVESTIGATION..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to provide a basic overview of investigative techniques as they pertain to many criminal justice agencies, including the police. The course includes practical applications at crime scenes.

CJT 225. SEMINAR IN CRIMINAL JUSTICE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides a unifying experience and evaluation of criminal justice systems, policies and practices. Preparation of a concluding research paper is required for this course. The focus is on analytical thought processes and problem solving.

CULINARY ARTS _____ (CUL)

**CUL 100. INTRODUCTION TO HOSPITALITY
MANAGEMENT..... 3 credit hours**

Prerequisite: None

3 hours per week (3-0)

This course is designed to give students an overview of the hospitality industry, trends, and opportunities in the industry today. It is an introduction to the study of the business organization and functions of management.

CUL 110. SANITATION AND HYGIENE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course communicates the importance of sanitation to the hospitality worker: layman's bacteriology, communicable diseases, food poisoning, pest control, cleaning and sanitizing, and personal hygiene. Students who complete this course and pass the exams receive National and State Sanitation Certification.

CUL 111. ELEMENTARY FOOD PREPARATION..... 6 credit hours

Prerequisite: None

14 hours per week (7-7)

This is a beginning production course that examines the development of standards in food preparation, portion control, service techniques, sanitation, receiving and storage of food products and demonstrates their proper use in preparation and service.

CUL 118. PRINCIPLES OF NUTRITION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

General principles of nutrition are discussed in this course as they pertain to selection of foods, nutritional needs of all age groups, the meaning of food to people, the relationship of food and nutrition to menu planning.

CUL 150. FOOD SERVICE MANAGEMENT 6 credit hours

Prerequisite: None

14 hours per week (7-7)

Students demonstrate service and supervisory techniques utilized in the operation of a full service restaurant. Guest speakers, tours and classroom discussions follow the lab, covering issues of CPR, marketing, advertising, financial accounting, responsible beverage service, and human relation principles, related to front of the house management. Students who complete this course and pass the exams may receive Race for Life CPR and Techniques of Alcohol Management TAM certificates.

CUL 199. ON-THE-JOB TRAINING..... Variable credit

Prerequisite: 30 credit hours within the program or consent

On the Job training provides students with the opportunity to earn 3 credit hours while working under supervised conditions in a commercial food facility. A minimum of 300 hours of work on the job is required.

CUL 210. GARDE MANGER 4 credit hours

Prerequisite: CUL 111 or consent

6 hours per week (0-6)

Garde Manger is designed to demonstrate classical food preparation and presentation techniques. Students progress to more elaborate techniques such as those used in culinary competition and in classical buffets.

CUL 219. ELEMENTARY BAKING 4 credit hours

Prerequisite: None

6 hours per week (0-6)

Through lectures and demonstration, students are required to produce yeast doughs, hot breads, muffins, desserts, pastry doughs, fillings glazes, and basic cake decorating.

CUL 220. ORGANIZATION AND MANAGEMENT

OF FOOD SYSTEMS 3 credit hours

Prerequisite: CUL 100 or consent

3 hours per week (3-0)

A study of the processes of recruitment, selection, training and evaluation, collective bargaining and human relations techniques in personnel management. Theoretical applications are developed and discussed through actual case studies.

CUL 222. QUANTITY FOOD PRODUCTION 6 credit hours

Prerequisite: CUL 111 or consent

15 hours per week (7½-7½)

This course builds on the techniques learned in Elementary Food Preparation. Students learn how to properly prepare, from scratch: soups, sauces, meats, seafoods, poultry, breads, desserts, salads and salad dressings, appetizers, and vegetables. This is accomplished by preparing food for the Culinary Arts Dining Room, a full-service restaurant, operated by the students.

CUL 224. PRINCIPLES OF COST CONTROLS 4 credit hours

Prerequisite: None

4 hours per week (4-0)

This course involves discussions and exercises used in the process of purchasing foods and materials used in the hospitality industry. The course involves analyzing all related costs that affect production and service in the foods and hospitality industry (foods, beverage, labor and supplies).

CUL 225. ADVANCED BAKING AND PASTRY 4 credit hours

Prerequisite: CUL 219 or consent

4 hours per week (0-4)

Expanding on elementary baking principles, students acquire production techniques in classical pastry items such as tortes, french pastries, puff pastries; utilization of various food products such as chocolates, pulled sugar, marzipan, and other food items used for culinary centerpieces.

CUL 227. ADVANCED CULINARY TECHNIQUES..... 6 credit hours

Prerequisite: CUL 122 or consent

7 weeks, 20 hours per week (5-15)

This course is a culmination of experiences for the advanced student. Hors d'oeuvres, chaud-froid, ballontine and souffle, tallow and salt carvings, aspics, ice carving, gum paste and decorating techniques become familiar to the student.

CUL 228. LAYOUT AND EQUIPMENT 4 credit hours

Prerequisite: None

6 hours per week (3-3)

This class is designed to give necessary insight involved in establishing a restaurant or food service facility. Includes research, surveying, planning and construction of both menu and kitchen layout.

CUL 250. ADVANCED SERVICE TECHNIQUES..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Identification and service of wine and liquor, tableside preparation and management styles utilized in satisfying the more discriminating diner are demonstrated and discussed. Comparative tastings are a major component of this course.

CUL 260. CATERING AND BANQUETS 3 credit hours

Prerequisite: CUL 111 or consent

2 hours per week (30 lab hours as needed)

The complete process of planning and serving banquets including facility use, menu planning, food purchasing and production. Students practice in actual development of banquets from inception to service.

DANCE _____ (DAN)

DAN 101. BEGINNING MODERN DANCE I..... 2 credit hours

Prerequisite: None

3 hours per week (0-3)

This course introduces dance as a creative art form. Basic movement vocabulary is taught along with body placement, alignment and simple tools for composing dance studies.

DAN 102. BEGINNING MODERN DANCE II 2 credit hours

Prerequisite: DAN 101 or consent

3 hours per week (0-3)

This course goes beyond the use of basic movement vocabulary by applying movement to more complex dance phrases and is paced faster than DAN 101.

DAN 103. BEGINNING TAP DANCE I..... 1 credit hour

Prerequisite: None

½ hours per week (0-1½)

Students learn basic tap dance vocabulary which is incorporated into traditional steps and dance routines. Rhythmical enjoyment is emphasized.

DAN 105. BEGINNING JAZZ DANCE I..... 2 credit hours

Prerequisite: None

3 hours per week (0-3)

This dance form originated in Africa and has evolved through American social and stage dance. The movement is rhythmical, bold, percussive, and expansive. Basic jazz vocabulary is taught along with body alignment. This course helps to improve overall body control, agility, and coordination.

DAN 106. BEGINNING JAZZ DANCE II..... 2 credit hours

Prerequisite: DAN 105 or consent

3 hours per week (0-3)

This is a course designed for students with jazz dance background who want to work on proficiency of jazz movement and stylized dancing.

DAN 107. BEGINNING BALLET I..... 2 credit hours

Prerequisite: None

3 hours per week (0-3)

This course provides basic ballet movement vocabulary by associating the French ballet terms with the appropriate execution. Balance, body alignment, flexibility, and overall body control can be developed in this course and students learn how to view performances.

DAN 108. BEGINNING BALLET II..... 2 credit hours

Prerequisite: DAN 107 or consent

3 hours per week (0-3)

This course introduces more complex ballet movements and turns. Students who want to improve their proficiency at the barre, centre, and through the space find this course appropriate.

DAN 110. AFRO-AMERICAN DANCE I..... 1 credit hour

Prerequisite: None

2 hours per week (0-2)

This course introduces the basic movements used in American boogie, jazz, Dixieland, modern and Latin dance. The focus of the class is to identify these movements and relate them to their ancestral African and African/American dance heritage.

DAN 122. BALLROOM DANCE I..... 1 credit hour

Prerequisite: None

1½ hours per week (0-1½)

Students learn the basics of good social dance so they can feel comfortable in any dance situation. They learn how to lead, follow, and dance the most popular and most useful dances: fox trot, waltz, swing, cha-cha, rhumba, polka and hustle. Designed for those with limited or no experience or for those who wish to review the basics.

DAN 123. DANCE EXERCISE I..... 2 credit hours

Prerequisite: None

Designed for students who are looking for a slower paced dance exercise course, this choreographed program of stretching and simple dance routines set to various types of music, helps trim and recondition the body while providing an excellent starting or re-entry point for a fitness program. Students are encouraged to develop a total fitness program. Discussion of nutrition and the learning of simple relaxation techniques are also a part of this class where no prior dance or exercise experience is required.

DAN 126. COUNTRY WESTERN DANCE..... 1 credit hour

Prerequisite: None

1½ hours per week (0-1½)

Students learn the basics of country western music. They learn to lead, follow and dance the Texas Two Step, Western polka, Schottische, Waltz, Cotton Eyed Joe, and Swing. It is designed for those with limited or no experience or for those who wish to review the basics.

DAN 130. BEGINNING CLOGGING I..... 1 credit hour

Prerequisite: None

1½ hours per week (0-1½)

Students learn the basic clogging steps which are incorporated into dance routines. They learn to clog to Cotton Eyed Joe, Little Liza, Down South, and Old Time Rock-n-Roll. The course is designed for those with no or limited clogging experience.

DAN 201. CLASSICAL DANCES OF INDIA..... 1 credit hour

Prerequisite: None

1½ hours per week (0-1½)

Students learn the dance forms that were systematized by the sages of India centuries ago. Dances are performed to Indian music and incorporate many Yoga postures. This class is for anyone interested in Indian mythology, philosophy and Yoga.

DAN 210. AFRO-AMERICAN DANCE II..... 1 credit hour

Prerequisite: DAN 110 or consent
2 hours per week (0-2)

This class is designed to further students' dance vocabulary using basic African/Afro-American movements employed in the boogie, jazz, Dixieland, modern and Latin dance. Emphasis is on building confidence through the use of movement combinations; traditional African/Afro-American movement; exploring solo creation, and learning at least one Afro-American dance.

DAN 222. BALLROOM DANCE II..... 1 credit hour

Prerequisite: DAN 122 or consent
1½ hours per week (0-1½)

Students perfect the basics of good social dance so they can excel in any dance situation. They learn advanced patterns in fox trot, waltz, swing, cha-cha, rumba, polka and hustle. They are introduced to tango, mambo and samba. It is designed for those who have previous ballroom dance experience.

DAN 223. DANCE EXERCISE II..... 2 credit hours

Prerequisite: DAN 123 or consent
3 hours per week (0-3)

This course is designed for students who are in reasonable physical shape. Students in this dance exercise class learn choreographed warm-up, aerobic, strengthening, and cool down routines that help condition the heart and lungs and help keep the body flexible and toned. All routines are set to various types of music. To encourage students to develop a total fitness program, discussion of nutrition and the learning of simple relaxation techniques is included.

DAN 224. DANCE EXERCISE III..... 2 credit hours

Prerequisite: DAN 223 or consent
2 hours per week (0-2)

This class is a continuation of DAN 123 and 223. It is a fitness maintenance program for those who have already been introduced to aerobic dance exercise. Students learn choreographed warm-up, aerobic, strengthening, and cool down routines that help condition the heart and lungs and help keep the body flexible and strong. All routines are set to various types of music. For the development of a total fitness program, time is devoted to a discussion of nutrition and the learning of relaxation techniques.

DENTAL ASSISTING.....(DEN)

Enrollment priority for these courses is granted to students admitted to this program.

DEN 000. DENTAL CLINICAL LAB..... 0 credit hours

Prerequisite: Admission to Dental Assistant Program
Corequisite: Concurrent enrollment in DEN 110 or 124 or 224
3 hours per week (0-3)

The clinical lab provides services for students enrolled in DEN 110, 124, 224 to receive additional practice and/or clinical evaluation in developing skills in

the WCC Dental Clinical Facility. The practice varies according to the specific assignments for each course.

DEN 039. DENTAL ASSISTANT REVIEW..... 1 credit hour

Prerequisite: Graduate or OJT Dental Assistant

2½ weeks, 6 hours per week (6-0)

This course provides the opportunity for a prospective candidate for a dental assistant credentialing exam to review course materials; gain knowledge about test taking; take a simulated exam; and examine areas of need prior to taking a credentialing exam.

DEN 110. INTRODUCTION TO DENTAL ASSISTING 4 credit hours

Prerequisite: Admission to the Dental Assisting Program

Corequisite: DEN 000

12 weeks, 7 hours per week (3.75-3.75)

This course is an orientation to dental assisting. It is a study of the history of dentistry, professional organizations, ethics, and the role of the modern dental health team. Students are introduced to the dental operator, equipment and basic procedures used in four-handed dentistry.

DEN 111. DENTAL SCIENCE 3 credit hours

Prerequisite: Admission to the Dental Assisting Program

4 hours per week (4-0)

This is an introductory course in head and neck anatomy. It studies skull and facial bones, masticatory muscles, oral anatomy – hard and soft tissues, anatomical nomenclature, tooth development and morphology, tooth surface annotation, cavity classification, occlusion and malocclusion, dental caries and fluoride.

DEN 113. DENTAL MATERIALS..... 2 credit hours

Prerequisite: Admission to the Dental Assisting Program

Corequisite: DA 115

2 hours per week (2-0)

This course is designed to give dental assistant students theoretical knowledge of the uses and properties (chemical and physical) of the most commonly used dental materials.

DEN 115. DENTAL MATERIALS PRACTICE..... 2 credit hours

Corequisite: DA 113

10 weeks, 2 hours per week (1.5-4.5)

Students gain actual experience in the manipulation, practical application, and safe use of common dental materials used in the practice of dentistry in accordance with OSHA guidelines.

DEN 120. ORAL DIAGNOSIS 2 credit hours

Prerequisite: A 2.0 GPA in DEN 110 and 111

4 weeks, 11.25 hours per week (5.5-5.75)

This theoretical and practical course provides students with the knowledge and techniques used to obtain diagnostic data and the methods of recording this data. Treatment planning and referral letter writing are also included as well as instruction in blood pressure recording.

DEN 121. ORAL DIAGNOSTIC PRACTICUM..... 1 credit hour

Prerequisite: 2.0 GPA in DEN 110, 111, and 120
4 weeks, 11.25 hours per week (0-11.25)

This clinical course is designed to actively involve students in applying their knowledge of recording diagnostic data and treatment plans. Complete clinical records including a referral letter are written on actual clinical cases being treated in the college Dental Clinic. In addition, students have the opportunity to assist during actual prophylaxis and operative procedures as well as monitor and record blood pressure. Students also gain experience in using aseptic techniques and management of the sterilization area.

DEN 122. ADVANCED DENTAL SCIENCE..... 4 credit hours

Prerequisite: A 2.0 GPA in DEN 111
4 hours per week (4-0)

This course provides a study of microbiology, anesthesia and office emergencies. It also includes a theoretical presentation in oral pathology, periodontics, maxillofacial oral surgery, endodontics, and occlusal relationships. By the completion of this course, students are required to obtain current CPR certification with AHA or ARC.

DEN 124. ADVANCED CLINICAL DENTAL ASSISTING 3 credit hours

Prerequisite: A 2.0 GPA in DEN 110
Corequisite: Den 000

7 weeks, 10 hours per week (4.3-5.7)

This course provides a study of advanced clinical procedures and the instrumentation necessary to perform them. Clinical skills learned in previous courses are applied to advanced procedures through typodont experiences.

DEN 125. DENTAL RADIOGRAPHY 2 credit hours

Prerequisite: Admission to the Dental Assisting Program or consent
10 weeks, 4.5 hours per week (2.2-2.3)

The principles, techniques, safety precautions, and the operation of the dental radiographic equipment are studied. Students gain experience in processing methods and mounting techniques.

DEN 126. DENTAL LABORATORY PROCEDURES 3 credit hours

Prerequisite: Admission to the Dental Assisting Program or consent
10 weeks, 10.5 hours per week (1.5-9)

This is a demonstration and laboratory course in which students construct various dental devices for diagnosis and impression taking. Emphasis is on impression for the fabrication of diagnostic models, model trimming and the fabrication of custom acrylic impression trays. The construction of baseplates and occlusal rims, temporary crowns and bridges are demonstrated.

DEN 127. DENTAL NUTRITION..... 2 credit hours

Prerequisite: Admission to the Dental Assisting Program or consent
10 weeks, 4.5 hours per week (2.3-2.2)

This course is designed to give dental assisting students an indepth awareness of nutrition and preventive dentistry. The etiology, prevention, and control of dental caries, and oral hygiene instructions are emphasized.

DEN 200. CLINICAL PRACTICE 2 credit hours

Prerequisite: A 2.0 GPA in all Dental Assisting courses
4 weeks, 22.5 hours per week (0-22.5)

This course is an orientation to a clinical environment at the U of M School of

Dentistry. Students actively utilize all previous dental courses in an off-campus clinical experience. Students meet for periodic seminars to review clinical experiences.

DEN 201. DENTAL SPECIALTIES..... 3 credit hours

Prerequisite: A 2.0 GPA in all Dental Assisting courses

5 weeks, 9 hours per week (9-0)

This course is designed to introduce dental assisting students to the various dental specialties and their relationship to one another. Dental specialists provide expertise in relating the latest concepts and technology to students. In several specialty areas, students gain experience in specialized procedures or observe actual practices in field trips.

DEN 202. ADVANCED CLINICAL PRACTICE..... 3 credit hours

Prerequisite: A 2.0 GPA in all Dental Assisting courses

9 weeks, 20 hours per week (0-20)

Students actively participate in a variety of clinical settings. The course is structured according to students' areas of interest and geographic access in dentistry. Students become acquainted with a number of office routines, procedures, equipment, and patient and staff relationships.

DEN 212. DENTAL PRACTICE MANAGEMENT 4 credit hours

Prerequisite: OS 030 or introductory computer course or consent

7 weeks, 13 hours per week (6.5-6.5)

This course is an introduction to the dental business office. It is the study of systems of management used in dentistry, interpersonal communications, basic concepts of third party payment, machines and computer utilization. Students gain actual computer experience in word processing, database, and spreadsheet programs. Students develop skills in interviewing and writing letters of application and a resume.



DEN 215. ADVANCED DENTAL RADIOGRAPHY..... 1 credit hour

Prerequisite: A 2.0 GPA in DEN 125

3 weeks, 15 hours per week (0-15)

Clinical practice is provided in making radiographic exposures using manikins and patients participating in the WCC Dental Clinic Program. This course, in conjunction with the completion of DEN 125, allows a dental assistant to legally expose dental radiographs in the State of Michigan.

DEN 222. DENTAL PRACTICE MANAGEMENT SEMINAR ... 3 credit hours

Prerequisite: A 2.0 GPA in DEN 212 or consent of instructor

7 weeks, 7 hours per week (2-5)

This course is designed for the person whose principle responsibilities are in the dental business office. This course presents seminar sessions in management and supervisory techniques and includes exposure to advanced dental office procedures. Students are required to gain experience in a dental business office through current employment or on assigned rotation of sixty clock hours.

DEN 224. ADVANCED FUNCTIONS 4 credit hours

Prerequisite: A 2.0 GPA in all Dental Assisting courses

Corequisite: DEN 000

8 hours per week (2-6)

This course is designed to provide dental assisting students with knowledge and skill in performing intraoral functions as legally delegated to the RDA in the Michigan State Dental Practice Act. Students gain experience in rubber dam placement and removal; placement of anticariogenic agents; and suture removal on typodonts and live patients. Students also review related skills in preparation for the State Board Registry examination.

DIAGNOSTIC MEDICAL SONOGRAPHY _____ (DMS)

DMS 214. ABDOMINAL SONOGRAPHY I..... 4 credit hours

Prerequisite: Admission to Program

5 hours per week (3-2)

This course covers sonography of the abdominal vasculature, liver, gallbladder and biliary system. The anatomy, physiology, pathology and scanning technique of each structure is discussed.

DMS 216. GYNECOLOGIC ULTRASOUND 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course covers the anatomy and sonography of the female pelvis, reproductive organs and associated pathology, protocol and scanning techniques.

DMS 222. ULTRASOUND PHYSICS AND INSTRUMENTATION..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course covers the fundamental principles of ultrasound propagation and includes the following topics: types of waves, instrumentation, transducers, quality control and bioeffects of ultrasound.

DMS 225. SMALL PARTS, NEURO & INTRACAVITARY IMAGING 2 credit hours

Prerequisite: Admission to Program

7½ weeks, 4 hours per week (4-0)

This course covers sonography of superficial and intracavitary structures. The anatomy, physiology and scanning technique of each structure is discussed.

DMS 226. OBSTETRICAL SONOGRAPHY 3 credit hours

Prerequisite: Admission to DMS Program

3 hours per week (3-0)

The course provides instruction in embryology, pregnancy, fetal development, disorders of pregnancy, gestational dating and postpartum sonography. Students are taught the protocol and scanning techniques of obstetrical sonography.

DMS 229. ULTRASOUND PHYSICS II..... 2 credit hours

Prerequisite: Admission to program and DMS 222

7½ weeks, 4 hours per week

This second part of a two-course sequence is designed to meet individual student needs and extend knowledge of ultrasound physics learned in DMS 222.

ECONOMICS _____ (ECO)

ECO 111. CONSUMER ECONOMICS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The wise use of financial resources today requires more than an income-producing job and simple subtraction skills. In this course, students learn the basics of budgeting, money management, use of credit and buying, the intricacies of home ownership, income tax, investments, and the wise use of insurance, wills, and trusts. This course is also taught as a telecourse using the program series "Personal Finances and Money Management."

ECO 211. PRINCIPLES OF ECONOMICS I 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is the first half of basic principles of economics. Emphasis is on macroeconomic concepts of national income, fiscal and monetary policy and problems of unemployment, inflation and economic growth. This course is required of all Business Administration transfer students. This course is also taught as a telecourse using the program series "Economics USA."

ECO 222. PRINCIPLES OF ECONOMICS II 3 credit hours

Prerequisite: ECO 211 or consent

3 hours per week (3-0)

This is the second half of Principles of Economics 211. Emphasis is on microeconomic concepts of demand, supply and problems relating to prices and resource allocation. This course is also taught as a telecourse using the program series "Economics USA."

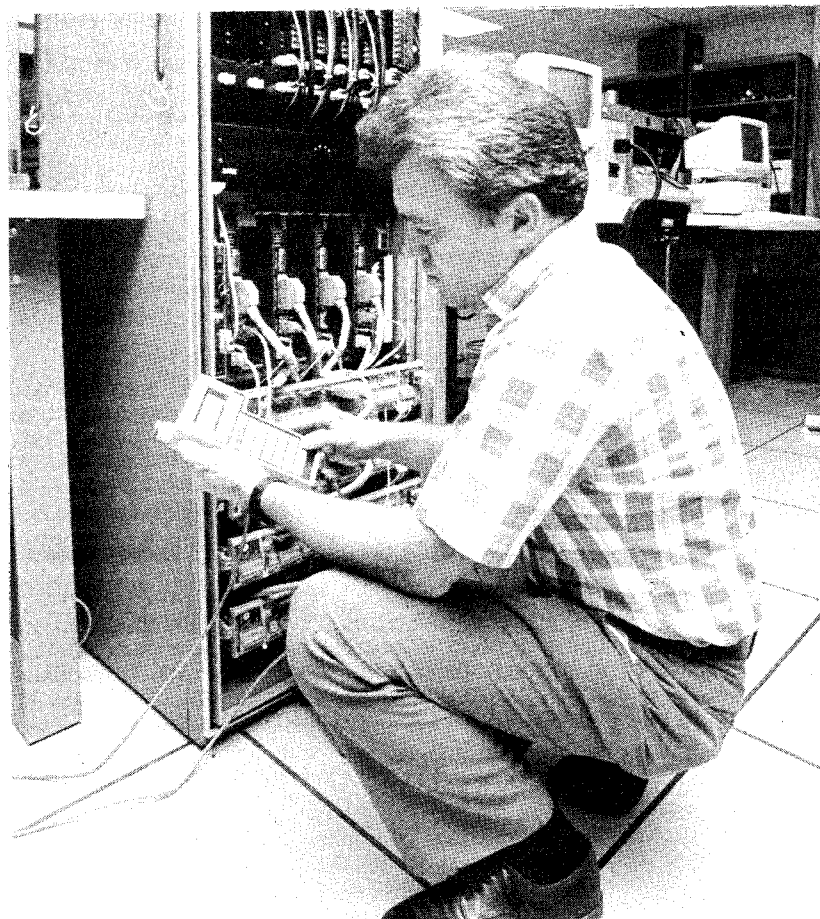
ELECTRICITY ELECTRONICS _____ (ELE)

ELE 040. RESIDENTIAL WIRING 2 credit hours

Prerequisite: None

3 hours per week (0-3)

This course is a practical hands-on course that has been designed to help students better understand the wiring techniques and safety considerations that must be considered when dealing with a residential wiring system. A great deal of "hands on" time is offered and is devoted to working with the wiring materials and constructing circuits of the type found in the home. Typical of the kinds of circuits that are discussed and wired by the student are: duplex outlet circuits, dimmer circuits, three and four-way switch circuits, CGI circuits, lawn and garden lighting circuits, electrical dryer and electric stove circuits. Grading uses the satisfactory/unsatisfactory system.



ELE 095. ELECTRICAL BLUEPRINT READING..... 2 credit hours

Prerequisite: None

3 hours per week

This is an introductory level course in reading basic electronic/electrical manufacturing drawings to determine if the hardware complies with the engineering design requirements. Students learn to identify the basic graphical symbols used in electrical/electronic manufacturing drawings. The basic types of technical information contained in each category of manufacturing drawing is studied.

ELE 101. SERVICING TECHNIQUES I 2 credit hours

Corequisite: 123A

4 hours per week (0-4)

Instruction and development in the techniques and skills necessary for the service and maintenance of electrical/electronic systems. Proper use and care of tools and measuring instruments is stressed. Instruction in the following areas is included: soldering, printed circuit board layout, repair and fabrication, circuit building, testing and troubleshooting. Time is also devoted to learning the wiring techniques and safety considerations required to understand 110/220 volt supply and control systems.

ELE 105. INTRODUCTION TO TELECOMMUNICATIONS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory level course designed to expose the entering student to the concepts, equipment, and terminology used in the telecommunication industry. Topics include: basic telephony, transmission systems, satellite communications, fiber optics, switching systems, data communications, local area networks, and telecommunications management.

ELE 111. ELECTRICAL FUNDAMENTALS 4 credit hours

Prerequisite: None

6 hours per week

A basic electricity course designed for non-electrical majors. Course content includes both DC and AC circuits. The course has been designed for those students who need an understanding of electrical principles and applications but do not need the theoretical or mathematical depth required by the ELE programs. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting.

ELE 123. FUNDAMENTALS OF ELECTRICITY 8 credit hours

Prerequisite: MTH 151 or equivalent

9 hours per week (9-0) plus open lab time

An accelerated introductory course in electricity. BECAUSE OF THE ACCELERATED PACE, ONLY STUDENTS HAVING ABOVE AVERAGE MATH AND READING SKILLS SHOULD ENROLL IN THIS COURSE. Students study theory and applications of direct current (D.C.), alternating current (A.C.), Ohms law, Kirchoff's law, superposition, Thevenin's theorems and the j operator. In the laboratory students apply the theory to lab projects by wiring circuits, measuring voltage, current, resistance and analyzing waveforms.

ELE 123A. FUNDAMENTALS OF ELECTRICITY (PART A) ... 5 credit hours

Prerequisite: MTH 151 or equivalent

6 hours per week (6-0) plus open lab time

The topics covered in the first half of ELE 123 are covered here. STUDENTS ENTERING AN ELECTRONICS PROGRAM WITH AVERAGE MATH AND READING SKILLS SHOULD ENROLL IN THIS COURSE. Lecture topics include: theory and applications of direct current (D.C.), Ohms law, Kirchoff's laws and Thevenin's theorems. Lab exercises include: wiring circuits, making voltage, current and resistance measurements with laboratory test equipment.

ELE 123B. FUNDAMENTALS OF ELECTRICITY (PART B) ... 5 credit hours

Prerequisite: ELE 123A

6 hours per week (6-0) plus open lab time

The topics covered in the second half of ELE 123 are covered here. Lecture topics include: theory and applications of alternating current (A.C.), Ohms law, Kirchoff's law and the j operator. Lab exercises include: drawing and wiring A.C. circuits and circuit measurement. Students gain proficiency in the uses of oscilloscopes, signal generators and other associated test equipment.

ELE 134. MOTORS AND CONTROLS 4 credit hours

Prerequisite: ELE 123 or 123A. Corequisite: ELE 123B

6 hours per week (3-3)

Topics include DC motors and generators, alternators, AC motors and typical controls for DC and AC motors. This is a hands-on course with heavy emphasis on laboratory exercises.

ELE 137. SWITCHING LOGIC 3 credit hours

Prerequisite: None

4 hours per week (4-0)

This is a beginning course in digital fundamentals. Students learn different number systems and codes, logical operations using basic logic gates and combinational logic circuits that are used in computers. Other topics are: Boolean algebra, truth tables, timing diagrams, Karnaugh maps, and arithmetic logic.

ELE 139. MICROPROCESSORS..... 4 credit hours

Prerequisite: ELE 137 or equivalent. Corequisite: ELE 140

6 hours per week (3-3)

This course is an introduction to the physical and logical makeup of a microprocessor-based computer system. The major functional elements of a microprocessor system and their relationship to each other are examined. Topics include data coding, data storage, microprocessor architecture, input/output devices and machine language programming. The laboratory exercises provide experience with microprocessor hardware and machine language programming.

ELE 140. SOFTWARE CONCEPTS..... 4 credit hours

Prerequisite: None

6 hours per week (4-2)

Students use standard software design techniques to develop and code algorithms for the solution of electrical circuit problems, thus gaining a useful tool for problem solution while learning software fundamentals such as

understanding the difference between syntax and semantics, refinement of algorithms into working solutions and executing programs on a computer system. Introductory file concepts and data structures are covered in addition to fundamental operating system concepts. Students compare high level languages.

ELE 150. PC HARDWARE CONCEPTS AND TROUBLESHOOTING 4 credit hours

Prerequisite: None

6 hours per week (3-3)

The student who successfully completes this course will understand the internal functions of a micro computer and will have the ability to troubleshoot and repair to the level of user replaceable units. This course is an introduction to the physical and logical makeup of a micro-computer system with emphasis on repair. The major functional elements of a computer system and their relationship with each other are examined. Topics include coding systems, data storage representation, central processor architecture, input, output devices and diagnostics. Laboratory exercises provide hands-on experience with computer hardware and troubleshooting. Persons interested in PC concepts who have little or no experience will benefit from this course.

ELE 204. NATIONAL ELECTRICAL CODE..... 4 credit hours

Prerequisite: ELE 123, or ELE 123A and ELE 123B, or consent

5 hours per week (5-0)

This course covers the use of the National Electrical Code as a tool to plan the safe installation of electrical equipment in residential, commercial, and industrial locations. Students calculate required numbers of branch circuits; select sizes of conductors, raceways, fuses, circuit breakers, and boxes; and plan motor circuits, services, and feeders. Other topics include: cardi-pulmonary resuscitation and other safety issues, grounding, GFCI, kitchen circuits, motor controls, local codes, and code changes. Recommended for industrial controls students and those interested in becoming licensed journeypersons or master electricians.

ELE 205. BASIC TELEPHONY..... 4 credit hours

Prerequisite: ELE 139

6 hours per week (4-2)

This course covers the theory, maintenance, and installation of telephone systems. Topics include state of the art telephone system technology, basic electromechanical and electronic key systems with emphasis placed on voice systems. Laboratory experiments involve measurements, troubleshooting, transmission line noise analysis, and switching concepts.

ELE 213. SEMICONDUCTOR APPLICATIONS 4 credit hours

Prerequisite: ELE 123 or 123B

6 hours per week (3-3)

Semiconductor Applications is a lecture and laboratory course for ELE majors covering semiconductor devices including diodes, transistors, integrated circuit operational amplifiers, thyristors and other solid state switching devices. Circuits using these devices are constructed and tested in the laboratory.

ELE 215. DIGITAL COMMUNICATIONS I 4 credit hours

Prerequisite: ELE 213

6 hours per week (3-3)

This is a lecture and laboratory course in the theory and practical use of DATA communications equipment and associated test equipment. Lecture and laboratory topics include programmable terminals, break out boxes, protocol analyzers, and modem operation, testing and programming. Other topics include data codes, protocols and circuits, analysis and discussion of common carriers.

ELE 221. COMPUTER PERIPHERALS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory course which studies the input and output devices of a computer system. Emphasis is placed on Digital magnetic recording theory and Digital magnetic input/output (peripheral) devices.

ELE 224. PROGRAMMABLE CONTROLLERS 4 credit hours

Prerequisites: ELE 123 or ELE 123A and ELE 123B

6 hours per week (3-3)

The theory of operation of programmable controllers is studied in this course. Students review digital logic principles needed to understand programmable controllers. Lecture topics include ladder diagrams, relays, programming and interfacing. Types of programmable controllers discussed are the Modicon Micro-84, Allen Bradley PLC-4 and selected I/O devices.

ELE 224A. PROGRAMMABLE CONTROLLERS A 3 credit hours

Prerequisites: ELE 123 or ELE 123A and 123B

7½ weeks, 6 hours per week (3-3)

This course covers the first half of ELE 224. Studied in this course is the theory and operation of programmable controllers with emphasis placed on the Modicon Micro-84. Other lecture topics are ladder diagrams, relays, programming and interfacing.

ELE 224B. PROGRAMMABLE CONTROLLERS B 3 credit hours

Prerequisites: ELE 123 or ELE 123A and 123B

7½ weeks, 6 hours per week (3-3)

This course covers the second half of ELE 224. Studied in this course is the theory and operation of programmable controllers with emphasis placed on the Allen Bradley PLC-4. Other lecture topics are ladder diagrams, relays, programming and interfacing.

ELE 224C. PROGRAMMABLE CONTROLLERS C 3 credit hours

Prerequisite: None

7½ weeks, 6 hours per week (3-3)

This course is intended for electricians, engineers, and managers in programming the Allen Bradley Mini-PLC-2/05 programmable controller. It is an introductory-level course in working with programmable controllers. Theoretical topics include a general introduction to programmable controllers, digital codes and number systems common to programmable controllers, and efficient program design. Practical laboratory topics include use of a simulator to proof and debug a program, mating a controller to various input/output devices, and troubleshooting a control system that includes the PLC-2/05. The only prerequisite for this course is a minimal understanding of AC and DC circuits.

ELE 225. DIGITAL COMMUNICATIONS II 4 credit hours

Prerequisites: ELE 205 and ELE 215

6 hours per week (4-2)

This course studies the theoretical and practical aspects of data communication systems. Major lecture discussions are directed toward telephone system performance requirements, transmission of data, digital modulation and network protocols. Major topics are operation of data communication modems, multiplexers and local area networks, and the effects of noise and other distortions in data communications.

ELE 230. COMPUTER SYSTEM FUNDAMENTALS 4 credit hours

Prerequisites: ELE 139 and ELE 140

6 hours per week (4-2)

The basic concepts and characteristics of a digital computer system are examined in this course. The instruction set and addressing modes of the VAX-11 family of minicomputers are covered. Emphasis is placed on understanding the organization and functions of the CPU, main memory, and terminal and disk drive subsystems.

ELE 234. VAX/VMS FOR HARDWARE TECHNICIANS..... 3 credit hours

Prerequisites: ELE 140 and ELE 230

4 hours per week (4-0)

This course deals with the knowledge and practical skills needed to use the VAX/VMS operating system as a hardware maintenance tool. Topics include the functions of an operating system, installation of the current version of VMS, use of the Digital Command Language, management of account privileges, use of tape and disk volumes, and use of the Error Log and System Dump Analyzer utilities to collect relevant data on system problems.

ELE 235. COMPUTER SYSTEM TROUBLESHOOTING 4 credit hours

Prerequisites: ELE 221 and ELE 230. Corequisite: ELE 234

6 hours per week (4-2)

This course provides the basic knowledge and skills required to operate and perform corrective maintenance on modern, networked, computer systems. Based on the VAX-11 family of computers, the uses of operational theory, block diagrams and diagnostics as aids in troubleshooting are emphasized. Local Area Network (LAN) concepts and fault isolation tools are introduced.

ELE 240. CAREER PRACTICES SEMINAR..... 2 credit hours

Prerequisite: ENG 100

2 hours per week (2-0)

This course studies career options in the computer and electronics industry. Students learn how to develop a career plan, prepare a job hunting plan and a successful resume. Salary negotiations, interviewing for the job and how to succeed on the job are other topics discussed.

ELE 241. DIGITAL ELECTRONICS 4 credit hours

Prerequisites: ELE 137

6 hours per week (3-3)

This course is an in-depth study of the logic presented in ELE 137. The operation, electrical parameters and application of logic gates with emphasis on TTL and CMOS logic families are studied. Combinational logic circuits such as adders, subtractors, shift registers, multiplexers, encoders and memories are also covered. Experience in the use, operation, testing and troubleshooting of integrated circuits is gained in the lab.

ELE 244. ELECTRONIC CONTROL SYSTEMS 4 credit hours

Prerequisites: ELE 134, PHY 110

6 hours per week (3-3)

This is a class in servo controls. Topics include open and closed loop feedback theory, DC drives, speed and position controls.

ELE 245. TRANSMISSION SYSTEMS 4 credit hours

Prerequisites: ELE 205, ELE 215

6 hours per week (4-2)

This course studies the principles of digital and analog transmission systems. Topics covered are transmission codes, conventions, and hierarchy. Specific subjects include the T-1 system, Time Division Multiplexing, Frequency division Multiplexing, multiplexer interfacing and system maintenance.

ELE 250. MICROPROCESSOR INTERFACING 4 credit hours

Prerequisites: ELE 139

6 hours per week (3-3)

This is an advanced level course covering theory, hardware, software and applications of microprocessors. topics include interfacing with sensors and actuators to control position, velocity, acceleration, temperature, flow rate and pressure. Laboratory exercises provide experience in analyzing and troubleshooting modern microprocessor-based control circuits.

ELE 254. PROGRAMMABLE CONTROLLER SYSTEMS 4 credit hours

Prerequisites: ELE 224 or permission of instructor

6 hours per week (3-3)

This is an advanced class in programmable controllers. The Allen Bradley PLC 2/05 is integrated with conveyors to study material handling problems. Emphasis is on programming the PLC 2/05, I/O devices, and troubleshooting a typical PC control system.

ELE 275. SWITCHING SYSTEMS 4 credit hours

Corequisite: ELE 205

6 hours per week (3-3)

The theory, operation and maintenance of analog and digital switches is studied. Topics include switch programming, diagnostic procedures, system trouble shooting. Customer-owned switching systems are emphasized.

ELE 299. CUSTOMER RELATIONS 1 credit hour

Prerequisite: None

7 weeks, 3 hours per week (3-0)

Students enhance their interpersonal skills through the techniques gained in this course. Developing insight using demonstrations, video tape, role playing, and interaction, the student is guided in a curriculum which builds a value-added attitude for customer service personnel. Skills learned include controlling one's emotions in difficult situations and increasing customer satisfaction.

ENGLISH _____ (ENG)

ENG 000. WRITING LAB..... 0 credit hours

The Writing Lab provides two services. First, students enrolled in English 040, 050, 051, 091, 100, and 111 receive additional practice and/or assignments in developing writing skills in the lab. The practice method and assignments vary from course to course. Second, students can receive help on any writing projects from the lab staff.

ENG 010. WRITING PRACTICUM..... 1 credit hour

Prerequisite: None

1 hour per week (0-1)

This course provides individualized instruction. Students may be referred to this course by their instructor to remove a specific deficiency in their writing. Students may enroll in this course to improve writing or receive help in completing writing assignments for English classes or other courses requiring writing. Grading uses the satisfactory/unsatisfactory system.

ENG 020. ENGLISH AS A SECOND LANGUAGE I..... 8 credit hours

Placement based on oral interview

8 hours per week (8-0)

This class is designed for students who do not speak or understand spoken or written English. This course teaches survival language necessary for minimum functioning in the community. Grading uses the satisfactory/unsatisfactory system.

ENG 021. ENGLISH AS A SECOND LANGUAGE II 8 credit hours

Placement based on oral interview or successful completion of ENG 020

8 hours per week (8-0)

This class is designed for students who have had some exposure to and/or instruction in English. The course emphasizes survival language. Grading uses the satisfactory/unsatisfactory system.

ENG 022. ENGLISH AS A SECOND LANGUAGE III 8 credit hours

Placement based on results of English Placement Test (EPT) or successful completion of ENG 021

8 hours per week (8-0)

This class is designed as a continuation of ENG 021 and is for students who have had some exposure to and/or instruction in English. This course goes beyond minimal survival English toward communication for daily living. Grading uses the satisfactory/unsatisfactory system.

ENG 030. ENGLISH FOR THE FOREIGN BORN I 2 credit hours

Placement based on results of English Placement Test (EPT) or successful completion of ENG 022

3 hours per week (3-0)

This intermediate level class expands students' knowledge of English grammar and vocabulary and their ability to understand and use spoken and written English. Special attention is given to the appropriate use of the forms studied. Grading uses the satisfactory/unsatisfactory system.

ENG 031. ENGLISH FOR THE FOREIGN BORN II 2 credit hours
Placement based on results of English Placement Test (EPT) or successful completion of ENG 030
3 hours per week (3-0)
This course is a continuation of English 030. Grading uses the satisfactory/unsatisfactory system.

ENG 035. ENGLISH PRONUNCIATION AND CONVERSATION 2 credit hours
Prerequisite: ENG 022 or EPT score of 40+
3 hours per week (1-2)
This intermediate pronunciation and conversation class is for learners of English as a second language. Students practice using English to agree, disagree, invite, and compare. Grammar and vocabulary are reviewed as they relate to the conversations. Some outside reading is required. Grading uses the satisfactory/unsatisfactory system.

ENG 040. BASIC WRITING - ESL 4 credit hours
Corequisite: ENG 000
4 hours per week (3-1)
This course provides opportunities to develop skills in formal written English for non-native speakers of English. It emphasizes rhetorical structures, vocabulary, and a review of selected problem areas in grammar. Grading uses the satisfactory/unsatisfactory system.

ENG 050. BASIC WRITING I 4 credit hours
Corequisite: ENG 000
4 hours per week (3-1)
This class is the first course for inexperienced writers. It helps students to gain confidence writing formal English sentences and paragraphs. It is strongly recommended that students enroll in Reading 040 before or at the same time as this course. Grading uses the satisfactory/unsatisfactory system.

ENG 051. BASIC WRITING II 4 credit hours
Corequisite: ENG 000
4 hours per week (3-1)
This is a continuation of English 050. It meets along with an ENG 050 class but has more advanced writing lab assignments. Grading uses the satisfactory/unsatisfactory system.

ENG 085. REVIEW OF ENGLISH GRAMMAR 3 credit hours
Prerequisite: EPT score of 80+
3 hours per week (3-0)
This course reviews the basics of our grammatical system and looks at some complex language problems often experienced by native speakers. It helps students to write more precisely and effectively. It may be taken in conjunction with ENG 091, 100, 107, 111 and 122.

ENG 091. WRITING FUNDAMENTALS 4 credit hours
Corequisite: ENG 000
4 hours per week (3-1)
This course focuses on strengthening the writing skills required of a worker, citizen, or college student. The emphasis is on developing and organizing

ideas in long paragraphs and short narrative essays in preparation for ENG 100- or 111-level writing courses.

ENG 100. COMMUNICATION SKILLS..... 4 credit hours

Corequisite: ENG 000

4 hours per week (3-1)

Students receive practice in a variety of writing assignments relevant to their program area. Assignments include letter writing for a variety of situations (e.g., job application, complaint, commendation, courtesy), memos written in response to situations students are likely to encounter on the job, resumes fitted to the student's particular background (work and educational experience), and other writing forms. During the first week of class, students must demonstrate a writing proficiency at the ENG 091 level. This course is intended primarily for native speakers of English.

ENG 102. TERM PAPER 1 credit hour

Prerequisite: None

1 hour per week (0-1)

This course provides individual instruction for students engaged in preparing a research paper. Step-by-step help is provided in topic selection, information gathering, note taking, organization, writing, documenting, and revising. Students who enroll in this course must use a text processor (computer) to complete their work. Student-accessible computers are available at several locations on campus, including the Writing Lab.

ENG 107. TECHNICAL COMMUNICATIONS..... 3 credit hours

Prerequisite: ENG 100

3 hours per week (3-0)

This course is a continuation of ENG 100 with emphasis on longer, more complex assignments which simulate work situations. As an introduction to more advanced courses in Technical communications, this course is a requirement for the Technical Communications degree program.

ENG 108. ADVANCED TECHNICAL COMMUNICATIONS... Variable credit

Prerequisite: None

1-3 hours per week

This course consists of 15 classroom hours of instruction in each of the following modules: research/interview techniques; editing and proofreading; and introduction to software documentation. Students can sign up for one to three credits and receive one credit for each module satisfactorily completed. Students can work on different modules in different semesters.

ENG 109. AWARD WINNING DOCUMENTS..... 3 credit hours

Prerequisites ENG 108 and GDT 217

3 hours per week (3-0)

This course focuses on putting the components of good manuals into complete documents. It concentrates on perfecting presentations and format, determining the different types of documentation needed, performing in-depth audience analyses, developing sequencing techniques, creating task-oriented documents, testing document outlines, and evaluating completed projects. Students can add four documents with camera-ready text to their portfolios. Documents may include video scripts, manuals, pamphlets, brochures or computer-aided instruction screen flows.

ENG 111. COMPOSITION I 4 credit hours

Corequisite: ENG 000

4 hours per week (3-1)

This course focuses on developing skills in critical reading, logical thinking, and written composition (from paragraphs to expository essays and documented papers). Reading materials serve as a basis for papers and classroom discussions. Students write both in-class and outside themes frequently. Methods of organization and development are emphasized. During the first week of class, students must demonstrate their writing proficiency.

ENG 122. COMPOSITION II 3 credit hours

Prerequisite: ENG 111

3 hours per week (2-1)

This course is a continuation of ENG 111 with emphasis on research and critical literary papers along with narrative and persuasive writing.

ENG 145. WOMEN WRITERS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

A survey of poetry, fiction, drama and essays by women, with an emphasis on 20th Century writers is provided in this class. The class explores the writings of women authors and what those authors have to say about themselves and the world around them.

ENG 160. INTRODUCTION TO LITERATURE:

POETRY AND DRAMA 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to give an understanding of literature through writing assignments, close reading and discussion of selected works of poetry and drama. Students are encouraged to evolve criteria for assessing the value of literary works.

ENG 170. INTRODUCTION TO LITERATURE:

SHORT STORY AND NOVEL..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Students explore short stories and the novel as they provide blueprints for living, self-discovery and recreation. Each student is helped in strengthening reading and writing skills. Readings and discussion consider the cultural relevance of writings, the structural design, and the effect upon the reader. Students are encouraged to evolve criteria for assessing the value of literary works. Special designated sections of ENG 170 emphasize popular literature, science fiction, biography, mystery, westerns or images of women in literature.

ENG 175. LITERATURE OF NATURE 3 credit hours

Prerequisite: None

3 hours per week (3-0)

An historical survey of attitudes toward wilderness and nature as expressed in a variety of literary genres, with an emphasis on modern American works. (NOTE: This course may also be offered as a special section of English 170)

ENG 181. AFRICAN-AMERICAN LITERATURE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides a critical analysis of the African-American experience in the world of literature. It is an introduction to contemporary African-American literature, letters and thought, as well as a survey of the great works of Afro-American fiction.

**ENG 199. SCIENTIFIC/TECHNICAL COMMUNICATION
INTERNSHIP..... Variable credit**

Prerequisite: ENG 109 or consent

Advanced students may earn credits while doing commercial scientific and technical communication under academic supervision. This course is not required for the scientific and technical communication degree and may not be available.

ENG 200. SHAKESPEARE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides introductory reading and discussion of the varieties of Shakespeare's plays: comedy, history, tragedy and dramatic romance. All periods of Shakespeare's work are represented. Wherever possible, the opportunity to view performances, either live or on film, is made available.

ENG 211. AMERICAN LITERATURE I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The nation's literature from its beginnings to the Civil War are discussed, stressing the major authors of the period. The course relates trends of the period to contemporary problems and readings.

ENG 212. ENGLISH LITERATURE I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The course studies English literature from the Anglo-Saxon period through the 18th Century. Readings stress the major authors from Chaucer to Johnson.

ENG 213. WORLD LITERATURE I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

World Literature 213 and 224 is a sequence which attempts an approach to the eternal values of man through literary masterpieces written from the time of ancient Greece to the present.

ENG 222. AMERICAN LITERATURE II 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is the second half of a two-semester sequence (see ENG 211). It covers the period from the Civil War to the present and relates trends of the period to problems and writings occurring after the Civil War. Major fiction of the period including poetry, drama, short stories and novels as well as literary, social, political and economic trends are part of discussions. Some designated sections focus on contemporary American Literature. Some writing is required.

ENG 223. ENGLISH LITERATURE II..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a continuation of ENG 212. It involves a study of representative writers of the Romantic, Victorian and Modern periods.

ENG 224. WORLD LITERATURE II 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a continuation of ENG 213. It explores some of the great literary experiences of the Western tradition since the Renaissance and attempts to show how they have contributed to present cultural heritage.

ENG 240. CHILDREN'S LITERATURE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a survey of prose, poetry and illustrated books suitable for the preschool, elementary, and early adolescent child. This course is required of students entering elementary education; also for library studies or work, teacher's aide program, nursery and day care work and as general education for parents.

ENG 241. ADOLESCENT LITERATURE 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a survey of prose, poetry and some non-fiction suitable for adolescent readers. It is recommended for students entering upper elementary and high school teacher training programs; also for library science students and as a general education for parents.

ENG 245. CAREER PRACTICE SEMINAR 2 credit hours

Prerequisite: ENG 100

2 hours per week (2-0)

This course covers career options available in the field of technical communication, how to develop a career plan and a job hunting plan, hiring practices, resume preparation, interviewing skills and human relations on the job.

ENG 260. JOURNAL WORKSHOP I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This workshop is for emotionally mature, self-directed people committed to growth and discipline in their writing and in their lives. It offers in-class writing as a means to self-discovery and expression. Students explore movement and continuity of their lives while exploring creative and healing power of symbols. There is a choice of many ways to use writing: biography, mind exploration, growth work, creative expansion, problem solving, renewing faith, celebrating life, affirming commitments. Journals remain confidential. The course is transferable to four year colleges.

ENG 261. JOURNAL WORKSHOP II 3 credit hours

Prerequisite: ENG 260

3 hours per week (3-0)

This is a continuation of ENG 260, for students who have already completed 260, and who wish to continue to develop their skills and produce additional written work.



ENG 270. CREATIVE WRITING I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Students explore processes by which writers discover ideas. Aided by a series of writing exercises, students create elements of poetry, fiction, drama, and/or non-fiction such as dialogue, point of view, voice, and rhythm. Students also explore relationships between form and ideas in writing. Writing is viewed as a means of personal expression and as a craft with definable measures of quality. Some designated sections focus on poetry.

ENG 271. CREATIVE WRITING II..... 3 credit hours

Prerequisite: ENG 270

3 hours per week (3-0)

This course is a continuation of English 270, Creative Writing, for those students who have already completed 270 and who wish to continue to develop skills. Students develop individual writing projects. Designated sections coordinate publication of *Northern Spies*, WCC's creative arts journal.

ENG 278. MAGAZINE PUBLICATION 3 credit hours

Prerequisite: ENG 270

3 hours per week (3-0)

This workshop course produces *Northern Spies*, WCC'S literary journal. Students advertise for writing to be considered for publication, and then read, discuss, select, edit, typeset, and proofread work submitted by WCC writers. Students learn critical thinking, discussion, and decision-making skills, editing skills, and technical skills involved in computer desktop publishing.

FIRE PROTECTION _____ (FPT)

FPT 099. LABOR RELATIONS IN THE PUBLIC SECTOR 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Labor relations in the public sector are studied using simulated collective bargaining procedures and case studies. A field study report is required.

FPT 100. INTRODUCTION TO FIRE PROTECTION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Covered in this course are the history and development of fire protection, the role of the fire service in the development of civilization, personnel in fire protection, introduction to general fire hazards, and the problems and possible solutions for current and future fire protection.

FPT 103. HAZARDOUS MATERIALS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Designed for students in the Fire Protection program, this course covers the chemistry of flammable and explosive materials with special emphasis on hazards. Information from DOT and other agencies dealing with hazardous material response is provided.

FPT 109. INCIDENT COMMAND 3 credit hours

Prerequisite: FPT 100 or consent

3 hours per week (3-0)

The student is exposed to the decision making process required to manage fireground operations. Emphasis is on methods used in rescue, exposure, confinement, extinguishment and overhaul.

FPT 111. HYDRAULICS 3 credit hours

Prerequisites: Math 097 and consent

3 hours per week (3-0)

This course covers basic skills and knowledge relevant to fire service hydraulics operation. Emphasis is placed on types and styles of pumps, construction, testing and maintenance procedures. In addition, main streams water distribution systems and automatic extinguishing systems are discussed. Partial coverage of NAPA Standard 1002 objectives is provided.

FPT 112. FIRE COMPANY SUPERVISION 3 credit hours

Prerequisite: Consent

3 hours per week (3-0)

The theory and practice of supervision are studied. Included are the relationship of supervision to leadership, leadership styles, individual differences, problems of morale and motivation, interpersonal communication, instructional basics, supervision and strategy.

FPT 116. BUILDING CONSTRUCTION FOR FIRE SERVICE 3 credit hours

Prerequisite: Consent

3 hours per week (3-0)

Firefighters are confronted with many unknown factors at the fire ground. Among these is the questionable structural stability of the fire building. The

design of the building also contributes to fire spread and extinguishment in direct forms. This course provides a study of the fundamental concepts of building design and construction, including site selection, code compliance, architectural plans, terminology and explorations of design. Emphasis is focused on fire protection concerns.

FPT 122. FIRE PREVENTION THEORY AND APPLICATIONS..... 3 credit hours

Prerequisite: FPT 100 or consent

3 hours per week (3-0)

The development of fire prevention laws and ordinances for elimination of fire hazards is studied. Topics included are: inspection organization, practices and procedures, theory and application of laws and ordinances in modern concepts of fire prevention.

FPT 124. FIRE PROTECTION SYSTEMS I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides an introduction to the concepts of fire protection systems and their relationship to the control and extinguishment of fires. It includes a review of extinguishing agents and their application, study of sprinkler systems, automatic fire detection systems and municipal fire alarm systems.

FPT 209. COMMAND AND CONTROL OF MAJOR FIRES 3 credit hours

Prerequisite: Consent

3 hours per week (3-0)

Covered in this course are fireground operations, strategy and judgments. Topics include: when to call for additional equipment, why buildings collapse, when to retreat, when or when not to ventilate and how to best augment systems which are installed in the building. Factors or conditions which affect and determine a department's operations are studied.

FPT 210. INTRODUCTION TO FIRE ADMINISTRATION 3 credit hours

Prerequisite: Consent

3 hours per week (3-0)

This course provides a study of the practical application of records, reports, and training in fire administration. Topics included are: the municipal fire problem, organization for fire protection to include manpower, equipment and facilities, principles of organization, methods of supervision and discipline, relations with the public and other city departments, budget and purchasing practices, rating systems and their application to the fire service, and ways to handle personnel problems and employee suggestions.

FPT 213. FIRE INVESTIGATION AND ARSON 3 credit hours

Prerequisite: Consent

3 hours per week (3-0)

The fire fighter's role in arson investigations is studied. Topics include: method and mechanics of protecting, searching and controlling the fire scene; determining the point of origin, path of fire travel and fire causes; interviews and interrogations; and recognizing and preserving evidence. This course covers Michigan laws, alibis, motives and proving the corpus delicti, preparation of the case, court testimony, reports and records and juvenile fire setters.

FPT 216. LEGAL ASPECTS OF FIRE PROTECTION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Legislative and court decisions which affect the fire service are studied. This course reviews criminal and administrative law, tort actions against municipalities, legal implications of hiring, discipline and promotions.

FPT 224. PROTECTION SYSTEMS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course covers attitudes prevalent in industry toward fire protection, development of fire and safety organizations in industry, relationships between private and public fire protection organizations, industrial obligations to communities in regard to fire and safety, current trends, deficiencies, and possible solutions for fire protection problems facing industry today.

FPT 250. FIRE PROTECTION TRAINING METHODOLOGY.. 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to prepare training officers to conduct fire protection training programs. It includes the study of various components essential in the development and delivery of fire protection training. This course is equivalent to the National Fire Academy Educational Methodology I course.

FLUID POWER _____ (FLP)

FLP 111. FLUID POWER FUNDAMENTALS 4 credit hours

Prerequisite: None

5 hours per week (3-2)

This is a beginning course in fluid power that deals with the basic principles of hydraulics and pneumatics. (Hydraulics is used as a means of teaching the fundamentals.) Directional valves, pressure control valves, flow control valves, actuators and basic pump theory are studied. ANSI symbols are used to design simple circuits. Disassembly of components and assembly of circuits make up the lab experiences.

FLP 122. HYDRAULIC PUMPS AND MOTORS 2 credit hours

Prerequisite: FLP 111

4 hours per week (2-2)

This course takes a look at the principles of the major positive displacement pumps. Building on the information from FLP 111, students study hydraulic pump controls, and multi-pressure systems. Other topics include hydrastatic drives, power unit construction, and rotary actuator principles and controls. Lab sessions are an important part of the class.

FLP 201. PLUMBING AND PIPEFITTING I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a practical study of plumbing and pipefitting fundamentals as well as the classifications and functions of boilers, steam and hot water heating systems. Heating code is included.

FLP 202. PLUMBING AND PIPEFITTING II..... 4 credit hours

Prerequisite: None

4 hours per week (4-0)

This course is a continuation of FLP 201 involving the study of water supply, waste disposal, drainage, venting, unit sanitation equipment and plumbing codes.

FLP 213. HYDRAULIC CONTROLS 3 credit hours

Prerequisite: FLP 111. Corequisite (recommended): FLP 214

4 hours per week (2-2)

FLP 213 parallels FLP 214 concentrating on the controls used in hydraulic circuits. The course takes a closer look at the directional, pressure and flow controls studied in FLP 111. We concentrate on specialty type valves such as stack modules, cartridge valves, pressure and flow control and servo valves. Other topics include electric components used in sequencing of hydraulic actuators, and component trouble shooting. Lab time is an integral part of this course.

FLP 214. BASIC HYDRAULIC CIRCUITS..... 3 credit hours

Prerequisite: FLP 111. Corequisite (recommended): FLP 213

4 hours per week (2-2)

This course parallels FLP 213 and deals with circuits as the application of hydraulic controls. Circuit design, application and troubleshooting are major topics studied. Electric logic for hydraulic sequencing is included along with open and closed loop servo circuits. Lab time is an important part of this course.

FLP 225. FLUID POWER INSTRUMENTATION 3 credit hours

Prerequisites: FLP 111 and EE 123A

4 hours per week (2-2)

This course includes the study of electronic instrumentation as it applies to hydraulics and an introduction to automatic control. Discussion and laboratory exercises involve sensors of all types, oscilloscopes, and X/Y recorders. Characteristics of various pressure controls and electro-hydraulic valves are studied utilizing this equipment. The course concludes with an introduction to feedback control theory.

FLP 226. PNEUMATICS..... 3 credit hours

Prerequisite: None

4 hours per week (2-2)

Basic air systems are studied as a control medium in industrial applications such as presses, clamps, transfer devices, etc. Valves, cylinders, motors, compressors, regulators, filters and other power components are included. Ladder logic provides a means of circuit design on an introductory level.

FRENCH.....(FRN)

FRN 111. FIRST YEAR FRENCH I..... 4 credit hours

Prerequisite: None

4 hours per week (3-1)

This is a beginning and transferable course in French which emphasizes the aural-oral approach. Classroom work and language laboratory sessions assist the student in establishing and perfecting basic conversational tools in the language.

FRN 120. BEGINNING CONVERSATIONAL FRENCH 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This is a basic French course, mainly conversational in approach, which assumes no previous knowledge of the language. It is chiefly for persons interested in foreign travel through a basic knowledge of spoken and written French. It may also be taken as a preview for students entering the first-year college French studies or students already enrolled in the first year course.

FRN 121. INTERMEDIATE CONVERSATIONAL FRENCH..... 2 credit hours

Prerequisite: FRN 120

3 hours per week (3-0)

This is a continuation of FRN 120. The course provides vocabulary expansion and cultural insights through student involvement in conversation practice sessions.

FRN 122. FIRST YEAR FRENCH II..... 4 credit hours

Prerequisite: FRN 111

4 hours per week (3-1)

This is a continuation of FRN 111. Continuing classroom work and language sessions help the student to acquire basic conversational tools of the language as well as basic informational aspects of the culture.

FRN 213. SECOND YEAR FRENCH I 3 credit hours

Prerequisite: FRN 122 or consent

3 hours per week (3-0)

This course provides a review of first year French language, as well as an introduction to cultural and commercial French. Students with good high school backgrounds or previous language experience in French may be eligible for admission without FRN 111 and 122.

FRN 224. SECOND YEAR FRENCH II 3 credit hours

Prerequisite: FRN 213 or consent

3 hours per week (3-0)

This is a continuation of FRN 213. Short-wave broadcasts and language laboratory practice augment the oral-aural method. The course covers aspects of Canadian as well as French cultural life.

GEOGRAPHY _____ (GEO)

GEO 100. GEOGRAPHY AND ENVIRONMENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This global survey course covers the world by regions emphasizing the contemporary relationships between developed nations and developing nations. It evaluates how geophysical elements, climates, location, vegetation, and resources interact with culture, economic and political aspects which in turn relates to environmental problems and the accelerating growth of the global population.

GEO 200. MICHIGAN GEOGRAPHY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course surveys the various types of natural resources and regions within the state and of the cultural adjustment humans have made to natural conditions. Emphasis is on points of history with geographic interest. The economic, social and political development of the territory as part of the history of the Great Lakes area are covered.

GEOLOGY _____ (GLG)

GLG 100. INTRODUCTION TO EARTH SCIENCE..... 4 credit hours

Prerequisite: None

5 hours per week (2-3)

This course provides practical training in earth science including work with soils, plate tectonics, minerals, glaciers, volcanism, maps, meteorology, astronomy and oceanography. Field trips to points of interest are included.

GLG 103. FIELD GEOLOGY 3 credit hours

Prerequisite: None

7½ weeks, 6 hours per week (1-5)

Students examine the processes that have formed and are forming the landscape by studying formations at local sites. GLG 103 is normally offered only in the Summer Term.

GLG 104. WEATHER 3 credit hours

Prerequisite: None

7½ weeks, 6 hours per week (3-3)

Atmospheric processes and phenomena that produce the day-to-day weather changes experienced throughout the world are studied. Emphasis is placed on empirical observation of cloud type, development and movement. Weather map interpretation and analysis including elementary weather forecasting techniques are presented. Field trips are included. GLG 104 is normally offered only in the Spring Term.

GLG 109. COMMON ROCKS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The identification of rocks and minerals is accomplished through laboratory and field studies. Emphasis is placed on Michigan specimens. This course is intended for students interested in becoming school teachers, or needing a science elective.

**GLG 110. GEOLOGY OF THE NATIONAL PARKS
AND MONUMENTS 2 credit hours**

Prerequisite: None

2 hours per week (2-0)

The geological settings of specific National Parks and Monuments is studied including the principles and processes which shaped them. Slide programs are used to illustrate the geological features.

GLG 114. PHYSICAL GEOLOGY 4 credit hours

Prerequisite: None

5 hours per week (2-3)

The physical features and processes of the earth are studied. Plate tectonics along with the interpretation of topographic maps and the study of common rocks and minerals are included. A three day field trip is required with food and housing expenses the responsibility of the student.

GLG 125. HISTORICAL GEOLOGY 4 credit hours

Prerequisite: GLG 100, 114 or consent

5 hours per week (2-3)

The development of North America as a typical continent is presented including the formation of mountains, plains, the evolution of life on land and water, and the identification of fossils. A three day field trip is required with food and housing expenses the responsibility of the student.

**GLG 202. EARTH SCIENCE FOR
ELEMENTARY TEACHERS..... 4 credit hours**

Prerequisite: None

5 hours per week (2-3)

This course presents the content and methodology necessary for success in teaching earth science in the elementary school. It includes laboratory activities, laboratory projects, lesson planning and student presentations. Content topics include rocks and minerals, volcanism, mountain building, dinosaurs, and weather. Methodology topics include behavioral objectives, lesson plans, presenting lessons, and student-centered approaches.

GERMAN _____ (GRM)

GRM 111. FIRST YEAR GERMAN I..... 4 credit hours

Prerequisite: None

4 hours per week (3-1)

This is a beginning and transferable course in German which emphasizes the aural-oral approach. Classroom work and language laboratory sessions assist the student in establishing and perfecting basic conversational tools in the language. (Students intending to study German should have a sound, basic background in English grammar and syntax to be able to take and succeed in a foreign language as inflected and analytical as German.)

GRM 120. CONVERSATIONAL GERMAN 2 credit hours

Prerequisite: None

2 hours per week (2-0)

Conversational in approach. Assumes no previous knowledge of the language and geared chiefly for persons interested in obtaining a basic knowledge of spoken and written German, as well as an appreciation and awareness of contemporary German culture. German 120 may be taken as a preview for students entering the first year German studies or students already enrolled in the first year course.

GRM 122. FIRST YEAR GERMAN II..... 4 credit hours

Prerequisite: GRM 111 or consent

4 hours per week (3-1)

This is a continuation of GRM 111. Continuing classroom work and language laboratory sessions emphasize the aural-oral approach. Class conversations, short readings, and lab practice also assist students in acquiring facility in the language, as well as informational aspects of the culture.

GRAPHIC DESIGN TECHNOLOGY _____ (GDT)

GDT 100. TYPOGRAPHY I..... 4 credit hours

Prerequisite: None

6 hours per week (2-4)

This is an introduction to evolution/principles of typography with concentration on typeface identification, copyfitting, and layout formulation. Assignments investigate lettering as a design element in graphic design and advertising.

GDT 101. DESIGN SURVEY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course surveys historical and contemporary styles and influences in graphic design through the ages.

GDT 102. COMPUTER AIDED PUBLISHING..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

An introduction to "desktop publishing" involving hands-on experience in preparing publication design, copy, artwork and page composition using a microcomputer.

GDT 103. PERSPECTIVE DRAWING..... 4 credit hours

Prerequisite: None

6 hours per week (2-4)

This course is formulated for the graphic designer and the illustrator to explore the methods of visual expression needed for various occupations, with emphasis placed on developing and fine-tuning hand-eye skills. One, two and three dimensional drawing, freehand sketching and shadow construction make up the course content. Students must provide basic drawing supplies. This course is required for GDT majors -- Illustration Option.

GDT 112. GRAPHIC COMMUNICATION..... 4 credit hours

Prerequisite: GDT 100, ART 112

6 hours per week (2-4)

This class provides coverage of methods in visual communication, ideation, visual perception and problem solving techniques. Exercises explore word-picture-abstract design, visual thinking and communication theories.

GDT 113. PRINCIPLES OF PRODUCTION..... 4 credit hours

Prerequisite: GDT 100

6 hours per week (2-4)

This class provides study of art production mechanics and techniques including keylining, page formatting, and camera ready art preparation. It focuses on industry related assignments.

GDT 116. PRINT PHOTOGRAPHY..... 2 credit hours

Prerequisite: ART 112

4 hours per week (1-3)

This class, for photography majors, covers basic printing processes and terminology of the various stages required for producing printed materials. Students concentrate on hands-on execution and take projects through printing preparation to the final printed piece.

GDT 201. GRAPHIC ILLUSTRATION..... 4 credit hours

Prerequisite: GDT 103 or consent

6 hours per week (2-4)

This course introduces students to techniques and materials used by professional designers and illustrators. Projects include three-dimensional artwork, exploded and assembled drawings, and art to enhance instructional materials. Computer assisted methods are introduced. Students must provide basic drawing tools and materials. This course is required for the Illustration major and is an approved elective for the Design major.

GDT 214. PUBLICATION LAYOUT 4 credit hours

Prerequisite: GDT 112, GDT 113

6 hours per week (2-4)

This course involves production of varied media comprehensives for advertising, typography and graphic design including page formatting, posters and newspaper/magazine advertisements. Marker sketches to highly refined presentation works constitute coursework.

GDT 215. TYPOGRAPHY II..... 4 credit hours

Prerequisite: GDT 112, GDT 113

4 hours per week (1-3)

This course is a continued study into the principles of typography with greater concentration on typographic composition, expressive form, computer applications, and visual communication systems. This course is required for GDT - Design option majors.

GDT 217. COMPUTER-AIDED PUBLISHING II 2 credit hours

Prerequisite: GDT 102 or consent

4 hours per week (1-3)

This course is a continued exploration into desktop publishing, software applications and principles of fundamental publication design using a microcomputer. Emphasis is placed on computer layout techniques for industry related assignments.

GDT 222. COMMERCIAL ILLUSTRATION 4 credit hours

Prerequisite: GDT 103 or consent

6 hours per week (2-4)

Explore the variety of methods and materials used by professional graphic designers and illustrators. Creative expression is enhanced by refining

techniques and investigating various media such as watercolor, acrylics, pastels, markers, pencils, pen and ink. Illustration is visual communication that gives expression to the creative processes. Students must provide basic drawing supplies. This course is required for the Illustration major and is an approved elective for the Design major.

GDT 223. IMAGE ASSEMBLY 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This course explores pre-press film assembly for single-color and multi-color layout and printing production. In addition, students learn proofing, step-and-repeat systems and platemaking.

GDT 225. OFFSET PRESS OPERATIONS 4 credit hours

Prerequisite: None

6 hours per week (2-4)

This course introduces students to the principles of offset printing operations. Training in various lithographic processes is emphasized, with additional coverage of printing materials and chemistry using Web and sheetfed presses for multi-color and process color printing.

GDT 226. COMPUTER AIDED PUBLISHING III..... 4 credit hours

Prerequisite: GDT 102 and 217 or Consent

6 hours per week (0-6)

This course explores advanced desktop publishing techniques with emphasis on the fundamentals of Publication layout. Principles of Graphic Design are reinforced through practical assignments that involve the utilization of various software programs and applications as well as traditional art production methods. This course is required for GDT Design option majors.



GDT 227. INTRO TO PRINTING METHODS 4 credit hours

Prerequisite: GDT 216. Corequisite: GDT 230

6 hours per week (2-4)

This class provides further investigation into offset printing preparation, paper characteristics, inks, darkroom procedures and bindery. Emphasis is placed on hands-on experience with graphic arts equipment including the operation of small format offset printing presses.

GDT 228. AIRBRUSH 4 credit hours

Prerequisite: ART 111 or consent

6 hours per week (2-4)

Airbrush illustrating techniques are introduced in this course. Various materials and methods are combined to encourage the development of style and design with an airbrush. Emphasis is placed on creativity as well as control. Airbrush and related materials are needed for this class. This course is required for Illustration majors and is an approved elective for Design majors.

GDT 229. SCREENPRINTING TECHNIQUES 4 credit hours

Prerequisite: GDT 216 or consent

6 hours per week (2-4)

This is an introductory course in screen process printing (known as silkscreen printing). Through projects, students acquire knowledge of screen image make-ready and printing. The four basic methods to be studied are: 1) tusche, 2) hand-cut film, 3) hand-made photo, and 4) direct image photography. Students are given hands-on experience in hand-screen and machine printing.

GDT 230. PROFESSIONAL PRACTICES 2 credit hours

Prerequisite: GDT 101

4 hours per week (2-2)

This class provides an overview of various professional design operations, career options, media services, freelancing, resume and portfolio preparation/presentation procedures. Lectures also touch on the fundamentals for operating a small design office.

GDT 232. ILLUSTRATION 2 credit hours

Prerequisite: ART 111, GDT 214

4 hours per week (1-3)

The course is an investigation of conceptual and technical skills required for communication of ideas. Exercises and projects aim to develop visual awareness and accuracy of illustrative drawing using various media.

GDT 233. PRINT ESTIMATING 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This is a course in cost estimating and production planning for the Graphic Design Technology Program. Topics include estimating the price of printed materials before manufacture, hourly cost estimation, determining production standards and optimum operating sequence for various types of printing.

GDT 236. SPECIALIZED STUDY..... Variable credit

Prerequisite: GDT 113, GDT 214

This class provides an opportunity for students to work independently with faculty on projects related to industry. Students are encouraged to concentrate on study in areas of interest and subjects not fully covered in the curriculum such as computer typesetting.

GDT 237. AIRBRUSH TECH II..... 4 credit hours

Prerequisite: GDT 228

6 hours per week (2-4)

A further study of materials, strategies and techniques utilized in airbrush projects and the execution and evaluation of several such projects.

GDT 238. COMPUTER-AIDED ILLUSTRATION..... 4 credit hours

Prerequisite: GDT 102

6 hours per week (2-4)

This course explores advanced computer graphic illustration using vector based software on a microcomputer. Step-by-step exercises are followed by practical assignments in black and white and in color. Students are required to produce a portfolio of course work including two high resolution printouts for evaluation. This course is a program requirement for GDT design and illustration majors.

HEALTH SCIENCE _____ (HSC)

HSC 039. ANATOMY AND PHYSIOLOGY REVIEW FOR PATHOPHYSIOLOGY..... 1 credit hour

Prerequisite: BIO 111 or equivalent. Corequisite: HSC 220

1 hour per week (1-0)

This course is a review of anatomy and physiology principles for students in HSC 220. The course does not teach basic anatomy and physiology; it presents a review that corresponds with systems taught in HSC 220. Grading uses the satisfactory/unsatisfactory system.

HSC 113. INTRODUCTION TO MEDICAL SCIENCE..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course provides an overview of the health professions, how and why diseases occur, vital signs, death and dying. Course content may vary according to student interest.

HSC 115. MEDICAL OFFICE AND LABORATORY PROCEDURES 3 credit hours

Prerequisite: HSC 113 or equivalent

3 hours per week (3-0)

This course consists of lecture on office examining room procedures, sterile techniques, medical emergencies, specimen collection and minor surgery. Laboratory experience applies course material from the lectures.

HSC 117. NUTRITION 2 credit hours
Prerequisite: None

2 hours per week (2-0)

This course presents normal nutrition and its relation to health. It includes nutritional needs for various age groups and introduces therapeutic nutrition. The importance of nutrition in the growth and functioning of the human body is emphasized.

HSC 118. NUTRITION 2 credit hours
Prerequisite: None

2 hours per week (2-0)

This course presents normal nutrition and its relation to health. It includes nutritional needs for various age groups. The importance of nutrition in the growth and functioning of the human body is emphasized. Cultural aspects of nutrition will be discussed.

HSC 147. GROWTH AND DEVELOPMENT 3 credit hours
Prerequisite: None

3 hours per week (3-0)

The physical, psychological and social growth of the individual from birth to death and the role of the family in society are studied.

HSC 220. PATHOPHYSIOLOGY 4 credit hours
Prerequisite: LPN, RN or consent

4 hours per week (4-0)

The focus of this course is the study of disease processes in humans. The course includes identification of the etiology and pathogenesis of disease, alterations in normal body function, and the reaction and adaptation of the body to disease.

HSC 244. MEDICAL ETHICS 2 credit hours
Prerequisite: Nursing students or consent of faculty

2 hours per week (2-0)

Various philosophies of ethics (Kantian, utilitarian, natural law) are introduced. Models for decision making using a multifaceted approach and incorporating philosophy, values clarification, and legal aspects, are used to examine current ethical issues. Among topics discussed are: patient rights, confidentiality, informed consent, abortion, genetic manipulation, experimental procedures, treatment of defective newborns, and euthanasia.

HEATING _____ (HTG)

HTG 100A. BOILER OPERATIONS I 3 credit hours
Prerequisite: Employment with boilers or consent

3 hours per week (3-0)

Boiler terminology, construction and function, fundamental application of physics, heat, steam, water, pressures, etc. are studied. Safety is included for low pressure applications.

HTG 100B. BOILER OPERATIONS II..... 3 credit hours

Prerequisite: HTG 100A

3 hours per week (3-0)

This course covers high pressure boilers and environmental problems. It will cover in greater depth than HTG 100A physics, heat, water treatment, steam and use of fossil fuels.

HTG 101. BOILER ACCESSORIES..... 3 credit hours

Prerequisite: 100B or consent

3 hours per week (3-0)

This class is devoted to boiler settings, combustion equipment, fuels, heating surfaces, stokers, pumps, safety valves, steam traps, separators, and other accessories. Includes keeping of records, logs and inspection preparation.

HTG 102. BOILER AUXILIARIES..... 3 credit hours

Prerequisite: HTG 101 or consent

3 hours per week (3-0)

This course provides continuing study of accessories and auxiliaries covering injectors, feedwater heaters, deaerators and evaporators, economizers, air preheaters, cooling towers, etc.

HTG 103. POWER PLANT ENGINE AND TURBINES..... 3 credit hours

Prerequisite: HTG 102 or consent

3 hours per week (3-0)

Principles of operation and maintenance practices of steam engines and turbines are presented. Construction, mechanisms, engine indicators, governors, engine rating and efficiency are other topics.

HTG 104. POWER PLANT REFRIGERATION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a basic refrigeration course for Boiler Operators and Power Plant Engineers covering fundamentals of refrigeration including: terminology, cycle, mechanics of compression, fundamentals of energy, elementary thermo-dynamics, refrigerators and lubricating oils.

HTG 105. POWER PLANT AIR CONDITIONING SYSTEMS.. 3 credit hours

Prerequisite: HTG 104

3 hours per week (3-0)

This course is a continuation of Heating 104 devoted to Power Plant cooling systems covering centrifugal, reciprocating cascade and absorption systems, evaporators, controls and metering devices, cooling towers, water problems and treatment.

HTG 106. POWER PLANT ELECTRICITY I 3 credit hours

Prerequisite: Employed Operating Boilers or consent

3 hours per week (3-0)

This class introduces operators to basic electricity and the basic application of electrical measuring instruments including basic terms, volts, ohms, amps, power factors, AC and DC principles, single and 3-phase circuits, motor protectors (fuses, heaters, breakers) sub-stations, transformers, etc.

HTG 107. POWER PLANT ELECTRICITY II 3 credit hours

Prerequisite: HTG 106 or consent
3 hours per week (3-0)

A continuation of Heating 106, this course studies types of motors and generators employed in Power Plants to generate electricity. It also looks at the application and maintenance of motors, induction, synchronous, single and 3 phase; power transmission, transformer lines, breakers, start and run capacitors; and control of plant power factors. Safety and appropriate codes are discussed.

HTG 109. REVIEW FOR BOILER EXAMINATIONS..... 3 credit hours

Prerequisite: Employed operating boilers or consent
3 hours per week (3-0)

This class reviews major units of boiler operations and refrigeration which will assist operators in passing the licensing examination for Boiler Operator, High Pressure, Third Class, and for Third Class refrigeration operator.

Note: Basically HTG 111 through HTG 215 are trade-related instruction program courses. Their purpose is to upgrade persons currently employed in the industry; however, students who are not currently employed in the industry are welcome. Membership in the Educational Society of the Refrigeration Service Engineers (RSES) is required. Consent of advisor is required for registration.

HTG 111. HEATING FUNDAMENTALS..... 5 credit hours

Prerequisite: Refrigeration Service Engineers Society membership required
5 hours per week (5-0)

This is the first in a series of courses introducing heating and air conditioning service personnel to the fundamentals of heating fuels, heating equipment and systems.

HTG 122. HEATING SYSTEMS 5 credit hours

Prerequisite: HTG 111 or consent and Refrigeration Service Engineers Society membership

5 hours per week (5-0)

Building upon Heating 111, Heating Systems covers applications, installation and start-up of heating equipment, oil, gas, electric warm air and hydronic.

HTG 213. HEATING CONTROLS 5 credit hours

Prerequisite: HTG 122 and consent

5 hours per week (5-0)

The third course focuses on controls and troubleshooting heating equipment and systems.

HTG 215. HEAT PUMP SERVICING 5 credit hours

Prerequisite: RSES membership and demonstrated knowledge of basic refrigeration, air conditioning and electricity.

5 hours per week (5-0)

This course includes a review of fundamentals, understanding heat loss/gain, heat pump principles, heat pump application and installation, compressors, refrigerant reversing components, wiring, auxiliary heaters, defrost controls, electrical controls, air distribution, equipment performance, troubleshooting, and customer relations. Upon examination students are awarded a certificate of completion, with the stipulation that they are required to reappear for the examination every three years.

HTG 228. PNEUMATIC TEMPERATURE CONTROLS..... 2 credit hours

Prerequisite: None
2 hours per week (2-0)

This class develops an understanding of the installation, maintenance and function of pneumatic temperature control systems. It covers pneumatic controls, applications and functions, plus air compressors and maintenance, variation of applied control system, room stat., master stat., damper motors, automatic water and steam valves, return and fresh air damper blades.

HISTORY _____ (HST)

HST 101. WESTERN CIVILIZATION TO 1500..... 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This course examines the development of the cultures and institutions of the ancient Near East and Classical, Medieval and Renaissance civilizations.

HST 102. WESTERN CIVILIZATION FROM 1500 TO THE PRESENT..... 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This course studies cultural developments and the growth of institutions from the Renaissance to the present. Emphasis is on the expansion of European civilizations.

HST 105. WOMEN IN HISTORY..... 3 credit hours

Prerequisite: None
3 hours per week (3-0)

(See WS 104)

An analysis is provided of the role of American women from the colonial period through the 20th century. The course explores the work role of women in domestic and public economics, women in the family, the women's political involvement and debates within the sphere of women's political participation.

HST 106. WESTERN CIVILIZATION MODERN WORLD 1815 TO THE PRESENT 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This course covers the development, evolution, and expansion of Western institutions, ideas, and values from the Congress of Vienna in 1815 through the nineteenth and twentieth centuries to the present.

HST 150. AFRO-AMERICAN HISTORY 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This class surveys and analyzes the literature and some of the problems and interpretations of the history of the Afro-American from the Revolutionary War to the present.

HST 160. AMERICAN FILM 3 credit hours

Prerequisite: None

3 hours per week (3-0)

(See HUM 160)

The development of American cinema from its beginnings in 1896 to the present is studied. The films, viewed in class, are discussed in terms of technique as well as in terms of content. The course relates American cinema to themes in American culture.

HST 200. MICHIGAN HISTORY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course focuses on the history of the State of Michigan, including its geographical, economic, social, and political development. Particular emphasis is placed on the state's industrial growth, especially the automobile industry and the rise of industrial unions. More emphasis is placed on events and personalities in the 20th century.

HST 201. UNITED STATES HISTORY, 1500-1865 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The American peoples and their growth from early colonization to the close of the Civil War, this class re-examines the dominant themes in American life as well as the conflicts oppressed minorities faced in seeking their needs and ambitions in America. This course is also taught as a television course using the program series "The American Adventure."

HST 202. UNITED STATES HISTORY, 1865-PRESENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

American society and politics since the Civil War are studied including an examination of social and cultural unrest of growing America to better understand and deal with stresses of the present. It is a continuation of HST 201.

**HST 204. ORAL HISTORY/FAMILY HISTORY:
TECHNIQUES FOR GATHERING FAMILY HISTORY 2 credit hours**

Prerequisite: None

2 hours per week (2-0)

This class gives students techniques for gathering the memoirs of the people around them. Students are taught how to organize oral histories, interpret family photographs and memorabilia, and how to create a family cookbook, capturing the family's special recipes.

HOTEL-RESTAURANT MANAGEMENT _____(HRM)

HRM 100. HOSPITALITY INDUSTRY ACCOUNTING 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The course provides basic information of bookkeeping and accounting skills and orientation to office procedures related to the hospitality industry.

HRM 104. FRONT OFFICE PROCEDURES 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The class provides an introduction to a systematic approach to front office operations as well as an overview of the flow of business through the hotel organization.

HRM 222. LODGING MARKETING AND PROMOTION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to zero in on both front office and back of the house management. A special emphasis is placed on sales and promotion of the Hotel operation dealing with related activities such as banquet sales, convention planning and holiday packages. Includes official Certificate of Completion from Institute of Hotel/Motel Management.

HRM 223. PRACTICUM IN LODGING MANAGEMENT..... 3 credit hours

Prerequisite: 30 credit hours in the program or consent

3 hours per week (3-0)

This course provides students with the opportunity to earn 3 credit hours while working under supervised conditions in a hotel or country club. A minimum of 300 hours of work is required.

HRM 230. HOSPITALITY LAW 4 credit hours

Prerequisite: None

4 hours per week (4-0)

Contract Law as a foundation for anticipating legal difficulties and making the best use of legal advice is the focus of this course. Functional hotel or restaurant problems, policy problems, and the legal resolution are studied. Also includes the origin and development of common statutory and constitutional law and of the functioning of the judicial system.

HUMANITIES _____ (HUM)

HUM 101. INTRODUCTION TO HUMANITIES I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course explores the humanities considering the creative nature of humanity. It focuses on art, literature, music philosophy, human thought and people's relationship to their culture. From ancient times to the end of the high middle ages.

HUM 102. INTRODUCTION TO HUMANITIES II..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course explores the humanities considering the creative nature of humanity. It focuses on art, literature, music, philosophy, human thought and people's relationship to their culture from the Renaissance to current times.

HUM 150. INTERNATIONAL CINEMA 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides a survey of important foreign films and film makers (primarily, though not exclusively, European). The films viewed in class are discussed in terms of film techniques as well as in terms of content. No foreign language ability is assumed.

HUM 160. AMERICAN FILM 3 credit hours
(See HST 160)

Prerequisite: None

3 hours per week (3-0)

The development of American cinema from its beginnings in 1896 to the present is studied. The films, viewed in class, are discussed in terms of technique as well as in terms of content. The course relates American cinema to themes in American culture.

INDUSTRIAL DRAFTING (IND)

IND 100. TECHNICAL DRAWING 4 credit hours

Prerequisite: None

6 hours per week (2-4)

An introduction to the graphic language and the use of drafting materials and instruments. Drawings include geometry, orthographic views, auxiliary views, section views, pictorial drawings and developments, electrical block diagrams, logic diagrams and schematics.

IND 105. PICTORIAL DRAWING 2 credit hours

Prerequisite: IND 100 or equivalent

3 hours per week (1-2)

The development of perspective and isometric drawings suitable for engineering studies, parts catalogs, and assembly and service manuals is the focus of this course. Emphasis is on rapid methods of drawing development using typical manufactured parts as subjects.

IND 107. MECHANISMS 4 credit hours

Prerequisite: MTH 152 or equivalent

4 hours per week (1-3)

Principles of gears, cams, pulleys and other mechanical means to transmit motion and energy are studied. Included are graphic and mathematical techniques to solve force, displacement and motion application problems.

IND 111. INDUSTRIAL DRAFTING 4 credit hours

Prerequisite: IND 100 or 2 years of high school drafting

6 hours per week (2-4)

Examined in this course are standard drafting practices and procedures in the areas of material specifications, drawing numbering systems, preparation of tabulated drawings, auxiliary views, sectioning, screw threads and fasteners. Dimensioning, tolerancing and the use of drafting materials for the preparation of assembly drawings, detail drawings and parts lists are also included.

IND 112. DESCRIPTIVE GEOMETRY 4 credit hours

Prerequisite: IND 100 or consent

6 hours per week (2-4)

Points, lines and planes and their relationships in space are studied, with emphasis on practical application of principles to actual problems in industry.

IND 114. INDUSTRIAL DRAFTING..... 4 credit hours

Prerequisite: IND 111 or equivalent

6 hours per week (2-4)

Practices and procedures for preparing assembly drawings from given details. An introduction to principles of design is included with emphasis on the use of standard part catalogs.

IND 121. THEORY OF JIGS AND FIXTURES 2 credit hours

Prerequisites: IND 100, MET 111

3 hours per week (1-2)

The various types of jigs and fixtures and their combined use are studied. Development of skills in the proper location and clamping of a part is included, with emphasis on the application principles and presentation of a practical design. The use of standard parts catalogs is also covered.

IND 123. GEOMETRIC DIMENSIONING AND TOLERANCING..... 2 credit hours

Prerequisite: IND 111 or equivalent

3 hours per week (1-2)

This course is an analysis of tolerancing in both the conventional and geometrical systems of dimensioning. Emphasis is placed upon definitions, terminology, and practical application of principles to typical problems in industry.

IND 212. THEORY OF DIES..... 2 credit hours

Prerequisite: Apprentice in Tool and Die Making or IND 111

3 hours per week (1-2)

The nomenclature and the basic types, principles and standards used in the design of dies are studied. Special attention is given to the use of standard parts catalogs and the standard die detailing and assembly drawing practices.

IND 216. INTRODUCTION TO COMPUTER AIDED DRAFTING..... 2 credit hours

Prerequisite: IND 100

4 hours per week (1-3)

The principles and applications of computer-aided drafting systems and familiarity with the hardware components of the CAD system are emphasized. Use of the interactive graphic software, development of input and output skills, and familiarity with software, languages and systems hierarchy. AutoCAD software is featured.

IND 217. INTRODUCTION TO 3-D CAD..... 2 credit hours

Prerequisites: IND 112 and IND 216

4 hours per week (1-3)

Using CADKEY software the student is introduced to three axis creation of parts. The drafting of auxiliary views, details, assemblies and solid models are included.

IND 218A. INTERACTIVE COMPUTER-AIDED DRAFTING... 2 credit hours

Prerequisite: IND 216 or consent

4 hours per week (1-3)

Advanced AutoCAD techniques and functions are introduced with special emphasis on 3-D and solid model development. Basic use of AutoLISP is also introduced.

IND 219. 2-D CAD PLANNING AND DRAWING..... 4 credit hours

Prerequisite: IND 217 or equivalent

6 hours per week (2-4)

This class is an introduction to the operation of a large CAD/D system. Emphasis is on the startup, input and output skills as applied to typical 2-D drawings. Planning and flow processes are stressed. Computervision 4-4X and Personal Systems software are used to develop transferable skills for employment.

IND 220. CAD APPLICATION - ELECTRONIC..... 4 credit hours

Prerequisite: IND 219 and IND 251 or consent

6 hours per week (2-4)

The course examines the principles of electronic layout including the application of CAD to develop block diagrams, electronic symbolization, component and hardware representations. Types of layout and assemblies are included. ORCAD software is featured for problem completion.

IND 221. CAD APPLICATION - MECHANICAL..... 4 credit hours

Prerequisite: IND 219

6 hours per week (2-4)

An introduction to the operation of a large CAD/D system. Emphasis is on startup, input, and output as applied to typical 2D and 3D drawings. Using the Prime Computervision CADDSTATION and Personal Designer Software, details and assemblies are generated from both 2D and 3D databases.

IND 222. INTRODUCTION TO ELECTRONIC DESIGN..... 4 credit hours

Prerequisite: IND 220

6 hours per week (2-4)

Emphasized are the design principles or laying out single and double sided printed circuit assemblies, wireless, and harness drawings for electronic unit interfacing. ORCAD and TANGO software are featured for problem solution.

IND 223. INTRODUCTION TO MECHANICAL DESIGN..... 4 credit hours

Prerequisite: IND 221

6 hours per week (2-4)

3-D surfaces and solid models are created using advanced 3-D techniques. The course includes full color shading techniques to present an engineering model. Determining the mass properties of 3-D models and presenting the data in an engineering format is included.

IND 230. ADVANCED PRODUCT DRAFTING..... 4 credit hours

Prerequisite: IND 107, IND 111 or consent

6 hours per week (2-4)

Students study the development of a machine from concept design and layout stages to the preparation of working drawings. Emphasis is on preparation of a layout drawing incorporating a maximum of commercially available components, fastening techniques, use of standard and special methods, keeping maintenance of the machine as a design criteria.

IND 251. FUNDAMENTALS OF ELECTRONIC DRAFTING ... 3 credit hours

Prerequisite: IND 100 or equivalent

4 hours per week (1-3)

This class involves the principles of preparing basic electronic block diagrams, logic diagrams, schematic diagrams and electrical ladder diagrams. The correlation of the electronic symbol to the actual component configuration. Basic component board layouts are generated from schematic drawings.

INTEGRATED MANUFACTURING _____ (INM)**INM 111. CIM FUNDAMENTALS..... 4 credit hours**

Prerequisite: None

5 hours per week (3-2)

The purpose of this course is to provide an overview of the various components which make up Computer Integrated Manufacturing systems. Students experience guided laboratory exercises in Computer Aided Design (CAD), Robotics, and Computer Aided Manufacturing (CAM). Topics of discussion include manufacturing planning, data base preparation, packaging, quality assurance, and new manufacturing methods.

INM 121. ROBOTICS I..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory course exposing students to automated manufacturing systems. Emphasis is placed on applications of flexible automation, types of programming, sensors, and feedback devices. Open and closed loop systems are studied. Good safety practices along with the sociological impact of robots in the work place are among other topics covered. Field trips to local users or manufacturers of robotic equipment are an integral part of this course.

INM 212. ROBOTICS II 4 credit hours

Prerequisite: INM111 or 121

6 hours per week (2-4) plus open lab time

This class concentrates on programming techniques. Students learn to program different types of robots incorporating inputs and outputs into their programs. The course is based on a series of student projects that, step by step, introduce each new command or concept. Students spend most of the class time in the lab and are expected to spend extra hours during scheduled open labs.

INM 223. ROBOTICS III 4 credit hours

Prerequisite: IM 212

6 hours per week (2-4) plus open lab time

Students learn to work with peripheral devices in various robotic workcells. Experiments include part recognition, counting, distance measuring, sorting, and palletizing. Programmable controllers are interfaced with robots in an integrated manufacturing cell. Automated welding, (GMAW) Gas-Metal Arc Welding, using an industrial robot is also developed in this course.

INM 224. ROBOTICS IV 4 credit hours

Prerequisite: INM 223

6 hours per week (2-4) plus open lab time

This course involved advanced programming of robots and programmable controllers in an integrated workcell. Problems related to maintenance and trouble-shooting constitute a major segment of the course. A group project involving the design and construction of a workcell that simulates some industrial process is an enjoyable conclusion to this program.

INM 260. CIM APPLICATIONS..... 4 credit hours

Prerequisite: Consent

4 hours per week (4-0) plus open lab time

In this course a team of students from CAD, NCT, and Integrated Manufacturing are assigned a product. Course activities require the development of a suitable design identification of manufacturing techniques, and the assembly and testing of the completed product utilizing a "work cell" model.

MATHEMATICS _____ (MTH)

MTH 036. MATH ANXIETY 1 credit hour

Prerequisite: None

1 hour per week (1-0)

This course is designed for students who find themselves excluded from certain career choices because they are afraid to take math classes. Fear of mathematics is combated through the analysis of anxiety and the development of mathematical study skills. The course also explores the origin of math anxiety and gives help in reducing such anxiety and changing attitudes toward mathematics. This is a service course which may not be used as a substitute for a required mathematics course. Grading uses the satisfactory/unsatisfactory system.

MTH 038. BUILDING MATH CONFIDENCE..... 1 credit hour

Prerequisite: None

2 hours per week (2-0)

This course is designed to increase confidence levels in math-anxious people by providing instruction in problem solving techniques. Topics covered include: calculator skills, story problem techniques, graphing, logic, and spatial relationships. Grading uses the satisfactory/unsatisfactory system.

MTH 039. BASIC MATHEMATICS 3 credit hours

Prerequisite: None

4 hours per week (0-4)

This course is a review of the basic arithmetic operations common in everyday situations. Topics covered include: whole numbers, fractions, decimals, and percents. This course is offered both in a self-paced format and the standard lecture format. The lecture course includes a 1 hour computation lab guided by the instructor. Grading uses the satisfactory/unsatisfactory system.

MTH 053. MATHEMATICAL THINKING..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to help students organize their thinking and improve retention. Topics covered include: organization, orientation in space, analytical perception, comparisons, following instructions, and categorizing.

MTH 054. BASIC MATH FOR HEALTH STUDENTS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

A study of whole numbers, fractions, decimals and percentages with mental arithmetic and estimation development. Accuracy and speed of calculations are emphasized with timed tests. Ratio and proportion with applications to health are emphasized. Taught with a lecture mode of instruction. Designed for students preparing for nursing and pharmacology courses.

MTH 090. OCCUPATIONAL MATHEMATICS 3 credit hours

Prerequisite: MTH 039 or placement test equivalent

3 hours per week (0-3)

This course provides the computational skills needed to solve problems commonly encountered in various general occupational fields. Students with an interest in business should consider MTH 163, Business Mathematics. Students with an interest in health fields should consider MTH 165, Health Science Mathematics. Topics covered include: sets, whole and integer number systems, practical algebra, geometry, measurements, the metric system, ratio and proportion problems, graphs, and statistics. This course is offered in a self-paced format and occasionally in the standard lecture format.

MTH 097. INTRODUCTORY ALGEBRA..... 4 credit hours

Prerequisite: MTH 039 or placement test equivalent

5 hours per week (5-0)

The scope and content of this course is equivalent to a first-year high school algebra course. Topics include: the whole, integers, rational and real number systems, algebraic operations, solving equations, practical applications, inequalities, graphing, systems of equations, polynomials, rational expressions, roots and radicals, and quadratic equations. This is a standard lecture format course. The content of this course is offered in the self-paced format as MTH 097A and MTH 097B.

MTH 097A. INTRODUCTORY ALGEBRA (first half) 3 credit hours

Prerequisite: MTH 039 or placement test equivalent

3 hours per week (0-3)

This course is the first half of MTH 097. Topics include: the rational number system, algebraic operations, solving equations, ratio and proportion, and practical applications. This course is offered only in the self-paced format.

MTH 097B. INTRODUCTORY ALGEBRA (second half) 3 credit hours

Prerequisite: MTH 097A or placement test equivalent

3 hours per week (0-3)

This course is the second half of MTH 097. Topics include: inequalities, graphing, systems of equations, polynomials, rational expressions, roots and radicals, the real number system, and quadratic equations. This course is offered only in the self-paced format.

MTH 110. HANDHELD CALCULATOR 2 credit hours

Prerequisite: MTH 097 or Consent

3 hours per week (0-3)

This course provides instruction in the use of handheld calculators. Topics covered include: exact and approximate numbers, addition and subtraction, multiplication and division, algebraic expressions, memory, scientific notation, powers and radicals, simple equations and formulas, and the power function. This course offered only in the self-paced format.

MTH 114. COMPUTER ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS..... Variable credit

Prerequisite: Consent

6 hours per week

This course provides assistance to students with special needs, especially those wishing to strengthen particular areas or handicapped students, using microcomputers and terminals. The course is project-oriented with activities centered primarily around mathematics classes. Typical projects would be: typing notes and homework assignments, word-processing, writing computer programs, solving mathematical problems, using Data Base Management systems. This course may not be used as a substitute for a required mathematics course.

MTH 148. FUNCTIONAL MATH FOR ELEMENTARY SCHOOL TEACHERS..... 4 credit hours

Prerequisite: MTH 097

4 hours per week (4-0)

This course presents the mathematical concepts and problem solving techniques necessary for success in a teaching career at the elementary school level. It is not a course solely for teachers of mathematics, rather, it provides the general mathematical background for teachers on all subjects. Topics covered include: problem solving, sets, whole numbers, integers, rational numbers, decimals, number theory, geometry, probability and statistics, and measurement. This course transfers to some four-year institutions.

MTH 151. TECHNICAL ALGEBRA 4 credit hours

Prerequisite: MTH 039 or placement test equivalent

5 hours per week (5-0)

This course introduces algebraic and geometric concepts in an applied setting and is primarily for trade and technical students. Topics, which emphasize applications, include: percents, ratio and proportion, operating with algebraic expressions, formulas and equations, area, volume, and right triangle trigonometry. This course is offered in both a self-paced format and the standard lecture format.

MTH 152. TECHNICAL GEOMETRY AND TRIGONOMETRY 4 credit hours

Prerequisite: MTH 097 or MTH 151

4 hours per week (4-0)

This course provides students with the geometric and trigonometric concepts needed to solve problems commonly encountered in technical and trade fields. Topics, which emphasize applications, include: basic theorems of geometry, formulas for areas and volumes, trigonometric functions, solutions of right triangles, law of sines and law of cosines, and the solution of oblique triangles. This course is offered in both a self-paced format and the standard lecture format.

MTH 155. PLANE GEOMETRY..... 4 credit hours

Prerequisite: MTH 097

4 hours per week (4-0)

This course provides instruction in plane Euclidean geometry. This course is equivalent to a first course in high school plane geometry, using deductive proofs. (Offered irregularly.)

MTH 160. BASIC STATISTICS..... 4 credit hours

Prerequisite: MTH 097

4 hours per week (4-0)

This course provides students with a general understanding of statistical concepts dealing with the processing and interpretation of numerical information. Topics covered include: describing a numerical data set, central tendency, variability, probability distributions, inference, and hypothesis testing. This course transfers to many four-year institutions.

MTH 163. BUSINESS MATHEMATICS..... 3 credit hours

Prerequisite: MTH 039 or placement test equivalent

3 hours per week (0-3)

This course provides the mathematical skills needed to solve business applications problems, and satisfies the math requirements of several one- and two-year WCC business programs. The topics, which emphasize business applications, include: operations with whole numbers, fractions, decimals, and percents; measurement or computer mathematics; the metric system; signed numbers; solving equations; ratio and proportion; percent applications; circle, bar, and line graphs; savings and loans; taxes and payroll; and an introduction to statistics. This course is offered in a self-paced format, occasionally in the standard lecture format, and as a television course.

MTH 165. HEALTH SCIENCE MATHEMATICS..... 3 credit hours

Prerequisite: MTH 039 or placement test equivalent

3 hours per week (0-3)

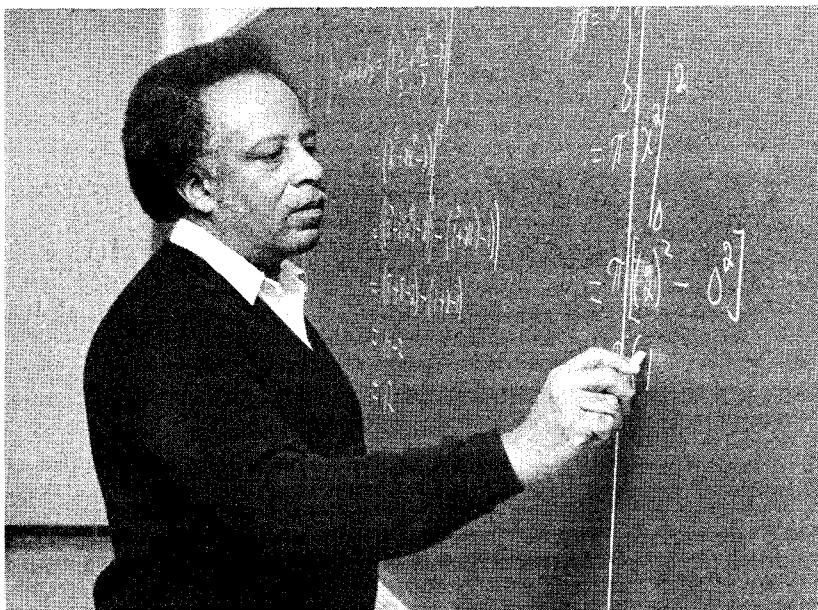
This course provides the mathematical skills needed to solve problems encountered in health-related fields, and satisfies the math requirements of several one- and two-year WCC occupational programs. The topics, which emphasize health science applications, include: basic mathematics; operations with percents; fractions and decimal fractions; geometry; the metric system; the apothecary and household systems; signed numbers; solving equations; ratio and proportion; instrumentation; circle, bar, and line graphs; an introduction to statistics; and exponents and logarithms. This course is currently offered only in the self-paced format.

MTH 169. INTERMEDIATE ALGEBRA..... 4 credit hours

Prerequisite: MTH 097 or placement test equivalent

4 hours per week (4-0)

The scope and content of this course is equivalent to a second-year high school algebra course. Topics include: the real number system, polynomials, linear equations, inequalities, absolute value, exponents, complex numbers, quadratic equations and inequalities, linear and quadratic functions, inverse functions, linear and non-linear systems of equations and inequalities, and determinants and matrices. This course is offered in standard lecture format. The content of this course is offered in the self-paced format as MTH 169A and MTH 169B. This course transfers to some four-year institutions.



MTH 169A. INTERMEDIATE ALGEBRA (first half) 3 credit hours

Prerequisite: MTH 097 or placement test equivalent

3 hours per week (0-3)

This course is the first half of MTH 169. Topics include: the real number system, polynomials, linear equations, inequalities, absolute value, radicals, and exponents. This course is offered only in the self-paced format. The combination of MTH 169A and MTH 169B transfers to some four-year institutions as MTH 169.

MTH 169B. INTERMEDIATE ALGEBRA (second half) 3 credit hours

Prerequisite: MTH 169A or placement test equivalent

3 hours per week (0-3)

This course is the second half of MTH 169. Topics include: rational exponents, complex numbers, quadratic equalities and inequalities, linear and quadratic functions, inverse functions, lines and linear systems, non-linear systems, systems of inequalities, and determinants and matrices. This course is offered only in the self-paced format. The combination of MTH 169A and MTH 169B transfer to some four-year institutions as MTH 169.

MTH 177. TRIANGLE TRIGONOMETRY 3 credit hours

Prerequisite: MTH 097 or placement test equivalent

3 hours per week (0-3)

This course is an introduction to the trigonometric concepts of the triangle. Topics covered include: triangles and the basic trigonometric ratios, solving right triangles, law of sines, law of cosines, trigonometric ratios of any angle, degrees and radians, and vectors. This course is currently offered only in the self-paced format. Students with very limited math experience may wish to take this course in preparation for MTH 178.

MTH 178. GENERAL TRIGONOMETRY 3 credit hours

Prerequisite: MTH 169A or placement test equivalent

3 hours per week (3-0)

This course provides a rigorous background in trigonometry necessary for students intending to study calculus. Topics include: circular functions, graphs, inverse circular functions, trigonometric functions, solution of triangles, identities, vectors, complex numbers, and polar coordinates. This course transfers to many four-year institutions. (MTH 178 and MTH 179 may be taken concurrently. It is recommended that MTH 179 be taken first if the two are not taken concurrently.)

MTH 179. PRECALCULUS 4 credit hours

Prerequisite: MTH 169 or placement test equivalent

4 hours per week (4-0)

This course provides the necessary background in college-level algebra for calculus. Topics include: set theory and set operations, relations, and functions, manipulations of rational and non-rational functions, graphing, factoring, properties of exponents and logarithms, and the conic sections, sequences, binomial theorem, and mathematical induction. This course is currently offered only in the standard lecture format. Transfers to most four-year institutions.

MTH 181. MATHEMATICAL ANALYSIS I 4 credit hours

Prerequisite: MTH 169 or placement test equivalent

4 hours per week (4-0)

This course teaches the methods and applications of finite mathematics to social science and business. Topics covered include: solution to linear equations and inequalities, vectors and matrices, linear programming, sets, and probability. This course transfers to many four-year institutions.

MTH 182. MATHEMATICAL ANALYSIS II 4 credit hours

Prerequisite: MTH 179 or 181

4 hours per week (4-0)

This course teaches the elementary methods of calculus applied to social science and business. Topics covered include: functions, differentiation of algebraic functions, optimization, exponential and logarithmic functions and their derivatives, and an introduction to integration. Some four year institutions accept this course as the calculus requirement of certain of their business and social science programs.

MTH 191. CALCULUS I 5 credit hours

Prerequisite: MTH 178 and 179

5 hours per week (5-0)

This is first-semester college calculus of one variable. Topics include: limits, continuity, derivatives, applications of derivatives, and applications of the integral. This course transfers to four-year institutions.

MTH 192. CALCULUS II 4 credit hours

Prerequisite: MTH 191

4 hours per week (4-0)

This is second-semester college calculus of one variable. Topics include: the calculus of transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, sequences and series, parametric equations and polar coordinates. This course transfers to four-year institutions.

MTH 197. LINEAR ALGEBRA..... 4 credit hours

Prerequisite: MTH 191. MTH 192 also encouraged

4 hours per week (4-0)

This is an introductory college course in linear algebra. Topics include: linear systems of equations, properties of vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and applications. This course transfers to four-year institutions.

MTH 293. CALCULUS III..... 4 credit hours

Prerequisite: MTH 192; Corequisite: MTH 197

4 hours per week (4-0)

This is the third-semester college calculus of more than one variable. Topics include: geometry in n-space, vector-valued functions, the derivative in n-space, the integral in n-space, and an introduction to vector calculus. This course transfers to four-year institutions.

MTH 295. DIFFERENTIAL EQUATIONS..... 4 credit hours

Prerequisite: MTH 197 and 293

4 hours per week (4-0)

This is a first college course in elementary differential equations. Topics include: techniques for solving ordinary differential equations of order one, techniques for solving linear equations, applications, the Laplace transform, and solving linear systems of equations using eigenvalues. This course transfers to four-year institutions.

MECHANICAL TECHNOLOGY _____ (MET)

MET 100. MACHINE SHOP THEORY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class is designed to teach machine shop theory to those who have had or are presently receiving hands on or practical experience in the machining field. Precision and semi-precision measuring instruments, layout tools and procedures, proper use of hand tools, and the basic principles of machine tool operations are covered. Films supplement classroom instruction.

MET 101. MILLWRIGHT THEORY..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course includes millwright practices encompassing major units such as millwright fundamentals, fiber and steel rope, hoisting, structural woods and steels, scaffolding, strengths of timber and metal beams, cranes and derricks, rigging, transporting heavy shop equipment, accident prevention, standards, laws and codes. Maintenance of bearings, belts, chain drives and conveyors included.

MET 103. INTRODUCTION TO MATERIALS..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course includes an introduction to the basic terms, processes and structures of materials. Hardness testing, classification systems and demonstrations of testing equipment are studied. Principles of heat treatments are studied and demonstrated.

MET 111. MACHINE SHOP THEORY AND PRACTICE 4 credit hours

Prerequisite: None

6 hours per week (1-5)

This beginning machine shop class is for those with little or no machine shop experience. Much emphasis is placed on safety. Precision and semi-precision measuring instruments, layout tools and procedures, reading drawings, and the proper use of hand tools are areas covered. Lab time is used to gain experience and learn basic operations on the five basic machine tools; drill press, saws, engine lathes, milling machines and grinders.

MET 122. MACHINE TOOL OPERATIONS AND SET-UP I.... 4 credit hours

Prerequisite: MET 111 or consent

6 hours per week (1-5)

This is a machine shop class for those who have either completed the beginning level machine shop or have gained equivalent experiences elsewhere. Each of the five basic machine tools are studied in depth. The projects are designed to facilitate more advanced set-ups and operations so that the cutting of spur gears, multiple threads, tapers and internal grinding operations can be performed.

MET 123. MACHINE TOOL OPERATIONS AND SET-UP II... 4 credit hours

Prerequisite: None

6 hours per week (0-6)

A continuation of MET 122, this class is designed for mechanical technology students or for those who simply want to gain more machining experiences. Students experience new advanced operations on familiar machines along with new operations on entirely new machine tools, the new operations include spiral milling, taper grinding, and tracing techniques. New machine tools include the electrical discharge machine, optical comparater, turret lathe, and cutter grinder. Projects are designed to facilitate the completion of these operations and to gain experience on these machine tools.

MET 201. MACHINE TOOL TECHNOLOGY 4 credit hours

Prerequisite: MET 122

6 hours per week (0-6)

The last and most advanced machine shop class, this course emphasizes students' individual goals and proficiencies of specific machining operations. After completing an assigned project the students choose additional projects to manufacture using several advanced techniques to meet individual needs.

MET 240. PLANT LAYOUT AND MATERIAL

HANDLING SYSTEMS 4 credit hours

Prerequisite: ID 100

4 hours per week (4-0)

This class includes blueprint Reading and simplified drawing of typical free and power type conveyor systems as well as plant layout drawing of machinery, foundations, exhaust systems, heat treat furnaces, hoists, catwalks and platforms.

MUSIC _____ **(MUS)****MUS 103. WCC JAZZ ORCHESTRA 1 credit hour**

Prerequisite: Audition

2 hours per week (0-2)

This course in performance is open to those who desire to read, improvise and perform. An audition is necessary for registration; the course may be repeated for credit up to a maximum of four times.

MUS 106. JAZZ COMBO 1 credit hour

Prerequisite: None

2 hours per week (0-2)

The Jazz Combo is designed for the musician with some degree of competency to gain experience and skill in performance and improvisation of different styles of jazz and blues. This is a performing group which offers concerts in the community.

MUS 135. CHORUS 1 credit hour

Prerequisite: None

2 hours per week (0-2)

A course in performance covering traditional choral music. This group is open to all students. It may be repeated for credit up to a maximum of three times.

MUS 136. GOSPEL CHORUS 1 credit hour

Prerequisite: None

2 hours per week (0-2)

This course in gospel choral performance is open to all students. It may be repeated up to a maximum of six times.

MUS 140. BASIC MUSICIANSHIP 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to give students, prospective teachers and others a foundation in music theory and reading, concepts of rhythm, tonality, music composition, and other techniques, with the aim of developing musical skills and understanding. No musical experience is necessary.

**MUS 143. COMPOSITION: THEORY
AND ARRANGEMENT 2 credit hours**

Prerequisite: None

Prerequisite: None

2 hours per week (2-0)

This class is designed to enable students to develop skills and techniques in music composition, orchestration and arranging for all musical mediums.

MUS 146. CREATIVE IMPROVISATION: SONGWRITING..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

For the prospective song writer, this class deals with lyric writing and musical accompaniment. Students collaborate using their talents to produce songs and also become acquainted with musical styles through recordings and demonstrations. Music industry procedures concerning how to get a song published and recorded is discussed. Other areas of study include recording, the recording studio, record pressing and copyright procedures.

MUS 147. ENTERTAINMENT LAW 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This is a music course for the serious music student and professional musician covering basic agreements, contracts, royalties, copyrights and other legal aspects in the music industry.

MUS 149. SIGHT SINGING/EAR TRAINING 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course provides an approach to listening to and reading music designed to develop composing and listening skills. It also offers an introduction in training the ear to identify intervals, chords, scales and chord progressions.

MUS 152. MUSIC THEORY I 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course includes an in-depth study of melodic, harmonic and rhythmic aspects of tonal music related to various styles: European, rock, jazz, ballads and the Blues. The class equips students with a theoretical knowledge to extend and cultivate musical understanding and creativity while giving primary emphasis to the harmonic aspects of music.

MUS 157. JAZZ IMPROVISATION 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course in jazz theory provides students with techniques of melody, harmony and rhythm that would excite spontaneous creativity in the jazz style.

MUS 158. BLACK MUSIC, CREATIVE IMPROVISATION 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Students create music through improvisation which is an integral part of Black music. Skills in basic musicianship are used depending on students' musical proficiency. The course focuses on the development of Black music from Africa to the Americas.

MUS 159. SOUTH INDIAN MUSIC 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The theory and practice of South Indian music are the focus of this course. Sacred and secular roles of music in the Indian culture are examined. The course includes basic notes and their variations; definition of terms; the analysis of the basic melody; musical terms; instruments of South India, such as the veena, flute, tamboora and table. Also included are a brief history of Indian music, and short biographies of noted Indian musicians such as Purandara Dasa and Sayma Sastri and their contributions to South Indian Music.

MUS 170. AUDIO RECORDING TECHNOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed to provide students with the fundamentals necessary for a career-oriented study in creative audio recording. Audio-visual and hands-on experience (professional recording studio access) is provided, as is lecture and studio experience on automated recording techniques and multitrack.

MUS 180. MUSIC APPRECIATION..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introduction to music, using innovative techniques on how to listen to music after becoming acquainted with the socio-cultural values of the people who produced the many kinds of music in our world. All music styles are covered. Presentations deal with the growth and development of musical forms and different styles through recordings and demonstrations.

MUS 183. AFROMUSICOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Afromusicology is a relatively new discipline of musical studies which combines the areas of Anthropology (Egyptology), Organology, World and Social History, and Musicology to explain the creative and artistic developments of Africa and Africa-American peoples of the world. The mode of presentation deals with an ethnomusicological approach, focusing on the lifestyle, traditions and mores to define the visual and musical arts.

MUS 204. VOICE 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This course is an extension of Introduction to Voice and is an in-depth study of vocal techniques.

MUS 206. VOCAL PERFORMANCE 2 credit hours

Prerequisite: None

2 hours per week (0-2)

Students learn techniques in performing songs. Community and public concerts are held. Sound system and recorded band tracks are used for accompaniment. Students may also accompany themselves.

MUS 210. FUNCTIONAL PIANO 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This piano class is aimed to give non-piano majors and those who just want to play the piano the ability to read keyboard music harmonically and melodically. The course covers piano technique fundamentals, basic musicianship, elementary keyboard harmony, sight reading, pedal technique, aids to memorization and keyboard application of subjects studied in music classes.

MUS 213. INTERMEDIATE PIANO..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

A continuation of MUS 210, this course provides piano studies beyond the

elementary or beginning stage. It is for those with some experience in piano playing.

MUS 216. PIANO: JAZZ AND BLUES..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This piano course is designed to cover such styles as Blues and elementary jazz improvisation techniques. Music theory in terms of chord progression and improvisational techniques are part of the course of study.

MUS 220. APPLIED MUSIC: BRASS..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

Instruction in this course is geared to students' level of expertise in this introductory group instruction in brass instruments.

MUS 225. BEGINNING JAZZ DRUM 2 credit hours

Prerequisite: None

2 hours per week (0-2)

Rudimentary skills in jazz drumming are learned; study includes historical styles such as Swing, Be-Bop, and South American and African rhythms.

MUS 231. CLASSICAL GUITAR..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is a course in performing and teaching skills for the classical guitar for students with a strong background in reading music and playing the guitar. Course emphasis includes the history of classical guitar as well as the playing and teaching of classical guitar.

MUS 233. BEGINNING GUITAR..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

Designed for those with limited or no experience playing the guitar, this course teaches basic chords and techniques as well as folk and Blues songs. Class is keyed to students' interests and needs.

MUS 236. INTERMEDIATE GUITAR 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This course is for students with a basic knowledge of guitar playing. There are opportunities to learn more advanced techniques as well as learning about song arrangements and theory. Class is keyed to students' interests and needs.

MUS 239. JAZZ GUITAR..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

Designed to enable students to develop skills necessary to play the guitar in different jazz styles, this course includes improvisation work and chording. It requires basic guitar playing experience.

MUS 242. BASS GUITAR..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This course in applied music (bass) is designed specifically for jazz enthusiasts who want to learn jazz bass performance techniques. Melodic, harmonic and rhythmic theory is used to develop jazz bass performance styles. Students must have their own instrument.

MUS 249. INTRODUCTION TO JAZZ FLUTE 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This is an introductory course in jazz flute for students with varying abilities.

MUS 250. BEGINNING FLUTE/SAX..... 2 credit hours

Prerequisite: None

2 hours per week (0-2)

This beginning class familiarizes students with primary musical jargon and the basics of flute and saxophone playing. Basic instruction includes sound production, reading musical notation, learning flute and saxophone fingering, performing basic major scales and a combination of reading and performing simple tunes involving both classical and jazz music.

NUMERICAL CONTROL _____ (NCT)

**NCT 111. MANUFACTURING PROCESSES FOR
NUMERICAL CONTROL 4 credit hours**

Prerequisite: NCT 121

4 hours per week (3-1)

Industrial techniques and processes used for product manufacture are studied. Planning of machining operations and routing of parts through all stations needed to complete the part are examined. Cost estimating, specialized tooling, fixturing, speeds and feeds, and unconventional machining methods are major topics explored. Effects of flexible manufacturing and the future trends of industry are discussed.

**NCT 121. MANUAL PROGRAMMING AND NCT
TOOL OPERATION..... 4 credit hours**

Prerequisite: IM 111, MT 111, MTH 169

6 hours per week (3-3) plus open lab time

This is the first in a two-course study of manual programming of CNC milling and turning machines. Students experience the entire process of part manufacture by processing blueprints of sample parts, writing and editing of programs, set up and operation of the machine tool, inspection of finished product. Feeds and speeds, fixed cycles, program editing, set up procedures, and tape preparation are major topics presented. Laboratory time is required outside of class time.

**NCT 122. ADVANCED MANUAL PROGRAMMING AND
NCT TOOL OPERATION..... 4 credit hours**

Prerequisite: NCT 121, MTH 177

6 hours per week (3-3) plus open lab time

This is the second of a two-course study of Manual Programming and CNC Machine Tool Operation. Complex cutter path generation, cutter compensation, repetitive programming, multi-quadrant circular interpolation, three axis interpolation, threading, and other advanced programming techniques are practiced. The class format is similar to that of NCT 121, and laboratory time outside of class is required.

**NCT 125. COMPUTER OPERATION AND PROGRAMMING
FOR NUMERICAL CONTROL..... 3 credit hours**

Prerequisite: IM 111

3 hours per week (2-1) plus open lab time

This provides an introduction to computers for COMPACT II and APT II Numerical Control programming courses and PC based CAM systems. The course teaches the basic vocabulary, historical development, cycle of operation, information storages and input and output devices of computers. Students gain hands on experiences using COMPACT II, APT III, QED and EDT editing software and PC operating system software. Laboratory time is required outside of class time.

NCT 236. CAM MACHINE TOOL PROGRAMMING 4 credit hours

Prerequisite: IM 111, 121 and 125

4 hours per week (2-2) plus open lab time

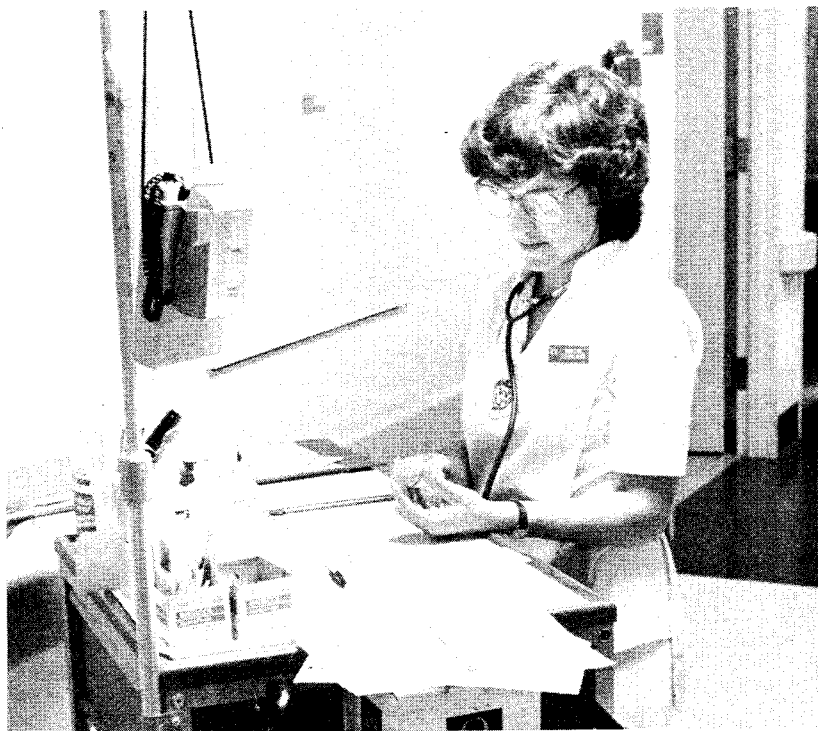
Students generate tool paths for milling, turning and welding machines which are N/C controlled, using Computer Aided Manufacturing systems and software. Part programs are constructed by defining the part geometry and then defining the tools and the tool path required to manufacture the part using a "PC" based CAM system. Tool path generation on CAD produced databases are included as part of the class activities. Program editing and transfer of part programs to the N/C machine tool from the CAM system are included course material. Students are provided time outside class to use the CAM workstations in order to complete assignments.

**NCT 247. ADVANCED CAM MACHINE TOOL
PROGRAMMING 4 credit hours**

Prerequisites: NCT 236, ID 219

4 hours per week (2-2) plus open lab time

This course is a continuation of NCT 236. Students are required to generate tool paths on parts containing complex geometry, and which are often considered to be problem situations in industry. Tool paths are generated on data-bases developed on separate CAD systems, which have been transferred to the CAM workstation. Students are required to select the proper order of machining operations, the tooling required, and work holding devices needed to complete the machining of parts assigned. Milling, turning, and plasma arc N/C machining applications are included. Students are provided time outside of class to use the CAM workstations in order to complete assignments.



NURSING **(NUR)**

Enrollment for these courses is granted to students admitted to this program. Courses must be taken in the sequence outlined in the curriculum unless consent is obtained from the nursing division after review of previous transcripts.

NUR 039. STATE BOARD PREPARATION..... 1 credit hour

Prerequisite: Consent

15 hours to be arranged

This course assists Nursing Program graduates in preparing for the State Board of Nursing Examinations. Emphasis is placed on reviewing learned materials and on taking national competitive examinations. Grading uses the satisfactory/unsatisfactory system.

NUR 100. NURSING FUNDAMENTALS..... 5 credit hours

Prerequisite: None

10 hours per week (3-7)

Principles of nursing are presented with emphasis on social, psychological, and physical needs of the client. Included are units on first aid, history, and nursing organizations. Laboratory practice is a major component of this course.

NUR 110. GERIATRIC NURSING..... 1 credit hour

Prerequisite: None

6 weeks, 30 hours total (6-24 to be arranged)

The natural aging process is presented, with emphasis on the health care needs of the geriatric population. Included is supervised clinical experience in a long term health care facility applying basic nursing skills in geriatric nursing situations.

NUR 111. PHARMACOLOGY I 1 credit hour

Prerequisite: None

2 hours per week (2-0)

This course includes the study of metric and apothecary systems, drug classification and legislation. Extensive practice is provided in solving drug dosage problems. Principles of safe drug administration are introduced.

NUR 118. PERSONAL AND COMMUNITY HEALTH 1 credit hour

Prerequisite: None

1 hour per week (1-0)

This course reviews resources available in the community for the promotion of health. It includes a survey of current public health problems and concepts of personal health.

NUR 122. PHARMACOLOGY II 2 credit hours

Prerequisite: NUR 111

2 hours per week (2-0)

This class is a study of drug action, uses and effects in the administration of drug therapy.

NUR 125. BASIC MEDICAL-SURGICAL NURSING 6 credit hours

Prerequisite: First semester courses

7½ weeks, 29 hours per week (6-23)

This course includes study of the adult with common medical-surgical problems. Included are principles and skills that assist the student in meeting the needs of the client in the clinical situation. Pharmacology and diet therapy are interrelated with the study of disease conditions. The practice portion of this course provides laboratory experience with commonly encountered medical-surgical procedures and CPR. Supervised clinical experience in caring for adults with medical problems is included.

NUR 126. INTERMEDIATE MEDICAL-SURGICAL NURSING 6 credit hours

Prerequisite: NUR 125

7½ weeks, 29 hours per week (6-23)

This course provides continued study of the adult with common medical-surgical problems. The practice portion provides supervised clinical experience in caring for adults with medical-surgical problems. Observation experiences may include operating room, recovery room, emergency room and the outpatient department. Also included is clinical experience in the administration of medications.

NUR 133. PHARMACOLOGY III..... 2 credit hours

Prerequisite: NUR 111 and 122

2 hours per week (2-0)

This course continues the study of drug action, uses and effects, with emphasis on body systems. A unit on drug abuse is included.

NUR 135. PARENT-CHILD NURSING 6 credit hours

Prerequisite: NUR 125

8 weeks, 24 hours per week (6-18)

The nursing care of parents during the reproductive cycle, the care of newborn and ill children is studied. Clinical experience is provided in obstetric and pediatric units of the hospital to develop skills in caring for parents and children.

NUR 144. PHARMACOLOGY FOR NURSES 5 credit hours

Prerequisite: LPN, RN, GPN, GN, or consent

5 hours per week (5-0)

This course is designed for currently practicing nurses. Included is a study of safe drug administration, drug actions, uses and effects of drug therapy, as well as drug abuses. The student also receives laboratory practice in preparing and administering medicines. LPNs may take NAPNES exam at end of course.

NUR 145. ADVANCED MEDICAL-SURGICAL NURSING 5 credit hours

Prerequisite: NUR 126.

6 weeks, 28 hours per week (5-23)

Medical-surgical problems in the specialty areas are studied. The student is prepared for the role of the practical nurse, including ethical implications and employment procurement. Also provided is the practice of nursing skills including the administration of medications and assisting in the preparation for discharge from the health care agency.

NUR 200. NURSING ROLE TRANSITION..... 4 credit hours

Prerequisite: Successful completion of all Nursing Level I courses or LPN accepted into Level II of the program

6 hours per week (3-3)

This course includes study of nursing history and development of associate degree nursing programs, nursing roles, change theory and individual reactions to change. Also included are an introduction to general systems theory and advanced study of the nursing process. The laboratory components include nursing skills review/update, CPR update and nursing assessment practice.

NUR 235. ADVANCED PARENT-CHILD NURSING..... 5 credit hours

Prerequisite: Successful completion of all Nursing Level I courses or LPN accepted into Level II of the program, all first semester Level II courses

7½ weeks, 18 hours per week (6-12)

This course provides further study of the family with parent-child health related needs begun in NUR 135. Focus is on emotional aspects of parenting, pregnancy, and health problems related to these processes. Family structure, function, and health teaching, including concepts of nutrition and normal growth and development are discussed. Parent-child nursing concepts are applied in hospital situations. Students have experience with high and low-risk families across the childbearing cycle, including antepartum, intrapartum, and postpartum periods. Experience with the childrearing family includes opportunities for health teaching.

NUR 245. COMPLEX MEDICAL-SURGICAL NURSING..... 6 credit hours

Prerequisite: Successful completion of all first semester Level II courses and Mental Health Nursing

7½ weeks, 26 hours per week (6-20)

This course emphasizes the theoretical base of nursing care aimed at

meeting the common bio-psycho-social needs of individual adult clients who are experiencing complex medical-surgical problems with predictable outcomes in an acute care setting. The course is designed around six concepts, with the nursing process being the integrating thread. An application of the nursing process is emphasized in meeting these needs in an acute care setting.

NUR 255. MENTAL HEALTH NURSING 5 credit hours

Prerequisite: Successful completion of all first semester Level II courses
7½ weeks, 18 hours per week (6-12)

This course develops an understanding of common mental health problems and skills necessary to provide basic mental health nursing care to selected clients in hospital or community settings. The central focus is to help the student become more sensitive to human behavior and to use himself/herself in a therapeutic manner. Prevention of mental illness, and maintenance and restoration of mental health are discussed. Mental health nursing concepts are applied in hospital and community situations. The student has experience with current methods of prevention, maintenance and treatment.

NUR 260. NURSING MANAGEMENT AND TRENDS 2 credit hours

Prerequisite: Successful completion of all first semester Level II courses and Mental Health Nursing. Corequisite: NUR 245
2 hours per week (2-0)

This course includes leadership and management concepts in relation to organizing care of groups of clients. Emphasis is placed on communication, decision making and motivation as it relates to entry level nursing responsibilities. Legal aspects of supervision are studied, as well as trends and current problems in the nursing profession. Clinical practice of management skills is integrated into Complex Medical-Surgical Nursing.

OFFICE SPECIALTIES _____ (OFS)

OFS 030. INTRO KEYBOARDING..... 1 credit hour

Prerequisite: None
5 weeks, 3 hours per week (1-2)

Introduction to Keyboarding is a short course in learning the touch method of keyboarding on a computer. The course is geared to students who want to learn or review the basics of the alphabetic keyboard. Grading is based on the satisfactory/unsatisfactory system.

OFS 101. BEGINNING TYPEWRITING..... 3 credit hours

Prerequisite: None
4 hours per week (1-3)

This beginning typewriting course is designed to develop keystroking skill. Students learn to use the parts of the typewriter efficiently and format materials attractively by centering the copy horizontally and vertically. Students complete tabulation problems; format and type personal/business letters and memoranda, as well as simple tables, outlines and manuscripts. Opportunity is also given to compose on the typewriter, and proofreading skill is developed by comparing and verifying.

OFS 102. INTERMEDIATE TYPEWRITING..... 3 credit hours

Prerequisite: OFS 101 or equivalent (Minimum of 30 wpm with 5 errors or fewer for 5 minutes)

4 hours per week (1-3)

This course is designed to develop students' expertise in solving a wide variety of communication problems. Development of speed and control is stressed in typing letters in basic styles with special features, simplified forms of business correspondence, tables, business forms, and technical and statistical reports.

OFS 103. KEYBOARDING 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (1-3)

Keyboarding develops skill in using the microcomputer keyboard while focusing on the touch method of keyboarding. This course is designed for students needing to develop or review basic alphabetic, numeric, and ten-key keyboarding skills.

OFS 107. CLERICAL METHODS AND PROCEDURES..... 4 credit hours

Prerequisite: Typewriting proficiency of 40 wpm or concurrent enrollment in OFS 102

4 hours per week (3-1)

In this course students perform a variety of general office duties: the typing of forms and business correspondence, the processing of office mail, and the handling of the telephone. Concepts of word processing and reprographics are included. Two extensive practice sets cover filing and payroll activities. In addition, students learn job-hunting procedures and prepare for employment in the clerical field through an understanding of the changing business world.

OFS 130. BUSINESS MACHINES..... 3 credit hours

Prerequisite: MTH 163 or equivalent

3 hours per week (1-2) plus a minimum of 6 practice hours

This course emphasizes the use of electronic business calculators in problem-solving activities. Students give serious attention to efficient machine operation, verifying techniques, machine programming, and the concepts of business mathematics widely used in both business and personal situations. The emphasis given to business mathematics helps students to understand and perform many office jobs successfully and to manage personal matters effectively.

OFS 131. BEGINNING SHORTHAND 4 credit hours

Prerequisite: None

5 hours per week (5-0)

This is a course in Gregg theory principles designed for students to develop shorthand skills in reading, writing, and transcription. Students learn to use Gregg shorthand to take dictation in the office and/or to take notes quickly in any other environment such as the classroom, the library, or the meeting room. In addition, there is emphasis on vocabulary building, spelling, punctuation, and the application of the rules of grammar.

OFS 132. INTERMEDIATE SHORTHAND..... 3 credit hours

Prerequisites: OFS 101, OFS 131 or equivalent

4 hours per week (3-1)

This intermediate shorthand course is designed to review Gregg theory and strengthen students' grasp of major shorthand principles in order to develop dictation and transcription skills. Emphasis is placed on the building of dictation speed with 90 percent accuracy in transcription.

OFS 150. PROOFREADING AND EDITING..... 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (4-0)

This course is designed for the office worker or for students preparing to work in an office to develop skills in proofreading and editing. Students learn the proper techniques for checking the accuracy of business materials and for making changes to improve the written message. Topics include formatting, grammar review, use of abbreviations, word usage, punctuation, spelling, capitalization, use of numbers, tables and charts, clarity, conciseness, and other content considerations.

OFS 151. INFORMATION PROCESSING PRINCIPLES 4 credit hours

Prerequisite: None

4 hours per week (2-2)

This course emphasizes jobs, skills, and career opportunities in today's automated office with an examination of all phases of word processing. Students develop skill in creating, storing, retrieving, and revising a variety of documents on word processing equipment.

OFS 152. INFORMATION PROCESSING TRANSCRIPTION SKILLS 3 credit hours

Prerequisite: High school typewriting proficiency or concurrent enrollment in OFS 102 or equivalent.

4 hours per week (1-3)

This course applies the current dictation/transcription practices found in the modern business office. Students transcribe from tapes of realistic office-style dictation representing a variety of business fields and voices. Mastery of the equipment as well as mastery of transcription skills essential to quality correspondence are emphasized. These skills are stressed in the attainment of acceptable productivity standards.

OFS 155. WORD PROCESSING - MICROSOFT WORD 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (2-2)

This course is designed for experienced office workers or for students who need word processing skills relating to the personal computer. The Microsoft Word software program is used in learning basic skills in creating, editing and printing documents. This course is an alternative to OFS 154 or 156.

OFS 156. WORD PROCESSING - WORDPERFECT 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (2-2)

This course is designed for experienced office workers or for students who need word processing skills as they relate to the personal computer. The WordPerfect software program is used in learning basic skills in creating, editing and printing documents. This course is an alternative to OFS 154 or 155.

OFS 200. INDEPENDENT DIRECTED STUDY Variable Credit

Prerequisite: Consent

This course includes a planned program of studies under the guidance and direction of a regular staff member.

OFS 210. MEDICAL TRANSCRIPTION 3 credit hours

Prerequisite: OFS 102 or equivalent

4 hours per week (1-3) plus a minimum of 4 machine hours

This introductory course in medical terminology and medical transcription is for students who are proficient in keyboarding. Emphasis is placed on basic transcription techniques so that students may acquire a thorough knowledge of dictation/transcription equipment. The course familiarizes students with a broad base of medical terms and the basic types of medical reports.

OFS 215. COMPUTER APPLICATIONS MS WORKS 3 credit hours

Prerequisite: OFS 151 or CIS 100

4 hours per week (1-3)

This course uses MicroSoft Works to introduce students to word processing, spreadsheet and database applications, graphics, and telecommunications.

OFS 223. MEDICAL OFFICE PROCEDURES 3 credit hours

Prerequisite: OFS 102 or equivalent

4 hours per week (3-1) plus a minimum of 4 practice hours

This course covers secretarial responsibilities in a medical office or hospital including appointments, patient records, pegboard bookkeeping, telephone procedures, credit and collection procedures and medico-legal considerations. Medical insurance is studied. Students complete forms for Blue Cross/Blue Shield, Medicare, Medicaid, Workers' Compensation, CHAMPUS and private insurances using the proper coding system.

OFS 225. INFORMATION PROCESSING SYSTEMS

AND PROCEDURES 3 credit hours

Prerequisite: OFS 151 and 155 or 156

4 hours per week (1-3)

This course is designed to provide practical study and advanced training in the use of Microsoft Word, WordPerfect or Wordstar. Emphasis is placed on developing insights into the responsibilities of the information processing center including staff, personnel qualifications, and human relations. The course also includes information processing alternatives, equipment and needs surveys, organization and implementation of information processing, and management and control of information processing functions.

**OFS 250. ADMINISTRATIVE OFFICE SYSTEMS
AND PROCEDURES..... 4 credit hours**

Prerequisite: Typewriting proficiency of a minimum of 45 wpm or OFS 104 or equivalent. OFS 107 is recommended.

4 hours per week (3-1)

As the capstone of the Secretarial Program, this course covers most of the secretarial functions that have been changed by technology. Emphasis is placed on the responsibilities of the executive secretary or administrative assistant: decision-making activities, time management, prioritizing, and the exercise of effective human relations. Because competent secretaries must become word specialists, continuing importance is placed on the area of oral/written communications. Students prepare travel itineraries, agendas and minutes of meetings, investment records, and statistical data in proper graphic form to correlate with written reports. The significance of visibility and networking is included in career advancement.

**OFS 255. WORD PROCESSING MICROSOFT WORD -
LEVEL II 2 credit hours**

Prerequisite: OFS 155

7½ weeks, 4 hours per week (2-2)

This course, Level II, is a continuation of the introductory course in Microsoft Word (OFS 155) and introduces students to the advanced word processing functions such as outlines; macros; tables of content; style sheets and customized formatting; headers, footers, and footnotes; sorting; and multiple columns.

**OFS 256. WORD PROCESSING WORDPERFECT -
LEVEL II 2 credit hours**

Prerequisite: OFS 156

7½ weeks, 4 hours per week (2-2)

This course, Level II, is a continuation of the introductory course in WordPerfect (OFS 156) and introduces students to the advanced word processing functions such as outlines; macros; tables of content; style sheets and customized formatting; headers, footers, and footnotes; sorting; and multiple columns.

PHARMACY TECHNOLOGY _____ (PHT)

**PHT 100. INTRODUCTION TO HOSPITAL AND
COMMUNITY PHARMACY 3 credit hours**

Prerequisite: Admission to Pharmacy Technician Program

3 hours per week (3-0)

The student is familiarized with the functions and services provided by both hospital and community pharmacies. Hospital organization is presented. The role of the pharmacist and technician is studied. Discussion includes legal and ethical responsibilities.

PHT 101. DRUG PRODUCTS AND NOMENCLATURE 2 credit hours

Prerequisite: PHT 100 or consent

2 hours per week (2-0)

Drugs are studied by therapeutic classification with special attention on dosage forms, commonly used names and manufacturers. Study is limited to commonly used drug standards of reference in each classification that are used in community and hospital practice.

PHT 102. DRUG DISTRIBUTION SYSTEMS AND PROCEDURES 3 credit hours

Prerequisite: PHT 100 or consent
5 hours per week (2-3)

Methods of drug preparation, packaging and distribution in the hospital and community pharmacy setting are presented. The specific duties and responsibilities of the technician are emphasized.

PHT 105. PREPARATION OF MEDICATIONS 2 credit hours

Prerequisite: PHT 100 or consent
3 hours per week (1-2)

Dosage forms and routes of drug administration are discussed, including the rationale, techniques and potential problems of each. The course also includes the basic principles, equipment and techniques involved in the preparation of sterile products.

PHT 198. PHARMACY FIELD EXPERIENCE..... 8 credit hours

Prerequisite: All first and second semester courses
16 hours per week (0-16)

Skills and knowledge acquired in the first two semesters of the program are put into practice in both hospital and community settings. Students spend 16 hours a week in a practice setting. All experience is under the supervision of a registered pharmacist.



PHILOSOPHY _____ (PHL)

PHL 101. INTRODUCTION TO PHILOSOPHY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The course introduces the general nature of philosophical thought, its basic methods, problems and goals. It includes representative philosophers and such classic philosophical problems as the meaning of existence, the nature of reality, criteria of morality and the nature of the human mind. The class also uses philosophical concepts to help understand oneself, other people and the world around us, and focuses on formulating and defending individual viewpoints and developing personal skills in abstract thinking.

PHL 200. EXISTENTIALISM..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

A general introduction to the existentialist tradition of philosophy is provided as it is presented in the works of such representative thinkers as Nietzsche, Kierkegaard, Heidegger, Sartre and Camus. Special attention is paid to major existentialist themes; for example, authentic existence, integrity, freedom, anxiety, non-being, melancholy, death, guilt, conscience and values.

PHL 205. VALUES: ETHICS AND AESTHETICS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

An introduction to the analysis of value behaviors is provided. The course deals with social values and aesthetic values. Some writing is required in which students give evidence of their increased capacity to make distinctions in these areas.

PHL 250. LOGIC 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course offers an introduction to the nature of logical reasoning, especially as found in examples of everyday thought, and studies the role of language in reasoning and communication, the influence of emotions on logical thinking and the nature of inductive as well as deductive reasoning. Emphasis is on developing habits of good reasoning, as well as the ability to recognize and avoid bad reasoning.

PHOTOGRAPHY _____ (PHO)

PHO 090. GENERAL PHOTOGRAPHY 2 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a course for students wishing to understand basic photography and its processes. No darkroom work is included in this course. Primary emphasis is on understanding and using the camera and related equipment, picture taking, composition, lighting, film, etc. Students should own or have the use of some type of camera.

PHO 101. PHOTOGRAPHY AND ENVIRONMENT 3 credit hours

Prerequisite: None

4 hours per week (2-2)

This is a study of the methods of documenting various types of environments with the camera. This includes the recording of current environmental situations as well as presenting suggestions for improving undesirable conditions. Students must have their own 35mm or roll film camera and previous photo experience.

PHO 103. HISTORY OF PHOTOGRAPHY 2 credit hours

Prerequisite: None

2 hours per week (2-0)

Designed to introduce students to the history of photography, this class studies the development of the important processes for making photographs and the philosophy of the most significant photographers of the 19th and 20th centuries.

PHO 111. PHOTOGRAPHY 4 credit hours

Prerequisite: None

6 hours per week (2-4)

This is a first-term course in basic photography including darkroom work. Areas of study include: camera and meter usage, film, lighting and composition, laboratory equipment and procedures, chemical mixing and handling, black and white film and print processing, etc. Students must have an adjustable camera.

PHO 112. DARKROOM TECHNIQUES 5 credit hours

Prerequisite: PHO 111; Corequisite: PHO 113

7 hours per week (1-6)

This class features development of skills needed by technicians in commercial and other types of darkrooms used in business and industry. All major phases of darkroom work including film processing, print making, photographic supplies, handling and equipment maintenance are practiced.

PHO 113. STUDIO TECHNIQUES 3 credit hours

Prerequisite: PHO 111. Corequisite: PHO 112

4 hours per week (1-3)

This course includes specialized instruction in large format photography and studio lighting techniques. Emphasis is on view camera use with various studio lighting set-ups. Students must have a hand-held light meter.

PHO 114. BASIC COLOR PHOTOGRAPHY 3 credit hours

Prerequisite: PHO 111

4 hours per week (1-3)

An introduction to the various color photography processes in common use today is provided. Emphasis is placed on the production of color transparencies, color negatives and color prints and off-easel color print correction techniques.

PHO 115. PHOTO RETOUCHING 2 credit hours

Prerequisite: PHO 111

3 hours per week (0-3)

Manual spotting techniques and associated materials as applied to the retouching and processing of photographic prints and negatives are learned.

PHO 116. PORTRAIT PHOTOGRAPHY..... 2 credit hours

Prerequisite: PHO 113

3 hours per week (1-2)

This is a study in basic lighting and posing techniques used in creating studio portraits. Areas of study include: children, families, seniors, wedding and executive portraiture.

PHO 216. INTRODUCTION TO FASHION

PHOTOGRAPHY..... 3 credit hours

Prerequisite: PHO 116

4 hours per week (1-3)

This class expands students' knowledge of formal portraiture in order to create professional fashion photographs. Areas of study include: model portfolios, fashion advertising, hi-key/low-key lighting, creating unique backgrounds, outdoor lighting and location photography.

PHO 219. PHOTOGRAPHIC DESIGN..... 3 credit hours

Prerequisite: PHO 111

4 hours per week (1-3)

This is an intensive review of photographic composition and design techniques with emphasis on design in the photographic image through lecture, demonstration, critique, and darkroom practices. Included is a survey of contemporary photographers and new directions in modern photographic images and design.

PHO 220. ADVANCED STUDIO TECHNIQUES 3 credit hours

Prerequisite: PHO 113

4 hours per week (1-3)

A detailed study of the various types of cameras and their uses. This course emphasizes roll and sheet film cameras, as well as the more unusual applications of the medium format camera. Color film use is stressed.

PHO 221. ADVANCED DARKROOM TECHNIQUES 3 credit hours

Prerequisite: PHO 112

6 hours per week (1-5)

This course focuses on specialized instruction in various advanced techniques used and problems faced by the darkroom technician. How to produce acceptable results under difficult situations is the major emphasis.

PHO 222. ADVANCED COLOR PHOTOGRAPHY 3 credit hours

Prerequisite: PHO 114

6 hours per week (2-4)

This is a continuation of the studies begun in Basic Color Photography 114. Emphasis is placed on color correction from unusual situations and color distortion to achieve special effects and experience in automated color production techniques and equipment.

PHO 223. PHOTOGRAPHIC OPERATIONS..... 3 credit hours

Prerequisite: PHO 113

4 hours per week (2-2)

Students study photographic operations in business and industry through guest lecturers and field trips. Students use skills gained in basic and studio classes to complete freelance assignments on a professional client/photographer basis.

PHO 230. SPECIALIZED STUDIES IN PHOTOGRAPHY Variable credit
Prerequisite: Consent

This course offers students the opportunity to work independently with faculty consultation in major areas of photography.

PHO 231. PORTFOLIO SEMINAR..... 2 credit hours
Prerequisite: Consent

4 hours per week (2-2)

This covers development of materials and samples to be presented for employment. Professional critiques conducted and evaluations are made; the course is offered Spring term only.

PHYSICAL EDUCATION ACTIVITIES _____ (PEA)

PEA 105. NAUTILUS WEIGHT TRAINING..... 2 credit hours
Prerequisite: None

2 hours per week (0-2)

This course provides open opportunities for students to acquire skills which will be a source of healthful and recreational exercise.

PHYSICS _____ (PHY)

OPEN PHYSICS LABORATORY

Physics courses 105, 111, 122, 131, 143 utilize an open laboratory format. Under this format the laboratory is open with an instructor present about twenty-five hours per week. Students perform assigned experiments at specified stations when the laboratory is open. Computer software is used for data analysis and simulations.

PHY 059. FUNDAMENTALS OF PHYSICS..... 3 credit hours
Prerequisite: None

3 hours per week (3-0)

This is a basic course for students with no previous background in Physics. Fundamental concepts of Physics are taught, but the emphasis is on acquiring the elementary skills necessary to succeed in later courses. These skills include units, conversions, measurement, graphing, and problem solving techniques. Physics topics include heat, energy, motion, force, basic electricity, and the collection (with analysis) of experimental data. Students wishing to improve their Physics background before taking 100 level Physics courses, or students desiring an exposure to Physics should take this course.

PHY 105. INTRODUCTORY PHYSICS 4 credit hours
Prerequisite: MTH 090

6 hours per week (3-3)

Designed for both transfer and vocational students with no physics experience, but desiring a working knowledge of physics, PHY 105 surveys the major topics of motion, heat, waves, electricity, magnetism, light, and atomic energy using a conceptual approach with a minimum of mathematics.

PHY 110. APPLIED PHYSICS 4 credit hours

Prerequisite: MTH 090

6 hours per week (3-3)

Technical-Vocational students with no previous experience with physics should take this course to fulfill their program requirements. Topics covered are: properties of matter, motion, force, energy, machines, fluids, and heat. Laboratory exercises give students an opportunity to test theoretical principles.

PHY 111. GENERAL PHYSICS I 4 credit hours

Prerequisite: MTH 169. Corequisite: MTH 177

6 hours per week (3-3)

The topics of mechanics, heat, and wave motion are presented using the principles of algebra to pre-professional and liberal arts students in PHY 111. Open Physics Laboratory exercises supplement students' understanding of the topics covered. PHY 111 usually represents the first part of a two-semester sequence in algebra-based physics required by many programs.

PHY 122. GENERAL PHYSICS II 4 credit hours

Prerequisite: PHY 111

6 hours per week (3-3)

As the second part of a two-semester sequence in algebra-based physics, PHY 122 includes the topics of electricity, magnetism, light, and atomic physics. Open Physics Laboratory exercises are included to assist students' understanding of these topics.

PHY 131. PHYSICS FOR RESPIRATORY THERAPY 3 credit hours

Prerequisite: MTH 165

4 hours per week (2-2)

Designed to meet the needs of students in the respiratory therapy program, PHY 131 presents students with: basic mechanics, energy in the human body, properties of fluids and gases, molecular phenomena, heat, and the physical principles of selected respiratory therapy equipment.

PHY 143. RADIOLOGIC PHYSICS 4 credit hours

Prerequisite: MTH 165, High School Physics, or PHY 105

6 hours per week (4-2)

Radiology students should take this course which covers the topics of: basic mechanics, structure of matter, wave motion, electromagnetism, the X-ray circuit, production of X-rays, interactions with matter, radioactive decay, ultrasound, and nuclear magnetic resonance.

PHY 211. ANALYTICAL PHYSICS I 5 credit hours

Prerequisite: MTH 191, High School Physics or PHY 105 or 111

7 hours per week (4-3)

The first of a two-course sequence in calculus-based physics for students intending to major in science or engineering, PHY 211 develops the concepts of mechanics, heat, and wave motion.

PHY 222. ANALYTICAL PHYSICS II 5 credit hours

Prerequisite: PHY 211

7 hours per week (4-3)

This second part of a two-course sequence in calculus-based physics covers the concepts of electromagnetism, light, and modern physics extending the student's knowledge of physics learned in PHY 211.

POLITICAL SCIENCE _____(PLS)

Political Science 108, 112, and 150 all meet the minimum requirements for the Associate Degree.

PLS 108. GOVERNMENT AND SOCIETY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory course on the American political system: executive, legislative, and judicial functions; processes and machinery of popular control (public opinion, media, interest groups, parties, and elections). It is designed to help students to more clearly define and express their own political ideas.

PLS 112. INTRODUCTION TO AMERICAN GOVERNMENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class studies the forms and functions of American government with emphasis on national government. The decision-making process in Congress, the Presidency and the federal court system are studied. The course also examines the relationship of political parties and public opinion to the electoral process.

PLS 150. STATE AND LOCAL GOVERNMENT AND POLITICS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

Forms and functions of state and local governments in the United States are studied. The relationships of urban community development to the politics of metropolitan areas are analyzed. Theories of studying community decision-making are evaluated.

PLS 200. INTRODUCTION TO INTERNATIONAL POLITICS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The instruments of world politics are studied from the perspective of current international issues with emphasis on major power relations and attempts at international organization.

PLS 211. INTRODUCTION TO COMPARATIVE GOVERNMENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class surveys the political systems of Great Britain, France, Italy, Germany, the Soviet Union and China. The importance of ideologies to the development of political systems are emphasized.

PSYCHOLOGY _____ (PSY)

PSY 100. INTRODUCTORY PSYCHOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This class provides an introduction to the scientific study and interpretation of human behavior surveying such topics as psychological development, learning, thinking, motivation, emotion, perception, intelligence, aptitudes and personality. Basic principles and their practical application discussed. This course also is taught as a television course using the program series "Psychology: The Study of Human Behavior."

PSY 107. BLACK PSYCHOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is organized around the premise that there is a distinctive Afro-American psychological frame of reference that is evident in the behavior and lifestyles of Black Americans. This is an attempt to build a conceptual model to help understand and explain the psychosocial behavior of Black Americans.

PSY 114. LEARNING TO LEARN 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a course in applied psychology. Emphasis is placed on learning styles and learning strategies. Students are provided with a variety of techniques for analyzing their learning style. Next, they are given information on learning strategies and practice in developing and using various strategies.

PSY 130. ALCOHOLISM: ITS EFFECTS, IMPACT AND TREATMENT 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a presentation of information concerning most aspects of alcoholism and how it affects the afflicted physically, socially, psychologically, vocationally and spiritually. Also, its effect on the significant others in his/her life is discussed.

PSY 150. INDUSTRIAL PSYCHOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course involves discussion of human relations in business and industry. Special attention is given to occupational information, personnel selection, training and development and employee appraisal. This is a practical introduction to the psychological dimensions and implications of the modern working world.

PSY 200. CHILD PSYCHOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course stresses the child as an individual, his or her original nature and temperament and position as part of the group. Introduction of social raw materials is considered. In addition, such topics as the conditioning and reconditioning of behavior patterns and the individuality and similarity of responses are developed.

PSY 209. PSYCHOLOGY OF ADJUSTMENT..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a study of the processes involved in the adjustment of the individual to the problems of everyday living. Emphasis is given to the study of the development of techniques or adjustment to meet conflict situations in the social environment. It includes consideration of adjustment mechanisms of major societal institutions.

PSY 222. LOSSES AND GRIEVING 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course, concerned with losses and the therapeutic process of grieving, examines people's reactions to unexpected losses. Losses due to death are treated as well as losses naturally accompanying everyday life and the growth process. Also examined is grief resulting from disillusionment, divorce, unemployment, role change, the empty nest and the loss of material possessions. The class focuses on the way people react to their own losses and the role of friends and professionals in helping complete the grieving process. Problems resulting from incompleting grieving and the nature of grief work is considered in depth. The class blends theory with practice.

PSY 257. ABNORMAL PSYCHOLOGY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a course dealing with the abnormalities of certain types of personalities, their origin, symptoms, developments and treatment, short of psychiatric competence. Main topics include: simple maladjustment; disturbances of emotional nature, of perception, memory, judgment, thought, disorders of mobility, speech, etc.; early symptoms of schizophrenia.

RADIOGRAPHY _____ (RAD)

Enrollment priority for these courses is granted students admitted to this program. Courses must be taken in sequence outlined in the curriculum unless consent is obtained from the Radiography division after review of previous transcripts.

RAD 097. REGISTRY REVIEW 1 credit hour

Prerequisite: None

7 ½ weeks, 2 hours per week (2-0)

This course assists graduates of the Radiography Program to prepare for the Registry Examination.

RAD 100. INTRODUCTION TO RADIOGRAPHY 2 credit hours

Prerequisite: Admission to the Radiography Program

7 weeks, 4.2 hours per week (4.2-0)

This course includes the history of radiography, medical specialties, health care delivery, organizational structure of a radiology department, professional development and ethics. It is an introductory course for the beginning radiographer with emphasis on acquainting students with the goals, philosophies and organizations of the radiography program and radiology department.

RAD 101. METHODS OF PATIENT CARE..... 2 credit hours

Prerequisite: Admission to the Radiography Program

7 weeks, 4.2 hours per week (4.2-0)

This course is designed to teach the radiographer how to interact with the patient, to provide for his or her physical and emotional needs and how to assist in moving patients by using various transfer methods. Included is some lab practice in basic techniques such as taking vital signs, blood pressure and airway management.

RAD 110. CLINICAL EDUCATION 1 credit hour

Corequisite: RAD 112

7½ weeks, 16 hours per week (0-16)

This course provides structured clinical experience in the application of knowledge and skill in positioning the upper extremity, chest and abdomen; and the demonstration of knowledge concerning professional ethics, courtesy and empathy in handling patients, film processing and darkroom procedures.

RAD 111. FUNDAMENTALS OF RADIOGRAPHY..... 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (4-0)

Imaging is the key to the primary responsibility of a radiographer. The intent of this course is to describe the various imaging modalities so that application of principles to produce optimum diagnostic radiographic images are understood.

RAD 112. RADIOGRAPHIC POSITIONING I 2 credit hours

Prerequisite: None

3 hours per week (1-2)

This course includes pertinent nomenclature for radiographic positioning, preliminary steps in radiography, operation of the radiographic control panel, processing the radiograph and positioning of the chest, abdomen and upper extremity.

RAD 113. RADIOGRAPHIC PROCESSING..... 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (4-0)

This course covers the principles of processing including discussion on darkroom design, radiographic film characteristics, processing chemistry, trouble shooting, maintenance, evaluation of radiographic films to determine diagnostic inadequacies resulting from artifacts and to correct or compensate for the cause.

RAD 120. CLINICAL EDUCATION 2 credit hours

Corequisite: RAD 123
16 hours per week (0-16)

This course provides structured clinical experience in the application of knowledge and skill in positioning the upper and lower extremities, chest, abdomen, trunk, spine and selected contrast studies, and the demonstration of knowledge on the design and operational characteristics of equipment and accessories in a general radiographic room.

RAD 123. RADIOGRAPHIC POSITIONING II..... 2 credit hours

Prerequisite: RAD 112
3 hours per week (1-2)

This course covers proper positions for radiography of the lower extremity, trunk and spine. Critiques on positioning and the anatomical appearance of structures on the radiograph are an essential function of the course.

RAD 124. PRINCIPLES OF RADIOGRAPHIC EXPOSURE.... 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This course includes a comprehensive study of radiographic exposure techniques, radiographic quality, the use of radiographic accessories and how to select and apply this equipment to various situations.

RAD 125. RADIOGRAPHIC PROCEDURES AND

RELATED ANATOMY 3 credit hours

Prerequisite: None
3 hours per week (3-0)

This course covers radiographic procedures in which a contrast medium is used for demonstrating structures which are not well visualized on routine radiographs.

RAD 127. PRINCIPLES OF RADIOGRAPHIC

EXPOSURE LABORATORY 1 credit hour

Corequisite: RAD 124
2 hours per week (0-2)

This course provides structured laboratory experience designed to illustrate film response to various exposure techniques. Emphasis is on evaluation of exposure techniques used in obtaining diagnostic information on x-ray film.

RAD 130. CLINICAL EDUCATION 2 credit hours

Prerequisite: None
7 weeks, 32 hours per week (0-32)

Structured clinical experience is provided in the application of knowledge and skill in positioning the upper and lower extremities, chest, abdomen, trunk, spine, procedures requiring the use of a contrast medium and in the demonstration knowledge of the components and operational characteristics of the fluoroscopic unit.

RAD 135. PATHOLOGY FOR RADIOGRAPHERS 2 credit hours

Prerequisite: None
7 weeks, 4.2 hours per week (4.2-0)

This course is a survey of basic pathology and includes a study of the disease process and how various diseases alter the appearance and function of human organisms, including infectious diseases, tumors, chemical injuries and the conditions of illness involving the systems of the body.

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- RAD 140. CLINICAL EDUCATION 2 credit hours**
 Prerequisite: None
 7 weeks, 32 hours per week (0-32)
 This course is a continuation of Clinical Education 130. Students demonstrate a knowledge of orthopedic radiography.
- RAD 215. RADIOGRAPHY OF THE SKULL..... 2 credit hours**
 Prerequisite: None
 3 hours per week (1-2)
 Anatomy and radiography of the skull are studied so that students can correlate the relationship of external landmarks and positioning lines to specific internal structures. The course includes laboratory experience in skull positioning.
- RAD 217. CLINICAL EDUCATION 3 credit hours**
 Corequisite: RAD 215
 24 hours per week (0-24)
 Structured clinical experience is provided in the components and operational characteristics of radiographic equipment used in radiography of the skull. Student apply knowledge and skill in positioning the upper and lower extremities, chest, abdomen, trunk, spine and skull and in procedures requiring the use of a contrast medium.
- RAD 218. RADIATION BIOLOGY 2 credit hours**
 Prerequisite: None
 7½ weeks, 4 hours per week (4-0)
 This course is designed to acquaint students with the effects of ionizing radiation on the cells which form human tissue.
- RAD 219. RADIATION PROTECTION..... 2 credit hours**
 Prerequisite: None
 7½ weeks, 4 hours per week (4-0)
 The interaction of radiation with matter and the effect of exposure factors on radiation dose, biological effects, unit of measurement, maximum permissible dose and exposure monitoring are covered in this course.
- RAD 220. MANAGEMENT OF RADIOLOGICAL ENVIRONMENT 2 credit hours**
 Prerequisite: None
 2 hours per week (2-0)
 Designed to acquaint students with various aspects of managing the modern radiology department, this course includes: department organization and operations, equipment specifications, quality assurance guidelines, patient education, planning and design.
- RAD 225. CLINICAL EDUCATION 3 credit hours**
 Prerequisite: None
 24 hours per week (0-24)
 Structured clinical experience is provided in all areas of radiography. Electives in specialized areas are explored (i.e., ultrasound, C.T. Scanner, mobile and surgical radiography).
- RAD 240. CLINICAL EDUCATION 2 credit hours**
 Prerequisite: None
 7 weeks, 32 hours per week (0-32)
 Internship in Clinical Education is provided.
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READING _____ **(RDG)**

RDG 000. READING LAB 0 credit hours

The Reading Lab (SC 301) is available to help improve students' reading and learning skills. Students enrolled in RDG 040, 045 or 070 also must enroll in a lab section of their choice where they will receive an additional hour of reading instruction. Students not enrolled in Reading classes may be referred for individual consultation.

RDG 040. BASIC FUNDAMENTALS OF READING 4 credit hours

Corequisite: RDG 000

4 hours per week (1-3)

This course provides the remedial reader with basic reading skills. A program of instruction is individually designed for each student based upon his/her diagnostic reading test and a personal interview. The course includes work assigned in the RDG 040 classroom and, in addition, a continuation of individualized instruction is given in the reading lab. Students enrolled in this course must satisfactorily complete the work in this course before enrolling in a higher level reading course. Grading uses the satisfactory/unsatisfactory system. (Students enrolled in ENG 050 are encouraged to take Reading 040 at the same time.)

RDG 045. INTERMEDIATE FUNDAMENTALS OF READING 4 credit hours

Prerequisite: RDG 040 or equivalent; Corequisite: RDG 000

4 hours per week (1-3)

This is an intermediate reading course designed to improve basic reading skills. Major areas of reading improvement include comprehension, spelling,

and vocabulary. Students work in individualized programs and materials appropriate to their abilities. In addition to the work assigned in the classroom, an hour of reading skills improvement is received in the lab each week.

RDG 070. ADVANCED FUNDAMENTALS OF READING 4 credit hours

Prerequisite: RDG 060 or equivalent; Corequisite: RDG 000

4 hours per week (1-3)

Students receive practice designed to improve comprehension, spelling, vocabulary and basic study skills in preparation for enrollment in WCC training programs and academic courses. Students work on materials appropriate to their abilities as demonstrated by the results of diagnostic tests and personal interviews. One additional hour of reading skills improvement is received in the reading lab each week.

RDG 100. VOCABULARY AND SPELLING POWER..... 2 credit hours

Prerequisite: None

7½ weeks, 4 hours per week (4-0)

This course is designed for students interested in strengthening spelling skills and expanding vocabulary. Emphasis is placed on meeting the individual student's needs. This is not a remedial course; students in need of basic spelling and/or vocabulary skills should elect RDG 040.

RDG 103. STUDY SKILLS..... 3 credit hours

Prerequisite: High school reading ability

3 hours per week (3-0)

This course is designed for students interested in improving study and note taking skills. Reading and note taking techniques appropriate to specific course materials are stressed. It is essential that students electing this course be enrolled in an English, Humanities, Social or Exact Science course so they can apply their newly learned study skills in other disciplines.

RDG 104. STUDY SKILLS..... 2 credit hours

Prerequisite: High school reading ability

7½ weeks, 4 hours per week (4-0)

This course is designed for students interested in improving study and note taking skills. Reading and note taking techniques appropriate to academic materials are stressed. It is essential that students electing this course be enrolled in an English, Humanities, Social or Exact Science course so they can apply their newly learned study skills.

RDG 105. VOCABULARY AND SPELLING POWER..... 3 credit hours

Prerequisite: High school reading ability

3 hours per week (3-0)

This course is designed for students interested in improving spelling skills and expanding vocabulary. Emphasis is placed on meeting the individual student's needs. This is not a remedial course; students in need of basic spelling and/or vocabulary skills should elect Reading 040.

RDG 106. SPEED READING..... 2 credit hours

Prerequisite: High school reading ability

7½ weeks, 4 hours per week (4-0)

This course is designed for students interested in becoming more flexible readers. Students learn techniques to vary reading speeds and techniques appropriate to their material and purposes.

RDG 107. SPEED READING..... 3 credit hours

Prerequisite: High school reading ability

3 hours per week (3-0)

This course is designed for competent students interested in becoming faster and more flexible readers. Students learn techniques to vary reading speeds appropriate to their material and purposes. Class meets for a full semester, allowing time for students to master each successive reading technique before learning a new one.

RDG 115. MEDICAL TERMINOLOGY..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course acquaints students with the origin and structure of medical terms. It is designed to help students interpret and understand requests for radiographic and other examinations and read and to understand medical articles and reports.

REAL ESTATE _____ (RES)

RES 100. REAL ESTATE PRINCIPLES..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is an introductory course in real estate principles, practices and concepts. Students are exposed to a broad overview of the real estate field including the nomenclature, documents, legal aspects and licensure, property descriptions, appraisal, financing, title insurance, construction, builders, property management, condominiums, buying and selling, realtor functions, and the Board of Realtors. This course provides an opportunity for students to explore the field of real estate as a possible career choice or for investment purposes.

RES 120. REAL ESTATE FINANCE..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course covers methods of financing residential, commercial, and income properties. Includes sources of funds, affordability issues, applications for loans, lender processing and risk analysis, creative financing, government programs, tax considerations, and secondary marketing.

REFRIGERATION/AIR CONDITIONING _____ (RAC)

Basically, RAC 111 through RAC 216 are trade-related instruction program courses. Their purpose is to upgrade persons currently employed in this industry; however, students who are not currently employed in the industry are welcome. Presently, courses are only offered in the evenings. All training materials are provided by the Refrigeration Service Engineers Society (RSES). Students should expect to pay approximately \$110 per term in addition to tuition. Consent of advisor is required for registration.

RAC 111. REFRIGERATION I 5 credit hours

Prerequisite: consent; RSES membership required
5 hours per week (4-1)

This is the foundation course in a series of courses presented with a practical approach to servicing refrigeration air conditioning systems. Major units covered include mathematics, principles of refrigeration, refrigerants and refrigerant tables, refrigerant oils, contaminants and dryers, moisture in the air, food preservation, basic electric wiring and insulation.

RAC 122. REFRIGERATION II 5 credit hours

Prerequisite: RAC 111 and consent; RSES membership required
5 hours per week (4-1)

Emphasis in this course is on the functional principles and servicing of the following units: compressors, condensers (air and water-cooled), cooling towers, evaporator selection, metering devices (expansion valves, capillary tubes), motors and accessories, defrost systems, supermarket refrigeration, fresh meats, soda fountains and ice cream dispensers, ice making machines, beer cooling, milk cooling, estimating heat loads, commercial refrigeration.

RAC 123. REFRIGERATION AND AIR CONDITIONING

SYSTEMS 5 credit hours

Prerequisite: RAC 124 and consent; RSES membership required
6 hours per week (5-1)

Sketching and constructing refrigeration systems are the focus of this class. Calibration and efficiency balance of these units are stressed. Troubleshooting electrical controls and additional study in thermodynamics are included.

RAC 124. BASIC CONTROLS 5 credit hours

Prerequisite: RAC 111 and consent; RSES membership required
5 hours per week (3-2)

This is the first in a series of courses designed to provide a sound understanding of the principles and applications of electricity in refrigeration and air conditioning service, providing the essentials of the major objectives; reading and understanding complex electrical drawing, wiring diagrams and the schematics associated with refrigeration/air conditioning controls. Safety is included and emphasized.

RAC 213. AIR CONDITIONING 5 credit hours

Prerequisite: RAC 122 or consent; RSES membership required
5 hours per week (3-2)

This course covers the operating principles of modern mechanical equipment and troubleshooting approaches to these systems. Units covered are: air conditioning (general), psychrometric charts, insulation in air conditioning, thermostatic and pneumatic controls, heat pumps, room air conditioning units, heating and cooling systems and equipment, ducts and grills, blowers and fans, air filters, safety, first aid and codes.

RAC 214. CONTROL SYSTEMS 5 credit hours

Prerequisite: RAC 124 and consent; RSES membership required
5 hours per week (3-2)

This course presents further study and practice in reading electronic wiring diagrams and schematics as applied to the electrical controlling systems of

refrigeration and air conditioning, including alternating current, motors, starters, capacitors, transformers, motor protectors, standard service techniques and troubleshooting industrial controls.

RAC 215. TROUBLESHOOTING CONTROLS 5 credit hours

Prerequisite: RAC 214 and consent; RSES membership required

5 hours per week (3-2)

This is an advanced, comprehensive study of the theory and applications of refrigeration and air conditioning control systems and devices; electro-mechanical, electronic and solid state. Problem-solving experiences are offered through operational sequencing examples and wiring diagrams on name brand systems such as Carrier, Trane, Climatrol, Honeywell, Penn, Westinghouse, Allen-Bradley, etc.

RAC 216. SYSTEMS LABORATORY 5 credit hours

Prerequisite: RAC 123

6 hours per week (2-4)

Advanced troubleshooting experiences are provided in refrigeration/air conditioning remote control systems. Calibrating and efficiency-balancing of commercial systems continues as the major thrust.

RAC 240. REFRIGERATION CODES 2 credit hours

Prerequisite: Consent

2 hours per week (2-0)

American National Standard B9 ASHRAE Standard and City of Ann Arbor Reciprocal Council. Offered infrequently.

RESPIRATORY THERAPY _____ (RTH)

RTH 097. RESPIRATORY THERAPY REVIEW 1 credit hour

Prerequisite: None

5 3-hour sessions

This course is designed to assist graduates of Respiratory Therapy Programs studying for their certification or registry exams. It is offered the five Saturday mornings preceding the exam. Emphasis placed on sample examinations.

RTH 106. CHEMISTRY FOR RESPIRATORY THERAPISTS.. 3 credit hours

Prerequisites: CEM 057, 058

3 hours per week (3-0)

This course is intended primarily for students in the Respiratory Therapy Program. It is a study of the chemical and physiochemical behavior of gases, solutions, acids, bases, pH and electrolytes, encompassing topics in organic chemistry and biochemistry related to metabolism and respiration.

RTH 120. INTRODUCTION TO RESPIRATORY THERAPY ... 3 credit hours

Prerequisite: Admission to the Respiratory Therapy Program

3 hours per week (3-0)

This lecture course orients students to the respiratory therapy program and the profession. Topics include an overview of respiratory anatomy, terminology, equipment, history, diseases, and treatment. Methods of studying the topics are emphasized.

RTH 121. BASIC EQUIPMENT AND PROCEDURES 4 credit hours

Prerequisite: Admission to the Respiratory Therapy Program

4 hours per week (2-2)

This is an introductory course dealing with the instruments and techniques used by the respiratory therapist; principles of operation and maintenance repair of various analyzers, humidifiers, masks, catheters, respirators, tents and regulators.

RTH 122. RESPIRATORY PHYSIOLOGY 3 credit hours

Prerequisites: BIO 111, RTH 106

3 hours per week (3-0)

For respiratory therapy students only, this course is an in-depth study of the anatomy and physiology of the respiratory system and the diseases that affect it.

RTH 123. RESPIRATORY PATHOPHYSIOLOGY 2 credit hours

Prerequisites: BIO 111. Corequisite: RTH 122

2 hours per week (2-0)

This course should be taken concurrently with RTH 122. It is intended for respiratory therapy students only. It is the study of the causes, treatment and assessment of respiratory disorders and other diseases treated by the respiratory therapist.

RTH 148. PHARMACOLOGY FOR RESPIRATORY THERAPISTS 2 credit hours

Prerequisite: BIO 111

2 hours per week (2-0)

The course provides a survey of drugs used to treat disease, with emphasis on drugs commonly used to treat cardiopulmonary disorders.

RTH 149. PATHOLOGY FOR RESPIRATORY THERAPISTS 3 credit hours

Prerequisite: BIO 111

3 hours per week (3-0)

The course provides a survey of anatomical pathology including inflammation, infection, tuberculosis, viral disease, poisons, tumors, cardiovascular disease, shock and diabetes.

RTH 198. GENERAL CLINICAL PRACTICE I 3 credit hours

Prerequisite: RTH 121

16 hours per week (0-16)

This course provides bedside practice of general respiratory therapy techniques such as intermittent positive pressure breathing, oxygen therapy, humidity therapy, cardiopulmonary resuscitation, sputum induction and equipment rounds. It meets in a cooperating hospital. Experience is coordinated with topics covered in RTH 121.

RTH 199. GENERAL CLINICAL PRACTICE II 3 credit hours

Prerequisite: RTH 198

16 hours per week (0-16)

Continued bedside practice of general respiratory therapy techniques developed in RTH 198.

RTH 200. ADVANCED CLINICAL PRACTICE 4 credit hours

Prerequisite or Corequisite: RTH 121, 122, 123, 198, 199, 212, 213 and successful completion of qualification exam

16 hours per week (0-16)

Structured, at-the bedside, practice of respiratory therapy techniques involved with the care of acutely ill patients and patients with chronic obstructive pulmonary disease is provided. Students are assigned to intensive care units of cooperating hospitals. Two eight-hour sessions per week are involved.

RTH 201. SPECIALTY CLINICAL PRACTICE 2 credit hours

Prerequisite: Completion of third semester of Respiratory Therapy Program

7½ weeks, 16 hours per week (0-16)

Experience is provided in one of the following specialty areas; management, teaching, cardiognostics, burn medicine, home care, research, pulmonary function testing.

RTH 202. PEDIATRIC CLINICAL PRACTICE..... 2 credit hours

Prerequisites: RTH 200, 212, 213, 219, successful completion of Pediatric Qualification Exam

7½ weeks, 16 hours per week (0-16)

Structured, at the bedside, practice of respiratory therapy is provided in the neonatal intensive care unit and pediatric units.

RTH 212. VENTILATORS 3 credit hours

Prerequisite: RTH 121

4 hours per week (2-2)

This course gives an in-depth study of the use, classification, operation, advantages, modifications, maintenance repair and troubleshooting of medical ventilators, pulmonary function testing devices and other respiratory therapy equipment.

RTH 213. INTENSIVE RESPIRATORY CARE..... 4 credit hours

Prerequisites: RTH 106, 212

5 hours per week (3-2)

A detailed study is provided emphasizing the treatment of acute and chronic respiratory failure; the treatment of overwhelming pneumonias, adult respiratory distress syndrome, post-operative problems, poisonings and the rehabilitation of patients with chronic pulmonary disease. Medical specialists discuss the respiratory care of their patients.

RTH 214. CARDIODIAGNOSTICS 3 credit hours

Prerequisite: BIO 111 or equivalent

3 hours per week (3-0)

A survey is provided of invasive and noninvasive methods of studying the heart and cardiovascular system. Swan Gantz catheterization, echocardiography, stress tests, EKG interpretation, etc. are discussed. This course is open to students other than those in Respiratory Therapy.

RTH 217. SEMINAR - RESPIRATORY THERAPY 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course is a discussion of current problems, credentialing systems, job attainment skills, psychological assessment of patients, teaching and management techniques.

RTH 219. PEDIATRIC RESPIRATORY THERAPY 3 credit hours

Prerequisites: RTH 121, and 122

3 hours per week (3-0)

This is a study of the physiology of children explaining modes of therapy used to treat cardiopulmonary diseases of children, infants and neonates.

RTH 221. PULMONARY REHABILITATION 2 credit hours

Prerequisite: RTH 212

7½ weeks, 2 hours per week (2-0)

This course is an overview of the pulmonary rehabilitation of people with chronic lung disease. Major topic areas to be addressed are pulmonary exercise testing, patient education, pulmonary rehabilitation techniques, organization of a pulmonary rehabilitation program, home oxygen, ventilator and infant respiratory care. In addition, several aspects of respiratory home care are reviewed.

RTH 222. PULMONARY FUNCTION TESTING 2 credit hours

Prerequisite: BIO 122

2 hours per week (2-0)

This course presents principles of lung function testing as currently practiced in hospitals and clinics. In addition to other areas of respiratory therapy, students learn to interpret spirometry and diffusion studies.

RTH 224. RESPIRATORY SCIENCE REVIEW 3 credit hours

Prerequisite: 1 year RTH experience

3 hours per week (3-0)

This course is a review of Anatomy and Physiology, Physics and Chemistry for the practicing Respiratory Therapy technician. This is a required course for the Advanced Standing Program.

RTH 225. RESPIRATORY THERAPY TECHNOLOGY REVIEW 3 credit hours

Prerequisite: 1 year RTH experience

3 hours per week (3-0)

This course reviews and reinforces respiratory therapy theory and applies it to the clinical setting. It covers oxygen therapy, acid-base balance, humidity therapy, IPPB and alternative therapy, and pulmonary function studies.

RUSSIAN _____ (RUS)

RUS 111. FIRST YEAR RUSSIAN I 4 credit hours

Prerequisite: None

4 hours per week (3-1)

This is a beginning and transferable course in Russian which emphasizes the aural-oral approach. Classroom work and language laboratory sessions assist the student in establishing and perfecting basic conversational tools in the language.

RUS 120. CONVERSATIONAL RUSSIAN..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

Designed to be a short term, seven week, non-sequential conversational course. This course is intended for those interested in basic and essential aspects of the Russian language and culture for the purpose of travel and enjoyment. The writing system, useful everyday expressions, and current topical informational items are studied.

RUS 122. FIRST YEAR RUSSIAN II 4 credit hours

Prerequisite: RUS 111 or consent

4 hours per week (3-1)

This is a continuation of GS 111. Continuing classroom work and language laboratory sessions help the student to acquire basic conversational tools of the language as well as basic informational aspects of the culture.

SOCIOLOGY _____ (SOC)

SOC 100. PRINCIPLES OF SOCIOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines human interaction and the products of that interaction which include social structure and institutions, culture, social order, conflict and change. Emphasis is placed on the connection between self and society: that we think, feel and act as we do largely because of social forces (power, sanctions, needs, values) that pressure us to conform or to deviate from social expectations. Some issues to be examined include ethics and applications of social research, social responsibility and management of change. This course is also taught as a television course using the series "Focus on Society."

SOC 102. BLACK WOMEN..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is a study of Black women throughout U.S. history. The role of the Black woman is examined in areas of society, the family, the church, politics, community, and education. All these are factors considered in determining how Black women's roles differ from those of other women.

SOC 150. MARRIAGE AND THE FAMILY..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines the principles, practices and problems of mate selection, marriage, family and singleness. Emphasis is placed on how socio-cultural changes are reshaping lifestyle choices, parenting, communication, building and maintaining relationships. Some issues to be examined pertain to family planning, sexuality, sex education, single-parenting, divorce, child and spouse abuse.

SOC 201. MEDICAL SOCIOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines social and behavioral factors that account for the social differences in getting sick, getting care, getting well and staying well. Emphasis is placed on the socio-cultural definitions and distributions of illness, lifestyle, stress and illness, taking the sick role, seeking and using health care services, socialization of health workers, consumer-provider interaction, organization and distribution of services. Some issues which are examined pertain to the cost of care and health insurance, prevention, self-help movement, underserved groups, bio-medical technology and the quality of life.

SOC 202. CRIMINOLOGY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

An examination is provided of the theories which attempt to explain criminal behavior. Punishment versus rehabilitation schools of thought is dealt with as well as capital punishment. Attention also given to the functioning of police and court systems.

SOC 203. AGING AND SOCIETY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines social and personal responses to the aging process. Emphasis is placed on social attitudes, preparation for the adaptive challenges of retirement, role changes in midlife, youth and aged interaction, problems of housing, family bonds, illness, victimization, substance abuse, finances, and community services and personnel. Also examined are issues such as caring for elderly relatives, ageism, senior power, medicare and social security, substance abuse and meeting the needs of the aging population.

SOC 205. RACIAL AND ETHNIC RELATIONS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course provides an examination of the basic concepts of racial and ethnic relations and the concept of race. It examines and analyzes the course of oppression and suppression, superiority and inferiority, majorities and minorities in racial subgroups.

SOC 207. SOCIAL PROBLEMS 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course uses sociological concepts to explain how social forces can create and maintain as well as prevent major social problems that result from man's effort to meet his needs for survival and growth. Emphasis is placed on the institutional, social-structural, technological and social psychological reasons for: (a) global and environmental problems (population, energy, environmental depletion and pollution); (b) inequalities (poverty, sexism, racism, ageism, handicapism); (c) deviance and social control (crime, war and the arms race, interpersonal violence, substance abuse, mental and physical illness); (d) institutional crises (family and divorce, work, education, media, economy and government).

SOC 250. JUVENILE DELINQUENCY 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The growing-up process of late childhood and adolescence from a sociological and cultural viewpoint is a focus of this class. Problems of the individual in his/her social environment, group forces which lead to maladjustment and sociological principles for working with youth from the viewpoint of parent, teacher, police and youth organization leader are analyzed.

SPANISH _____ (SPN)

SPN 111. FIRST YEAR SPANISH I 4 credit hours

Prerequisite: None

4 hours per week (4-0)

This is a beginning course in Spanish using the conversational approach. Spoken language is mastered through classroom and laboratory practice. Cultural aspects of Spain and Latin America are highlighted.

SPN 112. SPANISH LABORATORY I..... 1 credit hour

Prerequisite: Current enrollment in SPN 111

2 hours per week (0-2)

This course is intended to augment SPN 111. Students work in a supervised language lab with taped materials which correlate to the lessons in their texts and workbooks. Students are provided with supplemental listening aids that include both music and literature.

SPN 118. FOCUS LATIN AMERICA/SPAIN..... 1 credit hour

Prerequisite: None

2 hours per week (2-0)

No knowledge of Spanish is required for this audio-visual introduction to the cultures, sights, sounds and handicrafts of Spain and various Latin American countries. The course involves students' individual experiences, expertise and research, and utilizes a bilingual approach.

SPN 119. SPANISH LANGUAGE ADVENTURES 1 credit hour

Prerequisite: None

This course of independent study can be undertaken during any of the college field trip "Adventures" to Spanish-speaking countries. Students live in the host country for the duration of the Adventure, visit and study first-hand the outstanding cultural attractions, and practice Spanish throughout their stay.

SPN 120. BEGINNING CONVERSATIONAL SPANISH..... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

Conversational in approach, this course assumes no previous knowledge of the language. It is designed for students interested in practicing the fundamentals of spoken Spanish to enhance their travel enjoyment in Spain and Latin America as well as to promote an appreciation of these exciting cultures. This course may be taken as a review for students already enrolled in the first year course.

SPN 121. INTERMEDIATE CONVERSATIONAL SPANISH ... 2 credit hours

Prerequisite: SPN 120 or equivalent

2 hours per week (2-0)

A continuation of SPN 120, this flexibly structured course provides vocabulary expansion and cultural insights through total student involvement in the conversation practice sessions.

SPN 122. FIRST YEAR SPANISH II 4 credit hours

Prerequisite: SPN 111 or equivalent

4 hours per week (4-0)

A continuation of SPN 111. Emphasis is on the spoken form and on the cultures of Latin American countries and Spain.

SPN 123. SPANISH LABORATORY II..... 1 credit hour

Prerequisite: Current enrollment in SPN 122

2 hours per week (0-2)

This course is intended to augment SPN 122. Students work in a supervised language lab with taped materials which correlate to the lessons in their texts and workbooks. Students are provided with supplemental listening aids that include both music and literature.

SPN 213. SECOND YEAR SPANISH I 3 credit hours

Prerequisite: SPN 122, or equivalent or consent

3 hours per week (3-0)

This is an intermediate course in Spanish that covers all of the basic grammar. Emphasis is on the written form through composition. Culture and conversation are reviewed.

SPN 224. SECOND YEAR SPANISH II..... 3 credit hours

Prerequisite: SPN 213, or equivalent or consent

3 hours per week (3-0)

This is a continuation of SPN 213 with special attention to Latin American and Spanish literature.

SPN 225. INTRODUCTION TO BUSINESS SPANISH 3 credit hours

Prerequisite: SPN 213 or equivalent or consent

3 hours per week (3-0)

This course is designed to introduce students to business concepts and vocabulary through both written and oral forms. Students write business letters in Spanish and apply Spanish conversational skills to discussion of and participation in various business situations.

SPEECH____(see Communications and Theatre Arts)

STATISTICAL PROCESS CONTROL _____ (SPC)

SPC 101. PROCESS QUALITY CONTROL..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The concepts of variation and methods of measuring, evaluating and interpreting industrial data are discussed. An in-depth working knowledge of process control is imparted through the use of capability analysis and statistical control charts. Industrial applications are presented and class participation is used extensively in workshops.

SPC 122. SAMPLING QUALITY CONTROL..... 3 credit hours

Prerequisite: MTH 169 or consent

3 hours per week (3-0)

This course involves the theory of probability and basic concepts of statistical sampling; the development of sampling plans, the effect of sample size and acceptance number on the probability of acceptance, and the use of interpretation of sampling acceptance plans are discussed. Military 105D, sequential and variable sampling are introduced and their effectiveness and industrial applications are analyzed.

SPC 201. QUALITY OF SERVICE 3 credit hours

Prerequisite: SPC 101 or equivalent experience

3 hours per week (3-0)

The total quality control concept in planning, organizing and implementing a quality system for the service industry is the focus of this course. Topics include the application of the tools of quality to the business of service. This course examines the means for establishing a manageable quality system, improve customer satisfaction, reduce waste/cost and monitor improvement.

SPC 213. QUALITY CONTROL BY STATISTICAL METHODS..... 3 credit hours

Prerequisites: SPC 101, 122

3 hours per week (3-0)

This is an introduction to statistical testing for differences in sample means, variability and fraction defectives. The concepts of linear correlation and regression analysis are introduced. Practical problems encountered in industrial quality control are solved in the classroom to illustrate the techniques presented.

SPC 224. QUALITY CONTROL PROBLEM SOLVING..... 3 credit hours

Prerequisites: SPC 213 and knowledge of basic algebra

3 hours per week (3-0)

This course provides students with a synopsis of the material presented in the previous three courses (Process, Sampling, and Statistical Methods). The material is developed with a minimal amount of mathematical jargon which often does more to confuse than clarify. Course work stresses how to perform specific studies or techniques and does not merely inform the student. Generally, it provides a simplified procedure for applying the statistical tools which are most often used by the quality control practitioner.

SPC 225. QUALITY CONTROL MANAGEMENT..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

The total quality control concept in planning, organizing and implementing an effective system is the focus of this course. Details of how to plan a quality system, set up the organizational structure, integrate support activities, install controls and measure results are discussed. The work of quality information equipment engineering is outlined. The main jobs of quality control are defined in terms of design control, material control, product control and special studies such as GMP manual development and compliance.

SPC 226. DIMENSIONAL METROLOGY AND TESTING 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This is a general introduction into the more important aspects of nondestructive testing as related to inspection and quality control. Included are the scientific techniques and instrument applications used in determining dimensional measurement as practiced by skilled tradesmen, inspectors and quality control technicians.

STUDENT SERVICES _____(STS)

STS 100. CAREER PLANNING SEMINAR..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course is designed for persons undecided about a career goal or program of study or interested in making a career change. Students complete a self-assessment of interests, work values, skills, and abilities through exercises and vocational inventories. They also learn how to research careers and become more knowledgeable of careers, career alternatives, and employment trends through course materials, class activities and in-class guest speakers. Other topics include decision-making skills, time management, and job hunting techniques (resumes, job interviews, job leads, correspondence). Students complete a personal career plan at the end of the course.

STS 101. STUDENT SUCCESS SEMINAR 1 credit hour

Prerequisite: None

1 hour per week (seminar)

This is a college survival, college success course. It is recommended for all WCC students, particularly those entering college for the first time, returning after an absence, or interested in improving class performance. Topics include an introduction to the library (LRC), student support services, and good study habits (reading, writing, outlining, notetaking, test taking, and time management). Career and academic goal-setting also are addressed.

STS 102. INDEPENDENT STUDY - CAREER PLANNING 1 credit hour

Prerequisite: None

The Independent Study in Career Planning is designed for those undecided about their career and life goals and unable to come to campus regularly for a group course (see STS 100). At their own pace, participants complete a series of exercises, activities, and vocational tests. With these tools, they learn about their goals, interests, values, skills, and abilities, and they research occupations and learn decision-making techniques. Participants write a summary career plan upon completion and meet for consultation with the instructor during the period of independent study. (Hours are arranged on an individual basis with the instructor; an initial course orientation is held on campus; students should notify the instructor after enrolling in the class).

TRADE RELATED INSTRUCTION _____(TRI)

TRI 092. REVIEW FOR APPRENTICE TEST 4 credit hours

Prerequisite: None

4 hours per week (4-0)

This course is offered for those individuals who would like to review the various facets which one encounters when taking the examinations for apprenticeship selection. Offered infrequently.

TRI 099. SKILLED TRADES INDUSTRIAL SAFETY..... 2 credit hours

Prerequisite: None

2 hours per week

This course is designed to provide the industrial skilled trades persons with knowledge of safety fundamentals and practices, accident causes, impact and prevention, safety organization in the plant, the need for safety rules, mechanical safeguards, and lockout procedures. Health and hygiene, industrial housekeeping and fire safety are included, as well as a study of hazards and safety rules associated with energy sources, hand, power and machine tools, ladders, scaffolds, hazardous materials, hoists, cranes, conveyors, ropes, chains, slings, and operation of powered trucks.

WELDING AND FABRICATION _____(WAF)

WAF 091. WELDING PROCEDURES FOR ROBOTICS 1 credit hour

Prerequisite: None

3 hours per week (1-2)

This course gives students a thorough knowledge of the arc welding processes used in Robotic Manufacturing. Selection of weldments, procedure development, safety, along with brief training in G.M.A.W., G.T.A.W. and S.M.A.W. is also presented.

WAF 100. FUNDAMENTALS OF WELDING 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This is a basic combination welding course dealing with oxy-acetylene and arc welding designed to meet the needs of students enrolled in Auto Body Repair, Auto Mechanics, Detailer Draftsman, etc. Typical applications are made in a laboratory setting.

WAF 101. ACETYLENE WELDING..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

Designed for students who need a knowledge of oxy-acetylene welding and a degree of skill required by industry. Primarily for students whose occupations are associated with welding.

WAF 102. ARC WELDING..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

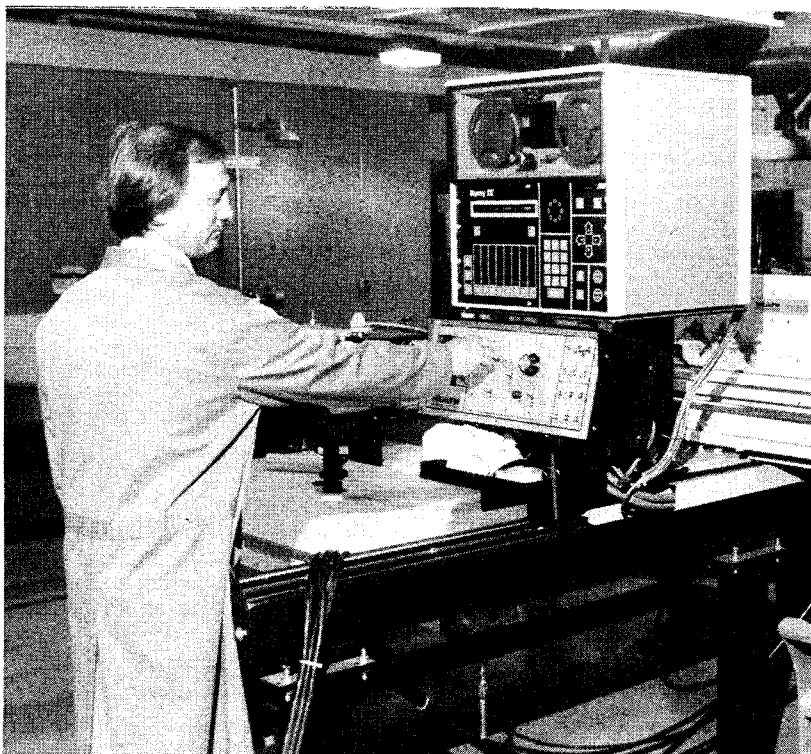
This introductory course in arc welding covers theory and practice, and proper procedures for various welding positions. Both A.C. and D.C. welding is covered, electrode identification, classification and proper applications to typical operations.

WAF 103. HELI-ARC WELDING 2 credit hours

Prerequisite: None

4 hours per week (1-3)

Instruction is given in tungsten, inert gas, and shielded arc welding. Manually operated torches are used on such metals as aluminum, stainless and mild steels; includes theory directly related to the composition and properties of these metals.



WAF 104. SOLDERING AND BRAZING..... 2 credit hours

Prerequisite: None

4 hours per week (1-3)

This course is designed to provide basic knowledge of soft soldering, brazing, silver soldering, copper tubing and fittings, brazing of steel, silver soldering of copper and stainless. Practical application included.

**WAF 105. FUNDAMENTAL WELDING FOR ART/
ENGINEERING SCHOOLS 2 credit hours**

Prerequisite: None

4 hours per week (1-3)

This is a basic welding class. No welding experience is necessary. Oxyacetylene (welding and cutting), arc welding and soldering and brazing are explored with hands-on training provided. Students work on class competencies, at their own pace, beginning with safety practices and set-up in each area. The welding lab has individual work stations for a no waiting to work and a safe atmosphere. Students are given personalized instruction on every class objective to help with their mastery of the art of welding.

WAF 111. WELDING (BASIC OXY-ACETYLENE)..... 4 credit hours

Prerequisite: None

8 hours per week (2-6)

This course focuses on the use of oxy-acetylene equipment to perform such operations as butt, lap, and fillet welds using filler rods; flame cutting, brazing and silver soldering. Safety procedures and practices of gas welding are emphasized.

WAF 112. WELDING (BASIC ARC) 4 credit hours

Prerequisite: None

8 hours per week (2-6)

This course involves the use of arc welding equipment both A.C. and D.C. to perform such operations as butt, lap and fillet welds using bare and shielded electrodes, all-purpose and special electrodes. Study of electrical welding, power supplies and electrodes is included. Safety procedures stressed.

WAF 123. WELDING (ADVANCED OXY-ACETYLENE) 4 credit hours

Prerequisite: WAF 111

8 hours per week (2-6)

Advanced instruction is provided in oxy-acetylene welding with emphasis on out of position welded joints. Procedures are covered and put in practice for fabricative welded joints on steel plate and pipe. Related theory included.

WAF 124. ADVANCED ARC WELDING 4 credit hours

Prerequisite: WAF 112

8 hours per week (2-6)

Advanced instruction is provided in arc welding using both A.C. and D.C. arc welding equipment. Emphasis is on out of position welded joints in mild steel, alloy steels and procedures covered for cutting, beveling and fabricating various welded joints. Related theory, codes and standards are included.

WAF 200. LAYOUT FOR WELDERS 2 credit hours

Prerequisite: None

3 hours per week (1½-1½)

This course involves layout problem solving for the welder including techniques using layout die, combination squares, protractors, center heads

trammel, points, dividers and straight edges. Template making for pipe cutting and joining is emphasized. A basic math review and the properties of a circle such as radius, chords, and degrees of angularity for jobs done in the field are included.

WAF 210. WELDING METALLURGY..... 3 credit hours

Prerequisite: None

3 hours per week (1½-1½)

This course focuses on metal properties and identification properties through testing, effects of alloying element, specification use and application of mild steel, low steel alloys, stainless steels, principles of electricity as they apply to different welding applications heat treatment of metals.

WAF 215. ADVANCED T.I.G. AND M.I.G. WELDING..... 4 credit hours

Prerequisite: None

8 hours per week (2-6)

This course involves tungsten-inert gas shield arc welding with manually operated torch on such metals as aluminum, mild steel and stainless steel. Technical theory directly related to T.I.G. welding including the composition and properties of metals.

WAF 226. SPECIALIZED WELDING PROCEDURES 4 credit hours

Prerequisite: Consent

8 hours per week (2-6)

This course involves specialized oxy-acetylene welding, inert gas-shield arc and consumable carbon dioxide welding. Emphasis is given to aluminum, stainless steel, high alloy steels and cast iron. Procedures for welding of the exotic metals such as titanium, columbium, zirconium, and molybdenum are included.

WAF 227. BASIC FABRICATION 3 credit hours

Prerequisite: Consent

4 hours per week (2-2)

For advanced welders planning to use their welding skills in manufacturing, this class teaches the skills necessary to design, cut and fit pieces to be welded. Welders are trained in the use of modern machines for bending, punching, cutting and shaping. Each student takes a self-chosen project and carries it through from blueprints to actual assembly. Estimation of material and labor costs is included.

WAF 229. SHAPE CUTTING OPERATIONS..... 3 credit hours

Prerequisite: Consent

4 hours per week (3-1)

Students learn the shape-cutting process with oxy-acetylene and plasma cutting torches. With the use of the optical eye and Burny IV N.C. control, students learn how to cut mild steel, aluminum and stainless steel parts.

WOMEN'S STUDIES _____ (WST)

WST 102. GROWTH EXPERIENCES FOR WOMEN..... 1 credit hour

Prerequisite: None

7½ weeks, 2 hours per week (2-0)

This course is a consciousness-raising, support, therapy group emphasizing the personal ego growth of women rather than academic attainment. However, as issues are discussed (divorce, feelings of helplessness, child-rearing, contraception), specific studies, data and psychological principles are cited in support of the principles of behavior being discussed and/or analyzed. Topics vary depending upon the personal needs of individuals in the group.

WST 103. PSYCHOLOGY/BIOLOGY OF WOMEN 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course examines the current experiences of women in our society through the exploration of history and theory and their cultural interpretation. Focus is on how and why women see themselves the way they do with emphasis on positive growth. Topics discussed include: history of sex-role stereotyping, rape and pornography; jobs, pay and inequity; marriage and divorce; motherhood and personhood; religion and women. Course includes readings, discussions and lectures.

WST 105. WOMEN AND THE LAW I..... 1 credit hour

Prerequisite: None

7½ weeks, 2 hours per week (2-0)

This course provides a look at the topics of credit, discrimination, employment, insurance, ERA. Emphasis is on individual cases and the law making process.

WST 112. ASSERTIVENESS TRAINING FOR NURSES..... 1 credit hour

Prerequisite: Involved in career as a health-care provider

7½ weeks, 2 hours per week (2-0)

Participants learn to differentiate between assertive, aggressive and non-assertive behavior. They become familiar with several assertiveness techniques and learn how to apply these techniques to nursing situations.

WST 114. WOMEN AND AGING IN THE UNITED STATES... 2 credit hours

Prerequisite: None

2 hours per week (2-0)

This course is an interdisciplinary examination of the roles and realities of women as they grow older in the United States. Both men and women are living longer than ever before in history; women are outliving men. Course discussion will examine the processes of aging and contrast them with societal expectation and stereotypes. It also includes introductory review of sociological, psychological and gerontological theories as they relate to the unique conditions of aging women. Class time also includes exploring these theories on a personal level and relating them to the lives of women today.

WST 115. ASSERTIVENESS TRAINING..... 3 credit hours

Prerequisite: None

3 hours per week (3-0)

This course teaches non-aggressive means of reducing fears, resolving conflicts, expressing likes and dislikes more fully, experiencing personal rights, and increasing self-respect.

WST 116. CONTEMPORARY WOMEN'S MOVEMENTS 1 credit hour

Prerequisite: None

7½ weeks, 2 hours per week (2-0)

This course examines basic cultural values that determine how and why women assume various roles in society and explore factors which influence cultural change. It compares women's lives in North American, Western European, and African nations. Topics discussed include: access to education, health care, marriage and motherhood, women's legal status, employment and earning power, and government policies and participation by women.

**WST 122. CONCEPTS OF THE FEMININE
IN CLASSICAL LITERATURE 3 credit hours**

Prerequisite: None

3 hours per week (3-0)

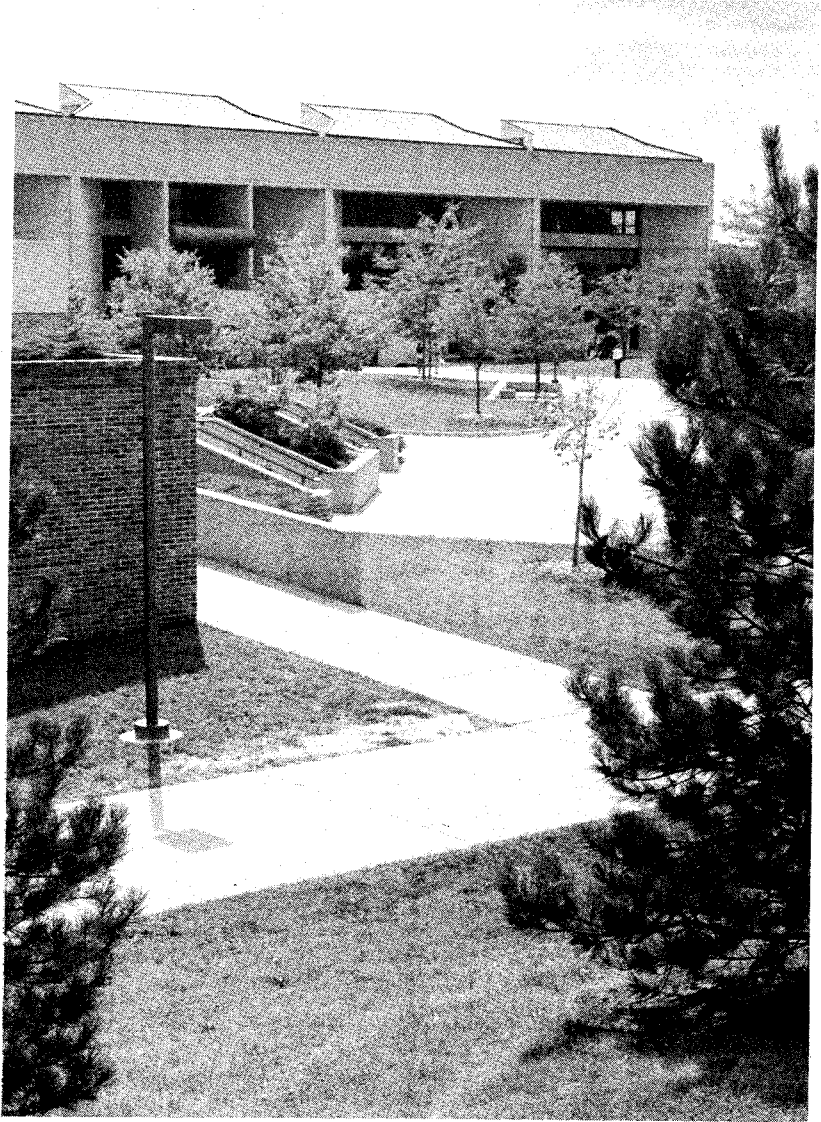
Participants have the opportunity to investigate how women are depicted in classical literature to gain a better understanding of how attitudes and concepts of women have shaped modern concepts. This is achieved through the exploration of the writings of Homer, Sappho, Sophocles, Euripides, Plato and others.

WST 215. ADVANCED ASSERTIVENESS TRAINING 3 credit hours

Prerequisite: None

3 hours per week (3-0)

A continuation of WST 115, stressing effective communication styles. Special emphasis is placed on work-related issues and situation role-playing. Applications are used to express feelings, thoughts and belief systems.



Organizational Charts

DIVISION: BUSINESS

DEPARTMENT: ACCOUNTING	DEPARTMENT: BUSINESS	DEPARTMENT: COMPUTER INSTRUCTION	DEPARTMENT: FOODS AND HOSPITALITY	DEPARTMENT: OFFICE SPECIALTIES
DISCIPLINES: Accounting (ACC)	DISCIPLINES: Business Management (BMG) Real Estate (RES)	DISCIPLINES: Computer Information Systems (CIS) Computer Science (CPS)	DISCIPLINES: Culinary Arts (CUL) Hotel-Restaurant Management (HRM)	DISCIPLINE: Office Specialties (OFS)
PROGRAMS: *Accounting (ACCT)	PROGRAMS: *Business Management (BMG) *Business Marketing (BMKT) **Business Sales (BSLS)	PROGRAMS: *Business Computer Programming (BCP) **Computer Systems Operations (CSO) *Microcomputer Business Technology (MBT)	PROGRAMS: *Culinary Arts Technology (CUL) **Food Production Specialty (FPS) *Hotel-Restaurant Management Technology (HRM)	PROGRAMS: **General Office Specialty (GOS) *Information Processing Specialty (IPS) *Medical Secretarial (MSEC) *Secretarial Technology (SECT)
Program: *General Studies - Business (GSBU)				

*Degree program

**Certificate program

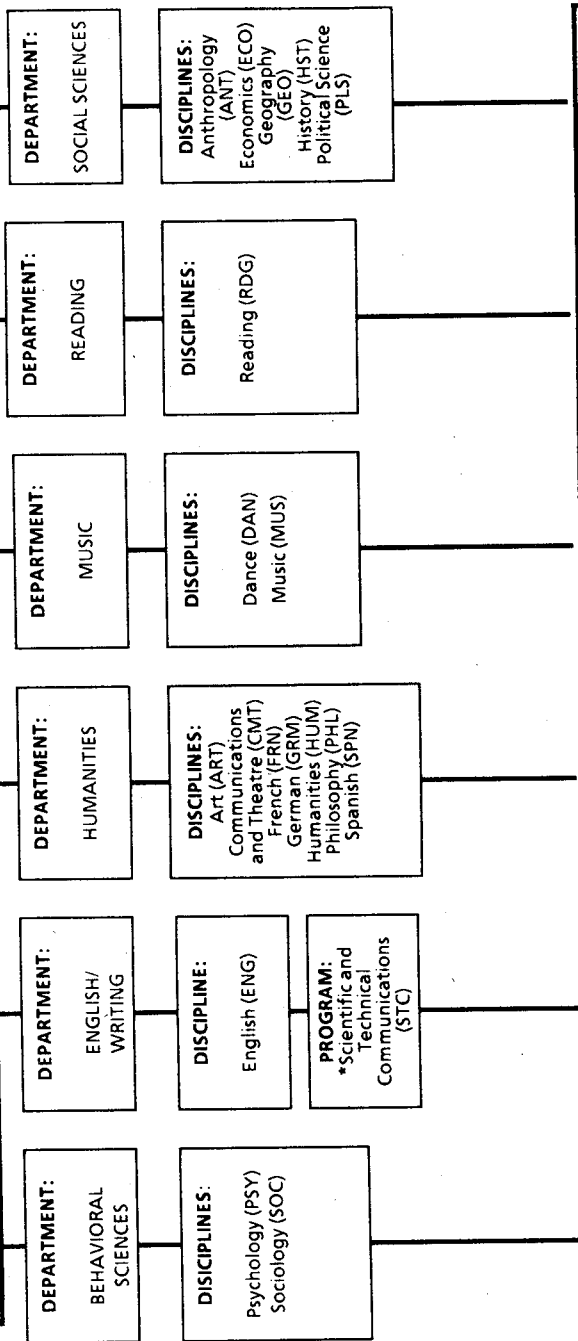
DIVISION: HEALTH AND PUBLIC SERVICES

DEPARTMENT DENTAL AUXILIARY	DISCIPLINE: Dental Assisting (DEN)	PROGRAMS: **Dental Assisting (DAC) *Dental Assisting (DA) *Dental Office Management (DOW)	DEPARTMENT NURSING	DISCIPLINES: Health Sciences (HSC) Nursing (NUR)	PROGRAMS: **Nursing LPN (PLPN) *Nursing ADN (PADN)	DEPARTMENT PHARMACY TECHNOLOGY	DISCIPLINE: Pharmacy Technology (PHT)	PROGRAM: **Pharmacy Technology (PPHT)	DEPARTMENT PUBLIC SERVICES	DISCIPLINES: Child Care Worker (CCW) Correctional Science (COR) Criminal Justice (CJT) Fire Protection (FPT)	PROGRAMS: *Child Care (CC) **Correctional Science (CORC) *Correctional Science (COR) *Criminal Justice (CJ) *Criminal Justice- Certification (CJLE) *Fire Protection (FP)	DEPARTMENT RADIOGRAPHY	DISCIPLINES: Diagnostic Medical Sonography (DMS) Radiography (RAD)	PROGRAMS: **Diagnostic Medical Sonography (PDMS) *Radiography (PRAD)	DEPARTMENT RESPIRATORY THERAPY	DISCIPLINE: Respiratory Therapy (RTH)	PROGRAM: *Respiratory Therapy (PRTH)	DEPARTMENT SURGICAL TECHNOLOGY	DISCIPLINE: Surgical Technology (SUR)	PROGRAM: ** Surgical Technology (SURC)
PROGRAM: * General Studies - Health/Public Services (GSHP)																				

*Degree program
**Certificate program

OTHER:
● Police Academy
● Public Service Training
● Program

DIVISION: HUMANITIES AND SOCIAL SCIENCES



PROGRAMS:
* Liberal Arts-Transfer Program - Humanities/Social Sciences (LAHS)
* General Studies - Humanities/Social Sciences (GSHS)

* Degree program

DIVISION: MATH AND NATURAL SCIENCES

**DEPARTMENT:
LIFE SCIENCES**

DISCIPLINES:

Biology (BIO)
Physical Education Activities
(PEA)

**DEPARTMENT:
MATHEMATICS**

DISCIPLINE:

Mathematics (MTH)

**DEPARTMENT:
PHYSICAL SCIENCES**

DISCIPLINES:

Astronomy (AST)
Chemistry (CEM)
Geology (GLG)
Physics (PHY)

PROGRAM:
* Computer Science-Transfer
Program (CST)

PROGRAMS:
* Pre-Engineering Science-
Transfer Program (PET)
* Pre-Engineering Science-
Chemical and Materials Option-
Transfer Program (PECT)

PROGRAMS:

- * Liberal Arts-Transfer Program - Biology/Pre-medicine (BIOP)
- * Liberal Arts - Transfer Program - Chemistry/Pre-medicine (CEMP)
- * Liberal Arts - Transfer Program - Math/Natural Science (LAMN)
- * General Studies-Math Natural Sciences (GSMN)

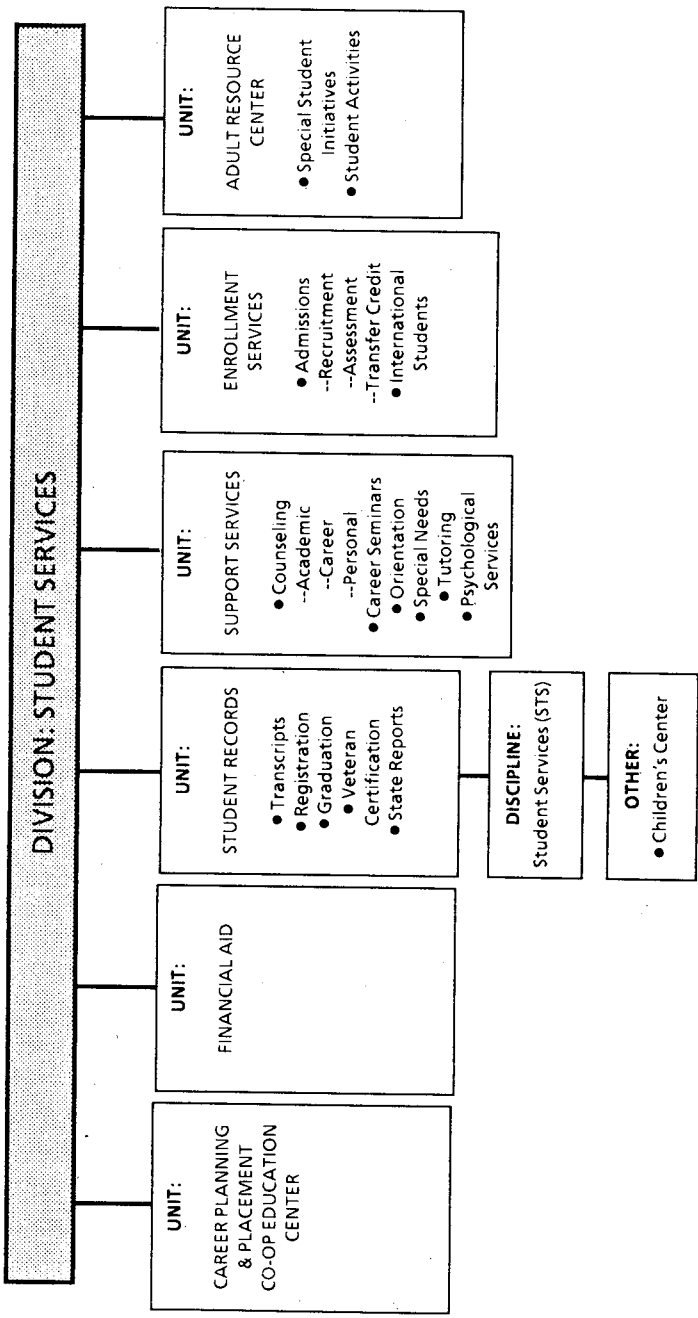
* Degree program

DIVISION: TECHNOLOGY

DEPARTMENT: AUTOMOTIVE SERVICE	DISCIPLINES: Automotive Body Repair (ABR) Automotive Service (ASV)	PROGRAMS: **Automotive Body Repair (ABRC) *Automotive Body Service (ABRD) **Automotive Mechanics (ASC) *Automotive Service Technology (ASD) **Automotive Spray Painting (ABRS)	DEPARTMENT: DRAFTING	DISCIPLINES: Architectonics (ARC) Blueprint Reading (BPR) Industrial Drafting and Design (IND)	PROGRAMS: *Architectural Drafting (AD) **Architectural Drafting (ADD) *Computer Aided Drafting - Electronic (CADE) *Computer Aided Drafting - Mechanical (CADM) **Drafting Detailing (DFTC) *Industrial Drafting Technology (IDT)	DEPARTMENT: ELECTRICITY/ ELECTRONICS	DISCIPLINES: Electricity/Electronics (ELE)	PROGRAM: *Digital Equipment Technology (DIGT) *Electronic Control Systems Technology (ECCS) *Telecommunication Technology (TELE)	DEPARTMENT: INDUSTRIAL TECHNOLOGY	DISCIPLINES: Fluid Power (FLP) Integrated Manufacturing (INM) Mechanical Technology (MET) Numerical Control (NCT)	PROGRAMS: *Computer Aided Manufacturing Technology (CAGT) *Electro-Mechanical Technology (ELMT) *Fluid Power Technology (FLPT) **Hydraulic Assembly (HYDA) *Mechanical Engineering Technology (MET) **Numerical Control/Machine Operations (NC) *Robotic Technology (ROB) *Toolroom Machine Operation (TOMO)	DEPARTMENT: VISUAL ARTS TECHNOLOGY	DISCIPLINES: Graphic Design Technology (GDT) Photography (PHO)	PROGRAMS: *Graphic Technology-Design (GDTD) *Graphic Design Technology-Illustration (GDTI) *Graphic Design Technology-Printing (GDTp) **Photographic Assisting (PHOA) *Photographic Technology (PHOT) *Photographic Technology-Marketing Option (PHOM)	DEPARTMENT: WELDING AND FABRICATION	DISCIPLINE: Welding and Fabrication (WAF)	PROGRAMS: **Welding Maintenance Mechanics (WLDM) *Welding Technology (WLDT)	DEPARTMENT: TECHNICAL JOB TRAINING	DISCIPLINES: Apprentice-Plumbers (APP) Heating (HTG) Intern/Extern (IES) Journeyman Upgrade (JUG) Refrigeration and Air Condit. (RAC) Stat. Process Control (SPC) Trade-Related Instruction (TRI)	PROGRAMS: *Journeyman Industrial (JPI) *Refrigeration and Air Condit. (RAC) *Statistical Process Control-Electronics (SPCE) *Statistical Process Control Mgt. (SPCM) *Statistical Process Control-Specialty (SPCP) *Stat. Process Control-Science and Engineer (SPCS)
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* Degree program
** Certificate program

PROGRAM: General Studies - Technology (GST)



DIVISION: CONTINUING EDUCATION/COMMUNITY SERVICES

UNIT:

JOB TRAINING SCHOOL

- JTPA Training
- MJOB Training
- Michigan Job Opportunity Card

UNIT:

**CONTINUING EDUCATION/
COMMUNITY SERVICES
and
BUSINESS INDUSTRY CENTER**

- Contract Education
- Public Seminars
- Small Business Administration Programs
- Plant Site Extension

UNIT:

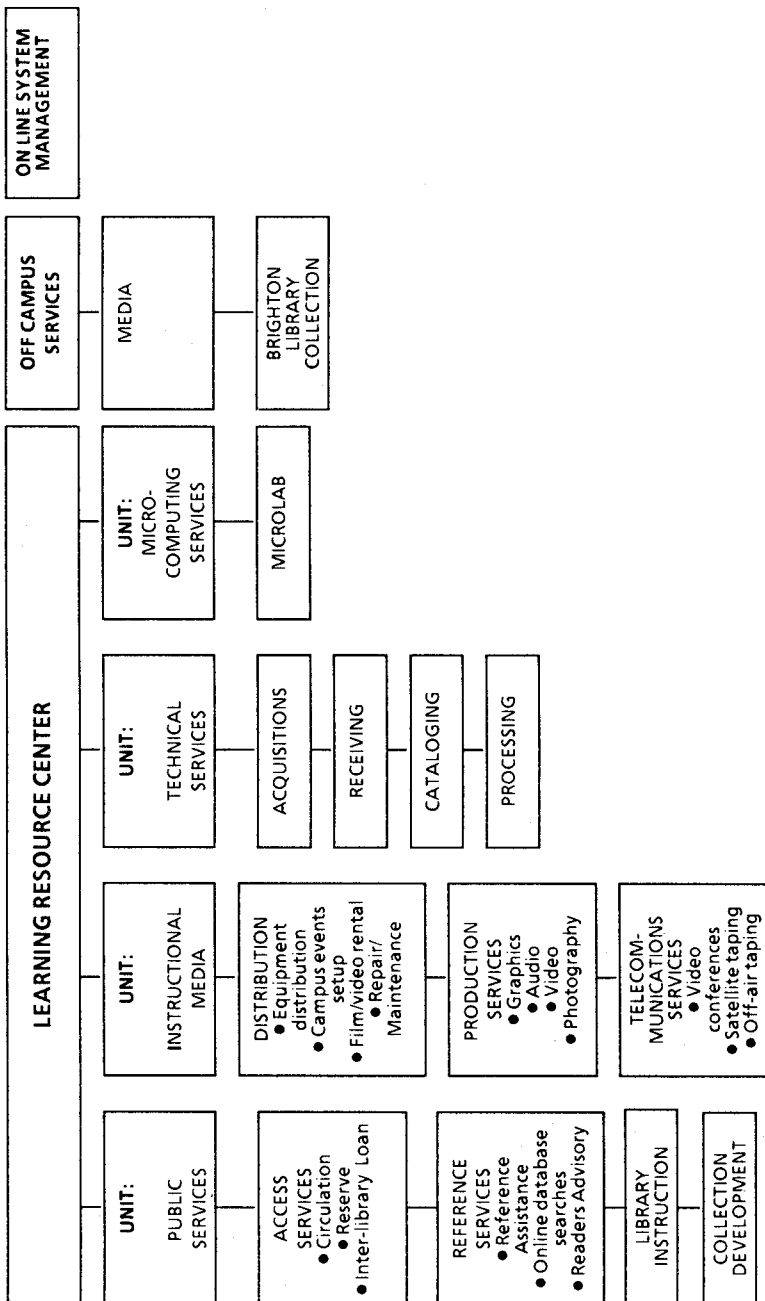
**CONTINUING EDUCATION AND
EXTENSION PROGRAMS**

- Public/Community Extension Sites
 - Emeritus
 - Televised Instruction
 - Weekend degree program

DISCIPLINE:

Women's Studies (WST)

DIVISION: LEARNING RESOURCES





PERSONNEL

BOARD OF TRUSTEES

Member	Term Expires
Richard W. Bailey, <i>Chair</i> Ann Arbor	December 31, 1996
R. Griffith McDonald, <i>Vice Chair</i>	December 31, 1994
Ann Arbor	
James W. Anderson, Jr., <i>Secretary</i>	December 31, 1996
Ann Arbor	
Mary Clair Anhut, <i>Treasurer</i>	December 31, 1996
Ypsilanti	
Nancy N. Margolis, <i>Trustee</i>	December 31, 1994
Ann Arbor	
Ruth H. Moorman, <i>Trustee</i>	December 31, 1992
Ypsilanti	
Anthony J. Procassini, <i>Trustee</i>	December 31, 1992
Ann Arbor	

The date following each name indicates the individual's first full-time employment with Washtenaw Community College.

EXECUTIVE OFFICERS

Myran, Gunder A., President	1975
B.S. - Mankato State University	
M.A. - University of Iowa	
Ed.D. - Michigan State University	
Altieri, Guy, Vice President of Instruction and Student Services	1987
B.A. - Glassboro State College	
M.A. - Glassboro State College	
M.A. - West Chester University	
M.A. - Columbia University	
Ed.D. - Columbia University	
Konschuh, Harry J., Vice President of Administration and Finance ..	1972
B.Ed. - University of Alberta	
M.A. - Michigan State University	

ACADEMIC DEANS

Bertoia, Roger R.	1966
Dean of Technology	
B.S.E. - The University of Michigan	
M.S. - The University of Michigan	
Blain, Adella M.	1975
Dean of Learning Resources	
B.A. - The University of Michigan	
M.A.L.S. - The University of Michigan	

Galant, Richard L.	1978
Dean of Humanities and Social Sciences	
A.B. - The University of Michigan	
A.M. - The University of Michigan	
Ph.D. - The University of Michigan	
Griswold, George	1966
Dean of Math and Natural Sciences	
B.A. - College of Wooster	
M.S. - Eastern Michigan University	
Grzegorzczuk, Phyllis	1978
Dean of Health and Public Services	
B.S. - The University of Michigan	
M.S. - The University of Michigan	
S.A. - The University of Michigan	
Jacques, Edith N.	1976
Dean of Continuing Education/Community Services	
B.A. - D'Yonville College	
M.A. - The University of Michigan	
Ph.D. - The University of Michigan	
Parker, Bella	1989
Dean of Business	
B.S. - St. Augustine College	
M.S. - The University of Michigan	
Ph.D. - The University of Michigan	
Williams, Calvin	1969
Dean of Student Services	
A.B. - Western Michigan University	
A.M. - The University of Michigan	
Ph.D. - The University of Michigan	

FACULTY AND PROFESSIONAL STAFF

Abrams, Terry	1990
Faculty: Visual Arts	
E.D.M. - Boston University	
B.F.A. - Maryland Institute Coll.	
Agin, George C.	1968
Faculty: Industrial Technology	
B.S. - Wayne State University	
M.A. - Eastern Michigan University	
Allison, Lynn M.	1988
Faculty: Office Specialties	
A.D. - Washtenaw Community College	
B.B.A. - Eastern Michigan University	
M.B.E. - Eastern Michigan University	

Alloway, Mary	1972
Supervisor: Purchasing	
Alonzo, Kathleen	1990
Financial Aid Specialist	
B.A. - Michigan State University	
Amaru, Augustine	1966
Faculty: Social Sciences	
A.B. - Boston University	
M.A. - Michigan State University	
Amundsen, Jack	1975
Faculty: Physical Sciences	
B.A. - The University of Michigan	
M.A. - The University of Michigan	
Andrews, Jacqueline Parks	1984
Director: Business and Industry Research and Development	
B.A. - University of Minnesota	
M.A. - Eastern Michigan University	
Ph.D. - The University of Michigan	
Avery, Dean	1981
Faculty: Industrial Technology	
B.S. - Ferris State College	
M.S. - Wayne State University	
Baker, Gerald A.	1975
Faculty: Radiology	
A.A.S. - Wayne County Community College	
B.S. - Ferris State University	
R.T. - The American Registry of Radiologic Technologists	
Certificate - The University of Michigan	
M.Ed. - The University of Michigan	
Barron, Kenneth E.	1966
Faculty: Automotive Service	
B.S. - Central Michigan University	
Certificate - Master Automotive Technician	
License - State of Michigan	
Batell, Mark F.	1984
Faculty: Mathematics	
B.A. - Knox College	
M.A. (Mathematics) - The University of Michigan	
M.A. (Psychology) - The University of Michigan	
Batty, Carol	1990
Coordinator: Access Services, Learning Resource Center	
B.S. - Illinois State University	
M.S. - Indiana University	

Beauchamp, Jillaine	1976
Faculty: Foods and Hospitality	
B.S. - Eastern Michigan University	
M.S. - The University of Michigan	
Beaumont, David E.	1990
Coordinator: Special Student Initiatives	
B.A. - Eastern Michigan University	
M.S. - Eastern Michigan University	
Bellers, Clifford	1968
Faculty: Business	
B.B.A. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Bellers, Bob	1968
Laboratory Assistant: Electricity/Electronics	
A.D. - Washtenaw Community College	
B.S. - Eastern Michigan University	
License - F.C.C.	
Biederman, Rosalyn L.	1967
Faculty: Humanities	
B.A. - Ohio State University	
M.A. - Ohio State University	
Bila, Dennis W.	1969
Faculty: Mathematics	
B.S. - Central Michigan University	
M.A. - Wayne State University	
Blakey, Linda S.	1988
Director: Student Records	
B.S. - The University of Michigan	
M.S. - The University of Nevada at Las Vegas	
Blodgett, Elizabeth	1979
Other Funds Accountant: Office of the Controller	
B.A. - Wayne State University	
M.B.A. - Eastern Michigan University	
Bogue, Robert A.	1984
Laboratory Assistant: Automotive Services	
A.D. - Washtenaw Community College	
B.S.Ed. - The University of Michigan	
Bosch, Barbara J.	1966
Coordinator: Technical Services, Learning Resource Center	
Bostwick, Phyllis M.	1966
Director: HRD and Support Services	
A.A. - Flint Junior College	
B.G.S. - Wayne State University	

Bottorff, Ralph S.	1966
Faculty: Mathematics	
B.A. - University of Iowa	
M.A. - University of Illinois	
Ph.D. - The University of Michigan	
Bressler, Allan	1980
Computer Operator: Computer Services	
Brown, Bonita	1981
Technician: Security/EMT	
Bundra, Carol	1987
Coordinator: Open Computer Labs	
A.D. - Washtenaw Community College	
Butcher, Kathleen	1989
Faculty: Physical Science	
B.S. - St. Mary's College	
M.S. - Wayne State University	
A.B.D. - Wayne State University	
Bylsma, Donald, Jr.	1966
Faculty: Behavioral Science	
B.S. - Wayne State University	
M.S. - Wayne State University	
Ph.D. - The University of Michigan	
Cain, Ronald L.	1986
Director: Instructional Media	
B.S. - University of Minnesota	
M.A. - University of Minnesota	
Cammet, Edward	1975
Faculty: Automotive Services	
Carnegie, Mary Ann	1987
Coordinator: Community Relations	
A.D. - Washtenaw Community College	
B.S. - Eastern Michigan University	
Cash, Marjorie O.	1985
Coordinator: Special Needs	
B.A. - Prairie View A.M. University	
M.Ed. - University of North Dakota	
Chambers, JoAnn	1983
Personnel Analyst: Human Resources Management	
A.D. - Washtenaw Community College	
Charlton, Eleanor	1966
Faculty: Office Specialties	
B.S. - Central Michigan University	
M.A. - Central Michigan University	

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- Chisholm, Arnett** 1988
 Student Advisor: Student Support Services
 B.S. - The University of Michigan
 M.A. - Eastern Michigan University
- Clark, Diana** 1989
 Counselor: Student Support Services
 A.D. - Washtenaw Community College
 B.S. - Eastern Michigan University
 M.A. - Eastern Michigan University
- Clark, William G.** 1968
 Counselor: Student Support Services
 B.R.E. - Grand Rapids Baptist College
 M.A. - Western Michigan University
- Cleary, William T., Jr.** 1983
 Faculty: Electricity/Electronics
 A.S.E.E.T. - University of Maine
 B.E.E.T. - University of Maine
 M.B.A. - University of Maine
- Coles, Deborah E.** 1991
 Student Advisor
 B.S. - Wayne State University
- Coles, Marlene** 1991
 Admissions Specialist
 B.A. - Eastern Michigan University
- Commet, Eileen** 1989
 Collections Analyst: Office of the Controller
 B.S. - Ferris State University
- Cox, Cynthia M.** 1986
 Coordinator: WCC Job Training School
 B.S. - Eastern Michigan University
 M.A. - Eastern Michigan University
- Croake, Edith M.** 1966
 Faculty: English/Writing
 B.A. - The University of Michigan
 M.A.T. - Northwestern University
 M.A. - Northwestern University
 D.A. - The University of Michigan
- Culver, Rosalyn** 1989
 Faculty: Office Specialties
 B.S. - Michigan State University
 M.A. - Michigan State University
- Cygnar, Patricia** 1989
 Coordinator: Curriculum Development
 B.F.A. - University of Illinois
 M.Ed. - University of Illinois
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- Daniels, Cheryl**..... 1990
 Recruitment Assistant: Human Resources Management
 A.A. - Schoolcraft College
- Dannemiller, Kathryn F.**..... 1991
 Coordinator: Student Records
 B.B.A. - Eastern Michigan University
- Dedhia, Hiralal**..... 1987
 Clinical Instructor: Respiratory Therapy
 A.D. - Washtenaw Community College
 B.S. - University of Poona
- Dick, Roger**..... 1979
 Faculty: Industrial Technology
 B.S. - Western Michigan University
 M.A. - Eastern Michigan University
- Donahey, Jeffrey**..... 1984
 Faculty: Industrial Technology
 B.S. - The University of Michigan
- Downen, Gary W.**..... 1983
 Faculty: Electricity/Electronics
 B.G.S. - The University of Michigan
 M.A. - Eastern Michigan University
- Dries, Cathie**..... 1989
 Foundation Manager: College Advancement
 A.A. - Delta Community College
 B.A. - Michigan State University
 M.A. - Central Michigan University
- Egan, James**..... 1989
 Faculty: Mathematics
 B.A. - Case Western Reserve University
 B.S. - Case Western Reserve University
 M.S. - The University of Michigan
 M.S. - The University of Michigan
- Ennes, Steven M.**..... 1987
 Faculty: Business
 A.A.S. - Macomb Community College
 B.S. - Western Michigan University
- Erickson, Lorene F.**..... 1982
 Faculty: English/Writing
 B.A. - Wayne State University
 M.Ed. - Wayne State University
- Fauri, Greta**..... 1977
 Student Advisor: Children's Center
 B.A. - Adrian College
-

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- Figg, William**..... 1972
Faculty: Welding and Fabrication
A.D. - Washtenaw Community College
- Finkbeiner, Betty Ladley** 1969
Faculty: Dental Assisting
A.A. - Grand Rapids Junior College
C.D.A. - American Dental Assisting Association
B.S. - The University of Michigan
M.S. - The University of Michigan
R.D.A. - Michigan State Board of Dentistry
- Finkbeiner, Charles A.** 1975
Faculty: Computer Information Systems
A.D. - Washtenaw Community College
B.S. - The University of Michigan
M.S. - The University of Michigan
- Fish, Judith R.** 1991
Faculty: Physical Science
B.S. - State University of New York, Albany
M.S. - State University of New York, Albany
Ph.D. - Oakland University
- Flack, Joseph** 1990
Faculty: Business
B.A. - Eastern Michigan University
M.B.A. - University of Detroit
J.D. - Detroit College of Law
- Fosselman, John R.** 1988
Director: Computer Services
B.A. - University of South Florida
- Foster, Connie**..... 1990
Director: Educational Services
A.D. - Washtenaw Community College
B.S. - Central Michigan University
M.A. - Eastern Michigan University
- Fracker, Ronald**..... 1989
Grants Coordinator: College Advancement
B.A. - The University of Michigan
M.A. - The University of Michigan
- French, Gargi**..... 1974
Faculty: Physical Science
B.S.C. - University of Bombay
Ph.D. - Harvard University
- Frye, Iota H.** 1975
Counselor: Student Support Services
B.S. - Eastern Michigan University
M.A. - Eastern Michigan University
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Galvin, Ralph H.	1984
Director: Public Service Training	
B.S. - Nazareth College	
Garrett, Don L.	1975
Faculty: Foods and Hospitality	
A.D. - Washtenaw Community College	
B.S. - Mercy College of Detroit	
Gaughan (Mickelson), Joan M.	1969
Faculty: Social Science	
B.A. - St. Teresa College	
M.A. - Eastern Michigan University	
Ph.D. - The University of Michigan	
Gaughan, John T.	1968
Faculty: English/Writing	
B.A. - St. Mary's College	
B.S. - St. Mary's College	
M.A. - Eastern Michigan University	
Gerhardt, Laura J.	1985
Director: Job Training School	
B.A. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Gibson, Maxine	1990
Faculty: English/Writing	
B.S. - Eastern Michigan University	
M.A. - The University of Michigan	
Glass, Michael K.	1991
Student Advisor: Student Support Services	
B.S. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Glowski, Susan K.	1988
Faculty: English/Writing	
B.A. - Beloit College	
M.A. - San Francisco State University	
Glusac, Ivan C.	1966
Faculty: Social Science	
B.S. - Wayne State University	
M.A. - The University of Michigan	
Goldberg, David	1977
Faculty: Mathematics	
B.S. - The University of Michigan	
Goodkin, Barbara H.	1975
Faculty: Nursing	
B.S.N. - The University of Michigan	
M.S. - The University of Michigan	

Gracie, Cheryl	1989
Faculty: Business	
B.B.A. - Eastern Michigan University	
M.B.A. - Eastern Michigan University	
J.D. - University of Oregon	
Grimes, William L.	1991
Faculty: Business	
B.A. - University of Southern California	
M.A. - University of Michigan	
M.B.A. - University of California - L.A.	
Grossman, Esta	1975
Faculty: Life Sciences	
B.A. - Pembroke College in Brown University	
M.A. - The City College New York	
M.S.W. - The University of Michigan	
Grotrian, Paulette	1980
Faculty: Humanities	
B.A. - Valparaiso University	
M.A. - Valparaiso University	
Guastella, C. Dennis	1980
Faculty: Visual Arts Technology	
A.A. - Macomb County Community College	
B.F.A. - Wayne State University	
M.F.A. - Eastern Michigan University	
Haglund, Richard	1987
Technician: Security/EMT	
Hall, Clyde	1978
Faculty: Welding and Fabrication	
A.D. - Washtenaw Community College	
B.S. - The University of Michigan	
AWS - Certified Welding Inspector	
Hamilton, Nancy	1977
Technical Assistant: Reprographics	
A.D. - Washtenaw Community College	
Hammond, Carl F.	1967
Faculty: Respiratory Therapy	
A.S. - Jackson Community College	
B.S. - Eastern Michigan University	
M.S. - The University of Michigan	
R.R.T. - National Board for Respiratory Therapy	
Hammond, Linda	1987
Coordinator of Business: Business/Industry Center	
B.A. - The University of Michigan	
M.A. - The University of Michigan	

Hann, David F.	1986
Coordinator: Accounting Services	
B.S. - Brigham Young University	
Harris, Sally D.	1981
Student Advisor: Adult Resource Center	
A.D. - Washtenaw Community College	
B.A. - Concordia College	
Hastings, Janet G.	1967
Faculty: Mathematics	
B.A. - The University of Michigan	
M.A. - Cornell University	
Hatcher, Ruth	1981
Faculty: English/Writing	
A.B. - Earlham College	
M.A. - The University of Michigan	
Hawkins, Janet L.	1977
Publications Assistant: College Advancement	
A.D. - Washtenaw Community College	
B.B.A. - Eastern Michigan University	
Heator, Martin G.	1985
Director: Publications and News Services	
B.S. - Eastern Michigan University	
Hentz, Gary R.	1967
Faculty: Drafting	
B.S. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Hill, Birgitte	1986
Accountant for Cash Management: Office of the Controller	
B.A. - The University of Michigan	
Hinds, Dwight D.	1968
Faculty: Physical Science	
B.S. - Eastern Michigan University	
M.S. - Michigan State University	
Ho, Leo C.	1975
Librarian: Instructional Media	
B.A. - National Cheng Chi University	
M.L.S. - Atlanta University	
Ph.D. - Wayne State University	
Hoag, Todd H.	1983
Laboratory Assistant: Industrial Technology	
A.D. - Washtenaw Community College	

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- Hogue, Cheryl**..... 1985
 Laboratory Assistant: Visual Arts Technology
 A.D. - Washtenaw Community College
 B.F.A. - The University of Michigan
- Holmes, George H., III** 1968
 Faculty: Social Science
 B.A. - University of North Carolina
 M.A. - Xavier University
- Holmes, William**..... 1990
 Executive Director: College Advancement
 B.A. - West Virginia Wesley College
 M.Div. - Methodist Theological School
- Horowitz, Frederick A.** 1968
 Faculty: Humanities
 B.A. - Yale University
 B.F.A. - Yale University
 M.F.A. - The University of Michigan
- Horowitz, Marian S.** 1985
 Director: Conference Services
 B.A. - The University of Michigan/Dearborn
 M.A. - The University of Michigan
- Hoth, Bradley**..... 1987
 Student Advisor: Enrollment Management
 A.A. - Henry Ford Community College
 B.A. - Michigan State University
 M.A. - Eastern Michigan University
- Hower, Guy W.** 1966
 Director: Financial Aid
 B.B.A. - The University of Michigan
 M.A. - The University of Michigan
- Hunt, Barbara** 1968
 Faculty: English/Writing
 B.A. - University of Toledo
 M.A. - The University of Michigan
 D.A. - The University of Michigan
- Hurst, Jacqueline**..... 1990
 Administrative Assistant: Instruction and Student Services
 B.A. - The University of Michigan
- Jindal, Usha R.** 1982
 Faculty: Computer Information Systems
 B.S. - Delhi University
 B.S. - Pennsylvania State University
 M.S. - Pennsylvania State University
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Johnson, Claudia Sullens	1984
Clinical Instructor: Dental Assisting	
A.D. - Washtenaw Community College	
B.S. - Madonna College	
C.D.A. - American Dental Assisting Association	
R.D.A. - Michigan State Board of Dentistry	
Johnston, Mark	1990
Faculty: Business	
B.B.A. - Eastern Michigan University	
M.S. - Walsh College	
Johnston, Sylvester	1990
Microcomputer Support Specialist: Computer Services Center	
A.D. - Washtenaw Community College	
Jordan, Cole L.	1978
Supervisor: Custodial Services	
A.D. - Washtenaw Community College	
B.A. - Wayne State University	
Jordan, Lester	1979
Faculty: Automotive Services	
B.A. - Eastern Michigan University	
M.Ed. - Wayne State University	
Juster, Marie S.	1982
Faculty: Office Specialties	
B.S. - William Paterson College	
M.A. - New York University	
Kapp, George	1970
Faculty: Physical Science	
A.D. - Washtenaw Community College	
B.S.E. - The University of Michigan	
Kibens, Maija	1976
Faculty: Humanities	
B.A. - Mount Holyoke College	
M.A. - The University of Michigan	
Ph.D. - The University of Michigan	
Kirkland, Robert W.	1988
Faculty: Humanities	
B.A. - The University of Michigan	
M.A. - The University of Michigan	
Knoll, Gladys	1981
Faculty: Nursing	
Diploma - Henry Ford Hospital School	
B.S.N. - The University of Michigan	
M.S. - The University of Michigan	

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- Kollen, Michael**..... 1969
 Faculty: Behavioral Science
 B.A. - Knox College
 M.S. - New Mexico Highlands University
 M.A. - The University of Michigan
- Kooi, Lucy A.** 1977
 Systems Coordinator: Computer Services
 A.B. - The University of Michigan
- Kramer, Lawrence**..... 1977
 Faculty: Electricity/Electronics
 B.S.E.E. - The University of Michigan
- Krieg, Laurence J.** 1983
 Faculty: Computer Information Systems
 B.A. - College of Wooster
 M.A. - The University of Michigan
 Ph.D. - The University of Michigan
- Kupa, Ann**..... 1989
 Assistant: Human Resources Management
 B.B.A. - Eastern Michigan University
- Laird, John** 1987
 Faculty: Business/Industry
 A.B. - The University of Michigan
 M.S. - Eastern Michigan University
- Larson, Barbara A.** 1987
 Director: Management and Budget
 B.S. - Rutgers University
 M.A. - The University of Wisconsin
- Lawrence, Morris J.** 1969
 Faculty: Music
 B.S.M.E. - Xavier University
 M.M. - The University of Michigan
 Ph.D. - Bernadean University
- Lee, Arthur A.** 1984
 Faculty: Mathematics
 B.A. - Aquinas College
 M.A. - The University of Michigan
- Lee, Granville W.**..... 1990
 Faculty: Business
 B.S. - New York University
 M.B.A. - University of Dayton
- LeFlouria, Donald**..... 1989
 Supervisor: Custodial Services
 A.G.S. - Kirkland Community College
 A.A. - Kirkland Community College
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Levy, Mary L.	1981
Programmer Analyst I: Computer Services	
B.A. - College of Wooster	
M.A. - The University of Michigan	
Lewis, William A.	1968
Faculty: Mathematics	
B.S. - North Carolina Central University	
M.A. - The University of Michigan	
Little, Patrick J.	1986
Supervisor: Security and Plant Operations	
A.D. - Washtenaw Community College	
B.A. - Concordia College	
Lockard, Jon M.	1970
Faculty: Humanities	
Lowe, Burton C.	1968
Faculty: Industrial Technology	
Ludos, Phillip	1978
Faculty: Police Academy	
A.A. - Schoolcraft College	
B.S. - Madonna College	
M.A. - University of Detroit	
Lutz, Geoffrey A.	1986
Programmer Analyst I: Computer Services	
B.S. - The University of Michigan	
Lynch, John T.	1987
Executive Director: Business/Industry Center	
B.S. - University of Detroit	
Majher, Patricia A.	1990
Writer/Editor: College Advancement	
B.A. - Central Michigan University	
M.S. - Eastern Michigan University	
Mann, John B.	1971
Faculty: Automotive Service	
B.S. - Eastern Michigan University	
M.A. - The University of Michigan	
A.S.E. - State of Michigan	
Martin, Herbert L.	1967
Faculty: Behavioral Sciences	
B.A. - Eastern Michigan University	
M.A. - Eastern Michigan University	
M.S.W. - The University of Michigan	

Martin, John W.	1968
Faculty: Visual Arts Technology	
A.A. - Macomb County Community College	
Certificate - Miensinger Art School	
Martin, LaRuth E.	1974
Faculty: Reading	
B.S. - Shaw College at Detroit	
G.A. - The University of Michigan	
E.F.D.A. - Indiana University	
M.A. - The University of Michigan	
Martinez, Gloria	1989
Clinical Instructor: Nursing	
B.S.N. - Madonna College	
McGee, Sophie	1969
Faculty: Reading	
B.A. - The University of Michigan	
M.A. - The University of Michigan	
Ph.D. - Michigan State University	
McGill, John B.	1966
Faculty: Mathematics	
B.S. - Eastern Michigan University	
McGuire, Belinda G.	1988
Faculty: Drafting	
A.S. - Monroe County Community College	
B.F.A. - Eastern Michigan University	
McPherson, Paul D.	1990
Faculty: Foods and Hospitality	
B.A. - Madonna College	
Meade, Roland	1990
Faculty: Computer Information Systems	
B.S. - Northern Michigan University	
M.A. - Western Michigan University	
Ph.D. - Western Michigan University	
Mealing, Percy	1966
Faculty: Mathematics	
B.A. - Talladega College	
M.A. - The University of Michigan	
Medeiros, Neil O.	1980
Maintenance Supervisor: Buildings and Grounds	
R.E.T.S. - Electronics Engineering School	
Meeks, Sandra S.	1969
Counselor: Student Support Services	
B.S.N. - The University of Michigan	
M.S. - The University of Michigan	

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- Miller, Jean** 1989
 Faculty: English/Writing
 B.A. - Marygrove College
 M.A. - University of Tulsa
- Miller, Louis R.** 1969
 Faculty: Social Sciences
 B.S. - Eastern Michigan University
 M.A. - The University of Michigan
- Minock, Daniel W.** 1983
 Faculty: English/Writing
 A.B. - University of Detroit
 M.A. - University of Detroit
 Ph.D. - Ohio State University
- Moulton, Maxine**..... 1989
 Clinical Instructor: Nursing
 B.S.N. - The University of Michigan
 Registered - State of Michigan
- Moy, William** 1968
 Faculty: Behavioral Sciences
 B.A. - Valparaiso University
- Mullen, Marjorie** 1980
 Payroll Supervisor: Office of the Controller
- Mullins, Philip G.** 1982
 Faculty: Electricity/Electronics
 Air Force Community College
 Ventura Junior College
 University of Maryland, European Division
 Eastern New Mexico University
- Nagel, Rosemarie E.** 1967
 Faculty: Reading
 A.B. - The University of Michigan
 M.A. - The University of Michigan
- Nair, Damodaran**..... 1982
 Director: Continuing Education
 B.A. - Gandhigram University
 M.A. - Gandhigram University
 M.S. - Michigan State University
 Ph.D. - Michigan State University
- Nelson, James**..... 1986
 Publications Assistant: College Advancement
 A.D. - Washtenaw Community College
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- Nelson, Robert** 1966
 Faculty: Radiology
 A.A. - Fort Scott Community Junior College
 A.D. - Washtenaw Community College
 B.S.Ed. - The University of Michigan
 M.S. - The University of Michigan
 Registered - American Radiology Registry
 Registered - American Registry of Diagnostic Medical
 Sonographers
- Nestorak, Theresa** 1989
 Clinical Instructor: Nursing
 B.S.N. - The University of Michigan
- Nevers, William B.** 1975
 Faculty: Dental Assisting
 B.S. - Wayne State University
 D.D.S. - The University of Michigan School of Dentistry
- Niehaus, Paul J.** 1966
 Faculty: Life Sciences
 B.A. - Eastern Michigan University
 M.S. - The University of Michigan
- Nowak, Margaret R.** 1986
 Coordinator: Business/Industry Services
 B.A. - Michigan State University
 M.S.A. - Central Michigan University
- O'Rear, Katherine** 1988
 Faculty: English/Writing
 B.A. - Washington State University
 M.A. - Eastern Michigan University
- Packard, R. James** 1969
 Faculty: Drafting
 A.D. - Washtenaw Community College
 B.S.M.E. - University of Wisconsin
 M.A.Ed. - Wayne State University
- Palay, Roger M.** 1975
 Executive Director: Management Information Systems
 B.S. - University of Chicago
 M.S. - University of Wisconsin
- Patrick, Marjory** 1989
 Faculty: Humanities
 B.S. - Eastern Michigan University
 M.A. - Western Michigan University
- Paup, Arlene M.** 1982
 Faculty: Computer Information Systems
 B.S. - Temple University
 M.S. - Drexel University
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- Peoples, Gregory A.** 1985
 Director: Enrollment Management
 B.A. - Allegheny College
 M.Ed. - Kent State University
- Pequinot, Mary** 1981
 Student Advisor: Student Support Services
 B.A. - Michigan State University
 M.A. - Eastern Michigan University
- Phibbs, John** 1969
 Supervisor: Reprographics
 A.D. - Washtenaw Community College
 B.B.A. - Eastern Michigan University
- Pierce, Leslie E.** 1984
 Director: Technical Training Programs
 A.A. - Polk Community College
 B.A. - University of Florida-Gainesville
 B.A.E. - University of Florida-Gainesville
 M.A.E. - University of Florida-Gainesville
- Pogliano, Michael F.** 1969
 Faculty: Drafting
 B.Arch. - The University of Michigan
 Certified - National Board of Architecture
- Poliner, Merrill Lougheed** 1987
 Systems Programmer/Analyst: Computer Services
 B.S. - Northwestern University
 M.B.A. - The University of Michigan
- Redick, Martin** 1978
 Faculty: Respiratory Therapy
 B.S. - The University of Michigan
 M.S. - The University of Michigan
 Registered - National Board for Respiratory Therapy
- Reeves, Robert A.** 1968
 Associate Vice President: Human Resources Management
 B.A. - Eastern Michigan University
 M.A. - Eastern Michigan University
- Reilly, Kathleen** 1987
 Technician: Human Resources Management
 A.D. - Washtenaw Community College
- Remen, Janet M.** 1982
 Faculty: Mathematics
 B.Sc. - University of Durham
 M.S. - The University of Michigan
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Reps, Flavia P.	1966
Faculty: Social Sciences	
B.A. - St. Joseph College	
M.A. - Georgetown University	
Rinn, John	1980
Faculty: Computer Information Systems	
A.A. - Port Huron Junior College	
A.B. - The University of Michigan	
M.S. - The University of Michigan	
Rinn, Kim M.	1984
Systems Analyst: Computer Services	
A.Commerce - Henry Ford Community College	
B.B.A. - Eastern Michigan University	
M.S. - Eastern Michigan University	
Roberts, Alvin	1968
Faculty: Behavioral Sciences	
B.S. - Prairie View AM University	
M.S.W. - Wayne State University	
Romine, Mary	1988
International Student Assistant: Enrollment Services	
Russell, Dean A.	1966
Faculty: Electricity/Electronics	
B.S. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Sabada, Mary L.	1966
Director, Personnel Services: Human Resources Management	
Salerno, Douglas	1969
Faculty: English/Writing	
B.A. - Western Michigan University	
M.A. - Western Michigan University	
M.A. - The University of Michigan	
Ph.D. - The University of Michigan	
Schultz, Gary L.	1984
Faculty: Industrial Technology	
A.D. - Washtenaw Community College	
B.S. - Eastern Michigan University	
Certificate - Unimate Robotics School	
Certificate - DeVilbiss Robotics School	
Schuster, William	1989
Faculty: Automotive Services	
B.A. - Wayne State University	
M.A. - Eastern Michigan University	

Scott, Kathleen	1971
Librarian: Learning Resource Center	
B.A. - University of Iowa	
M.A. - University of Iowa	
Shier, David	1990
Faculty: Life Sciences	
B.S. - Cornell University	
Ph.D. - The University of Michigan	
Showalter, Martha	1980
Faculty: Mathematics	
B.S. - Ohio State University	
B.A. - Ohio State University	
M.Ed. - University of Houston	
Sims, Donald L.	1968
Director: Student Support Services	
B.S. - Wayne State University	
M.A. - The University of Michigan	
Smith, Howard A.	1990
Coordinator: Collaboration Project	
B.Ph. - Grand Valley State University	
Spickard, James F.	1977
Director: Plant Operations and Security	
B.S. - Eastern Michigan University	
Stadtfeld, Kathleen	1982
Instructional Services Technician: Academic Services	
B.S. - Eastern Michigan University	
Stallworth, Clarence A.	1974
Director: Campus Development and Auxiliary Services	
B.S.E. - The University of Michigan	
M.S.E. - The University of Michigan	
Stanford, Adrian	1987
Student Advisor: Enrollment Management	
B.S. - Eastern Michigan University	
Steinbach, J. Raymond	1969
Faculty: Visual Arts Technology	
B.S. - Michigan State University	
M.S.O.E. - Ferris State University	
Strayer, Ross	1989
Faculty: Life Sciences	
B.S. - Eastern Michigan University	
M.S. - Eastern Michigan University	
Susnick, Stuart B.	1969
Faculty: Social Sciences	
B.A. - Brooklyn College, CUNY	

Swan, Judith	1989
Supervisor: Weekend, Evening, and Extension Programs	
B.A. - Eastern Michigan University	
M.A. - Eastern Michigan University	
Teevans, James	1989
Faculty: Drafting	
B.Arch. - University of Detroit	
Thomas, David	1980
Faculty: Physical Sciences	
A.S. - Macomb Community College	
B.S. - Eastern Michigan University	
M.S. - Eastern Michigan University	
Thomas, Ervin L.	1969
Faculty: Social Sciences	
B.A. - Wayne State University	
M.A. - Wayne State University	
Thompson, Doreen	1975
Faculty: Behavioral Sciences	
A.B. - Atlantic Union College	
Licence es Lettres - University of Paris	
M.Ph. - The University of Michigan	
Tom, Kimberly	1988
Technician: Computer Services	
A.D. - Washtenaw Community College	
B.A. - The University of Michigan	
Trame, John	1989
Faculty: Electricity/Electronics	
B.S. - University of Houston	
M.S. - University of Houston	
Travis, Patricia A.	1974
Coordinator: Children's Center	
B.A. - The University of Michigan	
M.A. - Eastern Michigan University	
Certificate - Michigan Early Childhood Specialist	
VanderVeen, Sister Judith	1976
Faculty: Nursing	
Diploma - Mercy Central School of Nursing	
B.S.N. - Mercy College of Detroit	
M.A. - The University of Michigan	
VanGenderen, Gary L.	1982
Faculty: Physical Sciences	
B.S. - The University of Michigan	
M.S. - Eastern Michigan University	

Vass, Steven T.	1967
Faculty: Social Sciences	
B.S. - Academy of Military Science	
B.S.Ed. - Black Hills State College	
M.A. - The University of Michigan	
Ph.D. - The University of Michigan	
Velarde-Hill, Gloria A.	1990
Clinical Instructor: Nursing	
B.S.N. - Eastern Michigan University	
M.S.N. - Wayne State University	
Verseman, Kathryn A.	1990
Financial Aid Specialist	
B.S. - Concordia, St. Paul, MN	
M.S. - Mankoto State University	
Vrabel, George	1969
Professional Service Faculty: Cooperative Education	
B.S. - Western Michigan University	
M.A. - Wayne State University	
Walline, Cynthia	1987
Student Advisor: Enrollment Management	
B.A. - Eastern Michigan University	
Walsh, Ruth Anne	1987
Faculty: Public Services	
B.A. - University of Toledo	
J.D. - University of Toledo	
Warner, Elizabeth	1988
Faculty: Reading	
B.A. - The University of Michigan	
M.A. - San Francisco State University	
Webster, Brenda J.	1987
Clinical Instructor: Nursing	
B.S. - The University of Michigan	
Weid, Richard	1979
Faculty: Automotive Service	
B.S. - Eastern Michigan University	
M.A. - Eastern Michigan University	
M.S. - Eastern Michigan University	
Weidner, Hal R.	1969
Faculty: English/Writing	
A.B. - Columbia College	
M.A. - The University of Michigan	
Ph.D. - The University of Michigan	
Westcott, Richard	1984
Supervisor: Buildings and Grounds	

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- Weyant, David E.** 1983
 Faculty: Electricity/Electronics
 B.S.E. - The University of Michigan
 M.S.E. - The University of Michigan
- Whiteford, Priscilla S.** 1971
 Faculty: Social Sciences
 B.A. - Western Michigan University
 M.A. - The University of Michigan
- Wilkins, Barry L.** 1982
 Supervisor: Power Plant
 A.D. - Washtenaw Community College
- Wilson, Jacquelyn**..... 1987
 Programmer: Computer Services
 A.D. - Washtenaw Community College
 B.A. - Concordia College
- Wilson, Rosemary**..... 1986
 Faculty: Business
 B.S. - Milligan College
 M.B.A. - University of Notre Dame
- Wirbel, Johanna V.** 1968
 Faculty: Mathematics
 B.A. - Kent State University
 M.A. - The University of Michigan
 A.M. - The University of Michigan
- Wojnowski, Judith L.** 1978
 Controller
 B.S. - Canisius College
 C.P.A. - State of Michigan
- Wood, John D.** 1984
 Student Advisor: Placement Services
 B.S. - Michigan State University
- Young, Colette**..... 1987
 Faculty: Business
 B.A. - Michigan State University
 M.A. - Michigan State University
- Young, Mary E.** 1975
 Counselor: Student Support Services
 B.R.E. - Detroit Bible College
 B.A. - Eastern Kentucky University
 M.A. - Eastern Kentucky University
- Zaremba, Ernest** 1969
 Faculty: Behavioral Sciences
 B.A. - The University of Michigan
 M.A. - The University of Michigan
 Ph.D. - The University of Michigan
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- Zeeb, Ronald E.** 1968
 Faculty: Business
 B.S. - Eastern Michigan University
 M.A. - Eastern Michigan University
- Zenian, Paul**..... 1968
 Faculty: Humanities
 B.S. - The University of Michigan
 M.F.A. - The University of Michigan
- Zielinski, Diane**..... 1967
 Administrative Assistant to the Vice President of
 Administration and Finance
 A.D. - Washtenaw Community College

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- Arnold, Gwen**..... **Business**
 A.D. - Washtenaw Community College
 B.B.A. - Cleary College
 M.A. - The University of Michigan
- Devereaux, William T.** **Speech**
 B.A. - Michigan State University
 M.A. - Michigan State University
 Ed.D. - Laurence University
- Ford, Andrew** **Drafting**
 B.S. - Wayne State University
 M.Ed. - Wayne State University
 Ed.D. - Wayne State University
- Hanson, Charlotte**..... **Speech**
 A.B. - The University of Michigan
 M.A. - The University of Michigan
- Kokkales, Paul C.** **Accounting**
 B.S. - Eastern Michigan University
 M.A. - The University of Michigan
- Mitchell, W. Bede** **English**
 A.B. - Wayne State University
 M.A. - Wayne State University
- Plummer, Robert**..... **Social Sciences**
 A.B. - Wabash College
 M.S. - Indiana University
 Ed.D. - Indiana University
- Pollock, David S.**..... **Social Sciences**
 M.A. - Eastern Michigan University
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- Prichard, Lawrence**.....**Mathematics**
B.S. - Eastern Michigan University
M.A. - Eastern Michigan University
- Radick, Lawrence****Humanities**
B.A. - Michigan State University
M.A. - Michigan State University
- Rees, Gerald**.....**Physics**
B.S. - The University of Michigan
M.S. - The University of Michigan
- Ross, Donald****Mathematics**
B.S. - Eastern Michigan University
M.A. - The University of Michigan
M.A.T.M. - The University of Detroit
- Slepsky, Lawrence**.....**Life Sciences**
B.S. - Eastern Michigan University
M.A. - Eastern Michigan University
Ed.S. - Eastern Michigan University
- Wotring, J. Robert**..... **Computer Information Systems**
B.A. - University of Philippines



Glossary

GLOSSARY

Academic Honors: Honors bestowed upon a student who has achieved a high level of academic success. Honors may be based upon one semester's performance (*Dean's Honor Roll*) or for cumulative performance at the time of graduation (*Graduation Honors, High Honors*).

Accreditation: Recognition that the College or a College program has met standards or requirements set up by a governing organization.

Admission: Acceptance of an applicant for enrollment in the College.

Articulation: The process of arranging instructional programs so that students may progress from high school programs to WCC programs.

Assessment: The process of determining a student's interests or level of competence.

Associate Degree: A degree issued to a student who has completed a prescribed curriculum/program of courses totaling a minimum of 60 semester hours of credit.

Audit: To enroll in a College academic credit-bearing course on a non-credit basis. Such credits as the course normally carries are included as part of the total credit load and tuition assessed accordingly. An auditor ("AU") grade is issued.

College Certificate: A certificate issued to a student who has completed a prescribed curriculum/program of courses totaling a minimum of 30 semester hours of credit.

College Withdrawal: The process by which a student discontinues enrollment in all courses.

College Workstudy: An award of employment (i.e., an opportunity to work for paid wages on the campus) given to a student based on financial need.

Continuing Education Units (CEU's): A nationally recognized recording device for substantive non-credit learning experiences. One (1) CEU is defined as ten contact hours of participation in an organized continuing education experience with responsible sponsorship, capable direction, and qualified instruction.

Corequisite: An additional course or instructional experience which is required to be taken simultaneously with certain courses. For example, a section of Writing Lab is required with certain English courses.

Course Load/Overload: The total number of credit hours a student is officially registered for in a given semester. A *Full-time Student* is one who enrolls in 12 or more credit hours per semester; a *Part-time Student* is one who enrolls in less than 12 credit hours per semester; a *Half-time Student* is a Part-time student enrolled in at least 6 credit hours per semester. Students enrolling in *more than 18 credit hours* per semester (or more than 6 spring or summer sessions) are considered to be carrying a *Course Overload*.

Cumulative Grade-Point Average: A measure of a student's scholastic success which includes all coursework attempted at the College. The average is obtained by dividing the total grade points by semester hours of credit attempted.

Curriculum: A group of courses, sequences of subjects, or planned experiences.

Educational Intent: A student's statement of the goal he/she intends to achieve by attending WCC. Educational intents include: to obtain a College Certificate; to obtain an Associate Degree; to obtain an Associate Degree for transfer to a four-year institution; to obtain credit hours for transfer to a four-year institution; to obtain new or improve existing job skills; to fulfill apprenticeship, journeyperson, or other trade-related instruction coursework; to attend classes for personal interest/development; or other goals.

Elective Course: A course which a student may choose to take from a number of alternative courses in order to fulfill a program requirement.

Emeritus Program: A program for county residents who are at least sixty years of age which offers tuition-free participation in WCC credit and credit-free courses, workshops and seminars.

Fees: Charges assessed to students other than tuition charges.

Financial Hold: A student is placed on financial hold when he/she has not met their financial obligations to the College. Students placed on financial hold are not allowed to register for courses, cannot receive their College Certificate or Associate Degree, and are not eligible to receive College services of any kind.

Freshman/First Year Student: A student who has completed fewer than 28 credit hours.

GED Examination: The General Education Development examination is a comprehensive test used to appraise the educational development of adults who have not completed a high school education. By achieving satisfactory scores on the GED adults may earn a high school equivalency certificate.

Grade Point Average: The number of grade points earned divided by the semester hours of credit attempted. The grade point scale is: A=4.0, B=3.0, C=2.0, D=1.0.

Grant: An award of money given to a student based on financial need. Grants do not need to be repaid.

Loan: An award of money given to a student based on financial need. Loans must be repaid once a student leaves the College or does not continue at college on at least a half-time basis.

Non-College Certificate: A certificate denoting completion of a planned course or program of study, but not associated with the completion of a minimum of 30 semester hours of credit (i.e., College Certificate).

Orientation: A presentation for new WCC students to acquaint them with College facilities, programs, services and procedures.

Postsecondary Education: Education beyond the high school level.

Prerequisite: Requirements that must be met or courses which must be successfully completed prior to enrolling in a specific course or program.

Program: A planned curriculum in a field of study which includes a list of specific requirements.

Registration: The process of officially enrolling in a course (or courses) and paying tuition. Upon registering, the course(s) are entered onto the student's permanent record.

Residency: The official home address of a student which is used to determine the tuition rate charged and, if applicable, program admission priority. Residency classifications are: *In-District, Out-District, Out-State, and Out-of-Country.*

Self-paced Instruction: Instruction using a workbook, textbook, or mechanical and/or electronic device which helps the student attain a specified level of performance. Students proceed at their own pace through a series of steps, working with the instructor as he/she finds necessary.

Scholarship: An award of money and/or special recognition given to a student for certain types of proficiency, such as academic, or because of financial need. Scholarship monies do not need to be repaid.

Sophomore/Second Year Student: A student who has completed 28 or more credit hours but has not received an Associate Degree or has not qualified for upper division classification in a four-year college or university.

Transfer Agreements: Written agreements between WCC and four-year institutions which specify transferring of WCC earned credits to the specific four-year institution.

Transfer Credit: Credit that has been taken at another accredited academic institution that is accepted by the College for use toward a College Certificate or Associate Degree.

Transcript: A transcript lists all courses taken by a student, showing the final grade received for each course. The official transcript is housed in the Student Records Office.

Tuition: The monetary charge a student must pay at the time of registration for each semester hour of academic credit. The tuition rate is based on the student's residency classification.

Undergraduate: A student in a higher education institution who has not yet achieved the Bachelor's, or first professional, degree in a field of study.

ARTICULATIONS AND TRANSFER AGREEMENTS

Michigan Association of Collegiate Registrars and Admission Officers (MACRAO) Agreement

An Agreement between Michigan's two- and four-year colleges and universities has been developed to assist students who complete an associate degree at a Michigan public community college in transferring credit to a four-year institution. The agreement insures that students receiving Associate Degrees at Washtenaw Community College and meeting the requirements indicated below, will have satisfied the basic first two-year requirements of Michigan four-year institutions which have signed this agreement.

Basic Requirements of Agreement:

The basic requirements are designed to provide students with a broad intellectual experience in the major fields of knowledge. Basic two-year requirements include English Composition and the broad categories of Social Science, Natural Science, and Humanities. Specific courses in each category are determined by the institution offering the courses. Courses which may not be transferable, i.e., developmental and some technical or occupational courses, are not included in the basic requirement.

CATEGORY REQUIREMENTS

I. English Composition

English CompositionENG 100, 111, 222

II. Social Sciences

(3 courses in more than one discipline)

Anthropology ANT 201, 202
 Economics ECO 111, 211, 222
 Geography GEO 111
 History HST 101, 102, 201, 202
 Political Science PLS 108, 112, 150
 Psychology PSY 100, 150, 200, 209, 257
 Sociology SOC 100, 150, 205, 207, 250

III. Natural Science

(3 courses, one must be a laboratory course)

Biology BIO 100, 102, 127, 128
 Chemistry CEM 111, 122, 211, 222
 Physics PHY 111, 122, 211, 222
 Geology GLG 100, 114, 125
 Mathematics MTH 179, 191, 192, 293, 295

IV. Humanities (3 courses in more than one discipline)

Art.....	ART 101, 111, 112, 122, 130
Foreign Language.....	FRN/SPN 111, 120, 122, 213, 224
Humanities.....	HUM 101, 150, 160
Literature.....	ENG 160, 170, 200, 211, 212, 213, 222, 223, 224
English.....	ENG 225, 230, 270
Music.....	MUS 140, 146, 152, 158, 180, 183
Philosophy.....	PHL 101, 250
Religion.....	ANT 150
Communications.....	CMT 101, 102, 131, 152

Public School Articulations

Articulation agreements exist between WCC and more than 11 public school districts. The College will grant credit to articulated students for identified task competencies. Credit earned from public school articulations will not be awarded until the student has earned six or more credit hours at WCC. Students must apply for articulation credit within 2 years of high school graduation.

Copies of specific Articulation Agreements are available at respective high school guidance counselors' offices and the WCC Admissions Office.

Transfer Agreements

Specific transfer agreements exist between WCC and several Michigan four-year colleges and universities (e.g., Cleary College, EMU), which allow WCC students in specific programs to apply credits toward a bachelor's degree. Information on specific transfer agreements is available at the WCC Counseling Office.

Transfer guides are available in the counseling office. These guides are used to facilitate the transfer of courses to various four-year colleges in Michigan.

COLLEGE MEMBERSHIPS

American Association of Higher Education

Council of North Central Community and Junior Colleges

American Association of
Community and Junior Colleges

American Association of
Community College Trustees

The Association for the Management of Information Technology in
Higher Education

Community College Association for
Instruction and Technology

The Institute of Electrical
and Electronics Engineers, Inc.

Michigan Community College Association

Michigan Community College Business Officers Association

Michigan Public Employer
Labor Relations Association

Michigan Technology Council

National Association of College
and University Business Officers

The National Center for Research
in Vocational Education

The National Institute for Staff and Organizational Development

North Central Association

The Professional Association in Computing
and Information Technology
in Higher Education

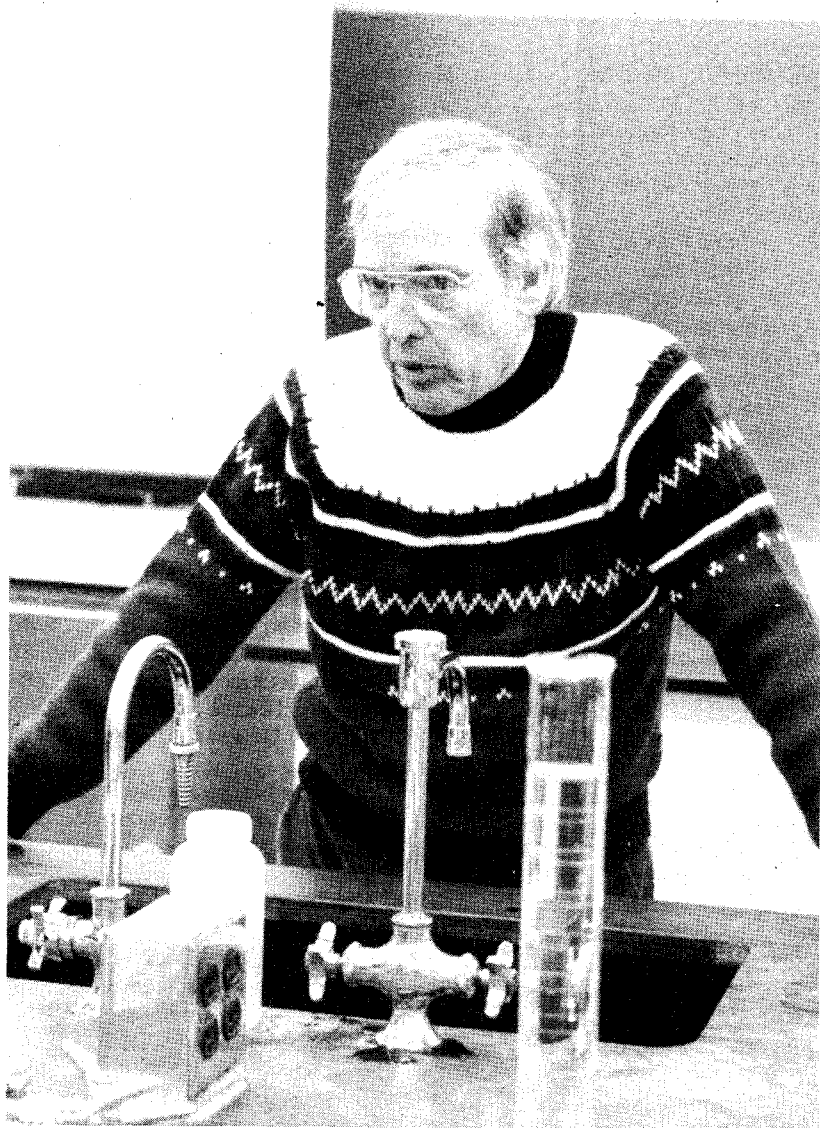
Southeast Michigan
Council of Governments

Title IX/Section 504 Statement

Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, height, weight, marital status, or veteran status in provision of its educational opportunities or employment opportunities and benefits.

WCC does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Public Act 453; and Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. This policy extends to both employment by and admission to the College.

Inquiries concerning Title IX and Section 504 should be directed to the Office of the Dean of Student Services; Room 221B, Student Center Building, Washtenaw Community College, Ann Arbor, MI., 48106, (313) 973-3536. Charges of violation of the above policy also should be directed to the College Affirmative Action Officer in the Office of Human Resource Management, 2nd floor, Student Center Building.



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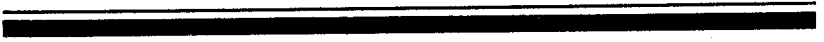
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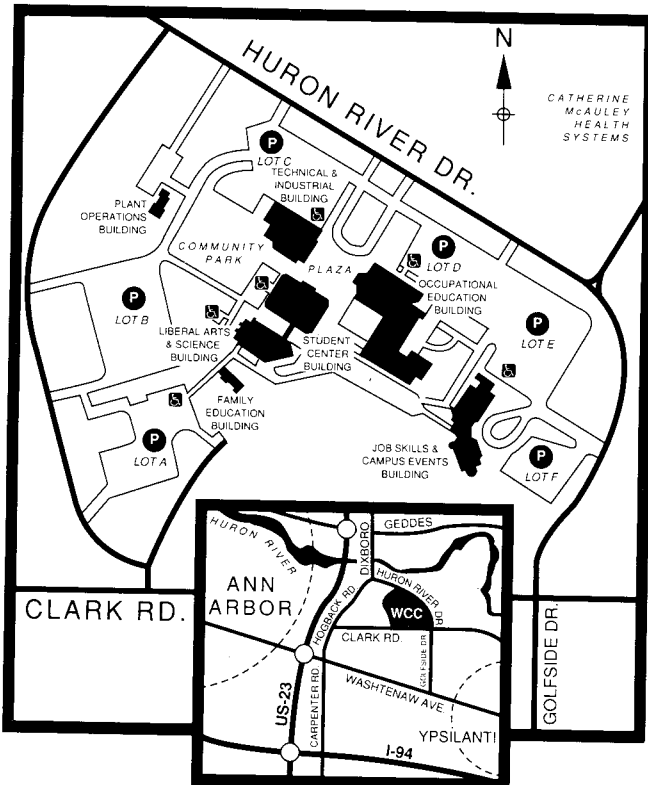
CAMPUS MAP

Parking

Washtenaw Community College has 1800 convenient parking spaces provided for students and staff. There are five designated parking areas:

- Lot A.....Located near the Technical and Industrial Building
- Lot B.....Located to the right of the Powerhouse and Liberal Arts Building
- Lot C.....Located near the Family Education Building
- Lot D.....Located near the Occupational Education Building
- Handicapped Parking.....Located outside the Student Center Building by the loading dock. Also located between the Powerhouse and Liberal Arts Building.

Parking stickers are available, but not required, for use of campus lots. There is no charge for parking.



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