The Wayne County Community College District (WCCCD) provides educational resources to the residents of Wayne County and to those of many other communities. The District has five campuses and one course site, the University Center located throughout Wayne County. Each campus is located near a major freeway. WCCCD serves 32 cities and townships. The District has more than 90 programs leading to either an associate degree or certificate in various disciplines.

From its beginning in 1967, WCCCD has viewed education as one of the most important factors for achieving success in today’s dynamic and technologically driven work environment.

The District provides a step-by-step approach to a career path by providing students with the ability to reach their career potential through an “open door” policy and affordable tuition. Because WCCCD is committed to “Make Education First,” every student has the chance to fulfill his or her educational goals.

This catalog is for informational use only and does not constitute a contract. Wayne County Community College District reserves the right to add or delete, without notice, any course offering or information contained in this catalog.

Note: The District reserves the right to assign instructional staff other than those listed in the “Academic Schedule of Classes” and to eliminate, cancel, phase out or reduce courses and programs for financial, curricular or programmatic reasons.
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INTRODUCTION

ACCREDITATION

The Wayne County Community College District (WCCCD) is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604; 312-263-0456, 1-800-621-7440, (fax at) 312-263-7462 or www.ncahlc.org. Information regarding the status of an institution is available at ext.11, or by email at status@ncahlc.org; complaints can be directed to ext. 198, or by email at complaints@ncahlc.org. In addition, specific program accreditation or approval has been granted by the following agencies:

- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ARC/STSA
  6 W. Dry Creek Circle, Suite #110
  Littleton, CO 80120
  (303) 694-9262 Fax: (303) 741-3655
  http://arcs.org

- American Dental Association Commission on Dental Accreditation
  211 E. Chicago Ave.
  Chicago, IL 60611-2678
  (312) 440-2500 Fax: (312) 440-7461
  www.ada.org

- American Veterinary Medical Association
  206 E. Michigan Ave.
  Grandview Plaza
  P.O. Box 30003
  Lansing, MI 48909
  (517) 335-1426

- Commission on Accreditation/Approval for Dietetic Education of the American Dietetic Association
  120 South Riverside Plaza, Suite 2000
  Chicago, IL 60606-6965
  (800) 877-1600 and (312) 899-0040
  www.eatright.org

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  1361 Park St.
  Clearwater, FL 33756
  (727) 210-2350 Fax: (727) 210-2354
  www.caahep.org

- Department of Licensing and Regulatory Affairs (LARA)
  P.O. Box 30004
  Lansing, MI 48909
  (517) 373-1820

- Michigan Commission on Law Enforcement Standards (MCLES)
  106 W. Allegan, Suite 600
  Lansing, MI 48909
  (517) 322-1417 Fax: (517) 322-5611

- Michigan Correctional Officer’s Training Council
  7150 Harris Drive
  Lansing, MI 48913
  (517) 334-6573

- Michigan Department of Community Health EMS & Trauma Systems Section
  Capitol View Building, 6th Floor
  201 Townsend Street
  Lansing, MI 48913
  (517) 241-3024 Fax: (517) 241-9458
  www.michigan.gov/mdch

- Michigan Department of Corrections
  7272 Wisconsin Ave.
  Bethesda, MD 20814
  (301) 657-3000
  www.ashp.org

- Michigan Firefighter Training Council
  525 W. Allegan St.
  Lansing, MI 48933
  (517) 241-8847 Fax: (517) 322-4061

- Michigan Firefighter Training Council Bureau of Fire Services/OffT
  525 W. Allegan St.
  Lansing, MI 48933
  (517) 241-8847 Fax: (517) 322-4061

- National Automotive Technicians Education Foundation
  101 Blue Seal Drive, Suite 101
  Leesburg, VA 20175
  (703) 669-6650

- State of Michigan Department of Community Health Board of Nursing
  P.O. Box 30193
  Lansing, MI 48909
  (517) 335-0918 Fax: (517) 373-2179

- State of Michigan Department of Consumer & Industry Services Division of Federal Support Services
  P.O. Box 30193
  Lansing, MI 48909
  (517) 335-0918 Fax: (517) 373-2179

- Michigan Firefighter Training Council Bureau of Fire Services/OffT
  525 W. Allegan St.
  Lansing, MI 48933
  (517) 241-8847 Fax: (517) 322-4061

MISSION STATEMENT

Wayne County Community College District’s mission is to empower individuals, businesses, and communities to achieve their goals through excellent and accessible services, culturally diverse experiences, and globally competitive higher education and career advancement programs.

VALUES STATEMENT

- Supporting Excellence In Teaching and Learning
- Honoring Diversity
- Serving The Common Good
- Being Accountable
- Operating With Integrity

GENERAL EDUCATION

The foundation of the College’s degree programs is in general education and is described by the “Philosophy of General Education,” a broad statement of the knowledge, skills, and attitudes that students are expected to achieve and that have always been a part of the College’s programs of study. The “Philosophy of General Education” was adopted in principle by the college’s faculty at the Faculty Organization Day, held in March 1997 and re-affirmed by the Board of Trustees on November 24, 2009.

It reflects the curricula describing the academic group requirements listed under the catalog descriptions of specific degrees. It also reflects the faculty’s belief that the values of general education are infused throughout the curricula and are often defined in practice by the discipline in which instruction and learning take place.
PHILOSOPHY OF GENERAL EDUCATION

At Wayne County Community College District, we believe that learning leads to a better life. Our general education curriculum equips students with the tools needed to build such a life, and to serve family, community, and society. We provide a range of required and elective courses designed to satisfy four possible student purposes:

• Transfer to four-year degree programs;
• Prepare for a two-year career program;
• Gain personal, social or professional enrichment; and
• Prepare for Certificate programs.

The student who pursues an Associate Degree will be able to:

• Read, write, and speak effectively
• Understand and appreciate the role of culture and the arts in both society and personal life
• Know the principles and be able to apply the methods of science
• Have mathematical and technological skills (especially computer skills) sufficient for personal and career need
• Know the principles and methods of the social sciences, and understand the basic social, political, and economic issues of the contemporary world
• Understand and appreciate both our common humanity and the diversity of cultures — historically, around the globe, and within contemporary America
• Be able to identify, define, and think critically about the issues that arise in daily life, both personally and professionally.
• Have the skills needed to work ethically and effectively with others
• Become a lifelong learner.

WAYS COUNTY COMMUNITY COLLEGE DISTRICT’S 2009-2014 STRATEGIC GOALS

The District has established the strategic goals listed below for District-Wide development and improvement as outlined in the 2009-14 strategic plan. The theme of this strategic plan is Leading WCCCD to Enduring Excellence through a Focus on Student Success and District-Wide Effectiveness.

Goal #1 - ADVANCEMENT OF THE OPEN DOOR OF EDUCATIONAL OPPORTUNITY

Expand its Open Door model by focusing on student access, diversity, equity, multicultural experiences, campus inclusiveness, and community engagement.

Goal #2 - EXPANSION OF COMMUNITY ENGAGEMENT

Serve as an active educational resource for problem-solving and economic development efforts at the community and state levels, and will enhance its engagement in national and international educational initiatives.

Goal #3 - ADVANCEMENT OF INSTRUCTIONAL INNOVATION

Advance curricular, co-curricular, and teaching/learning innovations in response to the dynamic needs of a diverse student body and changes in community and workforce educational needs.

Goal #4 - STRENGTHENING OF PROCESSES TO SUPPORT EFFECTIVE STUDENT LEARNING

Strengthen the assessment of student learning outcomes by increasing faculty and staff participation in (1) ongoing assessment of student learning outcomes at the course, program, discipline, and District levels, (2) analysis of student learning outcomes data, and (3) bringing about improvements in curricula, teaching and learning, and institutional practices based on the assessment data.

Goal #5 - DEVELOPMENT OF INSTITUTIONAL RESOURCES

Increase its capacity to meet changing student, business, and community educational needs through the advancement and sustainability of its human, financial, physical, and technological resources.

Goal #6 - ENHANCEMENT OF DISTRICT-WIDE CONTINUOUS SELF-EVALUATION AND SELF-IMPROVEMENT

Continue to enhance the measurement of its effectiveness in serving students, regional employers, and communities, and will increase the use of measurement data to inform decisions on continuous institutional improvement.

Goal #7 - ADVANCEMENT OF OPERATIONAL AND MANAGEMENT EXCELLENCE

Advance the process of continuously improving operational systems in all divisions and campuses of the district.

A BRIEF HISTORY OF WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WCCCD has completed more than 45 years of uninterrupted operation committed to the development and delivery of comprehensive educational services. Those living and working in the 32 cities and townships served by the District throughout the southeast Michigan region have enjoyed the benefits of high quality instructional programs, continuing education offerings, and community-based services.

The first operating budget was based on a $1,000,000 grant from the State of Michigan, as well as, a $300,000 stipend from New Detroit, Inc. and anticipated student tuition payments at that time. The new institution had no buildings or facilities of its own, but with the cooperation of local school boards, faith-based organizations and non-profits, classrooms were made available throughout the County of Wayne.

In the summer of 1969, the Board of Trustees directed staff to plan and begin operations for the first fall semester. Instructors were hired, curricula designed and the “College without Walls” opened its doors with an overwhelming response by community members.

In 1997, Wayne County Community College’s institutional name was changed to “Wayne County Community College District”, and the District’s CEO position title was changed from President to “Chancellor”.

Presently, the District’s five state-of-the-art campuses and University Center are located in industrial, suburban and metropolitan areas where a major share of Michigan’s technical and skilled occupations are located. Because of the diversity of its service areas, WCCCD places a strong emphasis on occupational and career programs and traditional college and university transfer programs.

In the following year. In 1984, the number of trustees increased to nine (9).

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THE STUDENT BODY

The Wayne County Community College District practices an “open door” admission policy, and provides an educational experience to students who desire the opportunity. The District has a rich and diverse student population; approximately 70% are women and more than 50% are members of minority groups. While some 90% are Michigan residents, citizens from more than 30 countries are also enrolled in programs of study at the District. Nearly 70% of all WCCCD students attend part-time.

The student body is reflective of the diverse constituency served by the District. Approximately 70% of the student body receives financial aid or participates in work-study. Approximately 70% of the student body receives financial aid or participates in work-study programs. Each semester, more than 300 veteran students also take advantage of the G.I. Bill.

Each year, the District graduates more than 1,000 students. While a majority of students are enrolled in two-year transfer programs, the District has expanded career/technical course offerings to meet the demands of new and emerging technologies. Currently one-third of the College’s enrollment is in career occupations. Many will continue their education at four-year institutions, while others focus on terminal degrees and professional certificates allowing entry into rewarding careers.

ALUMNI

Since its founding, graduates of the District have had a profound impact on the professional, political and economic development in Wayne County, the State of Michigan, the nation and world.

Our alumni hold positions as teachers, dentists, doctors, lawyers, entrepreneurs, journalists, nurses, corporate business professionals, law enforcement officers, administrators, elected officials and a variety of other positions in professional and technical areas. The District has graduated more than 31,000 students, and approximately 551,000 have furthered their careers or enriched their lives through continuing education programs offerings.

ENROLLMENT MANAGEMENT, STUDENT SERVICES AND ACADEMIC POLICIES

ADMISSIONS

Admission Procedures for New Students

Admission to Wayne County Community College District is “open door” and automatic for those who are 18 or older. Admission to specific programs is not automatic. New students are required to complete an Application for Admission and complete an online orientation. Students are encouraged to apply for admission online at www.wcccd.edu. Those who have attended other post-secondary institutions should have all previous academic credentials (transcripts) forwarded to the District Records Office.

After completing an application and the COMPASS assessment, students will meet with an academic advisor to discuss their educational goals and select appropriate courses. Upon registration for any academic class students will automatically be provided with a WCCCD student e-mail account. Students can access their email by logging into their WebGate account at https://webgate.wcccd.edu and clicking on View Your WCCCD email Address under Main Menu. All official college communication to students will come through WCCCD student e-mail account. WCCCD students will automatically be provided with a WCCCD student e-mail account. Students can access their email by logging into their WebGate account at https://webgate.wcccd.edu and clicking on View Your WCCCD email Address under Main Menu.

Students who have a bachelor’s or graduate degree are not required to take a placement test to enroll.

Transfer Students

Students transferring to Wayne County Community College District from other colleges or universities who wish to have credit transferred to their WCCCD record should request the previous institution to forward official copies of their transcripts to the District Records Office. Generally, credit earned from regionally accredited institutions and from all publicly supported junior and community colleges is acceptable if earned with a grade of “C” or better and is appropriate to the student’s program of study. Transfer students are also encouraged to apply online at www.wcccd.edu. Students who have a bachelor’s or graduate degree are not required to take a placement test to enroll.

Former Students (Returning)

A returning student is an individual who has not attended the District for the last two years. All students in this category must complete an application for re-admission. All students re-admitted to the District after missing four or more regular semesters or two years will be responsible for the curricula and regulations published in the current catalog and other official publications which are in effect at the time of their re-admission.
Program Admission
Certain programs at the District have prerequisite courses and other criteria required for admission. In addition to meeting the official admissions/registration requirements, students are required to apply for official program admission to their program of study. Students must complete an official Program Admission Form that may be obtained from the Student Services Office, the Office of Admissions and Records or from the Campus Academic Officer. Program admission is required for technical degrees and certificate programs.

PLEASE NOTE: All students re-admitted to the District after missing two years will be responsible for the curricula and regulations published in the current Catalog and other official publications which are in effect at the time of their re-admission. In certain cases, dates of program admission may take precedence over dates of college admission for purpose of meeting program requirements for graduation.

International Students
Wayne County Community College District encourages applicants for admission from qualified persons around the world and values the diversity that international students bring to campus. A vibrant international student population translates to a stronger multicultural experience for all students.

The District is authorized under Federal law to enroll non-immigrant alien students on the “F-1” student visa. Wayne County Community College District follows requirements forth by the United States Department of Homeland Security. Each requirement must be satisfied before admission as an International Student is considered. International applicants should visit the website for application deadlines and a list of credentials needed for a complete application to be considered at: www.wcccd.edu/students/inter_admission.htm

Senior Citizens
Citizens who are residents of the district and 60 years of age or older may enroll in academic classes at Wayne County Community College District tuition-free. Senior Citizen Tuition Waivers will be granted on a seat-availability basis in regularly scheduled academic classes. Continuing Education classes or classes leading to Continuing Education Certificates are not included in this tuition waiver. Although student activity fees shall be waived for senior citizens, they are responsible for all other fees such as the cost of books and class supplies. Senior citizen students are expected to adhere to the same academic standards, rules and regulations that are in place for other students. Proof of age and residency is required at the time of registration.

Native American Students
Free tuition is available to eligible Native American students. Students, however, are responsible for all fees, books and class supplies. Students claiming this exemption must present appropriate documentation at the time of enrollment. For more information visit the Office of Admissions & Records at your campus.

Michigan Community College Virtual Learning Collaborative
The Michigan Community College Virtual Learning Collaborative (MCCVLC), among Michigan’s community colleges, Wayne County Community College District is a member of the MCCVLC. The MCCVLC is designed to allow current Michigan community college students to take courses from other member colleges while still receiving support services and maintaining their academic record at the designated home college.

For further information please visit vccampus.mccvlc.org/

Student Assessment
First-time students with intent to pursue a degree or certificate must be assessed for skills in reading, writing, and mathematics prior to registering for classes. Students may be exempt from placement testing and orientation for up to 9 credit hours for personal interest. The assessment used is COMPASS and the process takes approximately two hours to complete. If a student has attended another college or university they may be exempt from assessment testing. All Dual/Concurrent Enrollment students registering for Math or English courses must take the COMPASS Assessment test. Official transcripts must be submitted proving that certain courses in English, writing, and mathematics have been completed.

The results of your assessment testing do not affect your admission to WCCCD. Students who meet the “open door” admission requirements are automatically admitted to the college. However, the results of your assessment testing will be used by the District to assure that you are placed in courses appropriate for your skill level, particularly in English and mathematics.

To arrange for the COMPASS assessment, contact the Student Services Office at the campus of your choice. Please plan to stay at least two hours for your testing session. It is suggested that you prepare for assessment prior to your test day. The Student Services Office can provide you with sample test questions and practice tests to help you prepare. Please bring a photo ID when testing. Students are encouraged to call the campus to confirm the testing schedule.

Assessment Requirements and Institutional Priorities
WCCCD is committed to creating a holistic learner-centered environment in which students, faculty, and administrators collaborate to improve student learning. To that end, WCCCD focuses on (1) assessing the degree to which students achieve their stated goals and learning outcomes for courses, programs, and disciplines and (2) sharing assessment results among students, faculty members, and administrators to inform decisions regarding the improvement of student learning, teaching, curricula, and institutional practices.

English as a Second Language Testing (ESL)
Once admitted to Wayne County Community College District, students with limited English proficiency will be assessed using the COMPASS Test. This service is limited only to students who have applied and been accepted by the College. Results from the Compass Test will be used by District staff to assist students with placement in courses that are appropriate to the student’s skill level.

Program Testing
The Office of Career Planning and Placement administers a number of assessment services for students, faculty, advisors and staff. Testing services include:

- Test of Essential Academic Skills (TEAS): administered for all students applying for admission to the Nursing program.
- Health Occupations Basic Entrance Test (HOBET): administered for the Allied Health programs. The results of this assessment are used depending on the program, and for admissions or advisory purposes. Testing registration packets for the TEAS and HOBET are available from the Student Services department on each campus.
Academic Advisement and Guidance Services
Each campus is staffed with advisors and support staff who provide advising services as an integral part of the instructional process. As well, advisors are available in many locations. In assisting students to achieve their academic greatest potential, our advisors and other staff are committed to an effective entry-exit college experience. Services provided include:

- Educational guidance
- Academic advising
- College transfer information
- Scholarship information
- Personal/social/career advising

Jointly, advisement staff and the student may develop a plan which gives a student the opportunity to gain competencies in:

- Program selection
- Goal setting
- Career focus
- Stress management
- Time management

Financial Aid
Students must complete the Free Application for Federal Student Aid (FAFSA), online at www.fafsa.gov, each academic year to be considered for any type of Financial Aid.

Financial Aid is available to those who qualify. Students are encouraged to apply as early as January 2nd of each calendar year.

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. A student meets this requirement if they have a high school diploma; completed secondary level homeschooling in accordance with State laws; or a General Education Development (GED) certificate. Please visit the financial aid web site at www.wcccd.edu for additional information on eligibility. Student financial aid funds are made available only for the purposes directly related to Wayne County Community College District’s educational expenses. The use of these funds for any other purposes may jeopardize your eligibility to continue to receive these benefits.

The District Financial Aid Office has the right to review, adjust or cancel the financial aid award at any time due to notification from the U.S. Department of Education, a change in the student’s FAFSA, financial, marital or academic status, or because of adjustments (changes) in federal or state regulations, funding or computational errors. Students may accept any number of awards or other financial assistance from public or private sources or both. However, the total assistance may not exceed the cost of attendance.

Information is also available on the following websites:
- Wayne County Community College District: www.wcccd.edu

The types of financial assistance include the following:

- Federal Pell Grant
- Teacher Education Assistance for College and Higher Education Grant (TEACH)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study
- Federal Stafford Student Loan
- Iraq and Afghanistan Service Grant

The terms and conditions for each type of financial assistance are available online by clicking on the Financial Aid tab on the District’s website at www.wcccd.edu. A student may decline all or any portion of a financial aid award in writing.

Financial Aid Satisfactory Academic Progress Policy
In order to receive Federal Financial Aid, regulations require that all students make continued progress in their educational program. This requirement is called Satisfactory Academic Progress and will be monitored by the District Financial Aid Office. In accordance with Federal Regulations the District Financial Aid Office’s policy will be to evaluate Satisfactory Academic Progress each academic year.

At each evaluation, a student’s progress will be measured on the following elements:

Qualitative Requirement
Cumulative GPA Requirement
The District Financial Aid Office will review the qualitative progress after each academic year. In order to continue to receive financial aid, a student must maintain a cumulative GPA of at least 2.0.

Quantitative Requirements
Maximum Timeframe:
Students must complete an undergraduate or eligible certificate program of study within 150% of the published credit hours required to complete the program. If the program requires 60 credit hours for completion, the maximum timeframe is 90. If the program requires 44 credit hours, the maximum time frame is 66 credit hours.

Pace of Progression:
Students must complete an undergraduate or eligible certificate program of study within 150% of the published credit hours required to complete the program. If the program requires 60 credit hours for completion, the maximum timeframe is 90. If the program requires 44 credit hours, the maximum time frame is 66 credit hours.

Students who lose their financial aid eligibility may have the option of submitting a SAP Appeal for review by the SAP Committee for consideration for approval and reinstatement of aid eligibility. The SAP Committee considers the student’s written appeal, supporting documentation, and federal regulations when making their determination. Please see the financial aid web site at www.wcccd.edu for additional information on filing an appeal as well as accessing the online form.

If the appeal is approved, the student may be granted probation for one semester. Some students may be required to follow an academic plan to ensure program progression. That plan will be reviewed after each semester. Financial aid eligibility is terminated for students who did not satisfy their probationary term or fulfill their academic plan.

All SAP decisions are sent to students’ WCCCD email accounts and posted to WebGate.

Regaining Eligibility
Students who lose their financial aid eligibility because they fail to meet satisfactory academic progress will regain eligibility when it is determined that they are again meeting both the qualitative and quantitative standards. They are
responsible for the payment of tuition and fees until financial aid eligibility is regained. When satisfactory academic progress standards are met, eligibility is regained for subsequent terms of enrollment.

Developmental Courses
Repeated and developmental courses are added into credits attempted and are used in the calculation of attempted credits versus completed credits. Up to 30 credits of combined developmental and ESL courses can be funded with federal student aid.

Pell Grant Lifetime Eligibility
The Higher Education Opportunity Act limits the period of time a student may receive a Pell Grant to 12 FULL TIME semesters or the equivalent. This provision applies to all Federal Pell Grant eligible students effective with the 2012-13 award year. The calculation of the duration of a student’s eligibility will include all years of the student’s receipt of Federal Pell Grant funding.

Financial Aid for Repeated Courses
The Financial Aid Office is required by the U.S. Department of Education to monitor and adjust a student’s enrollment level for Title IV aid if, or when, they repeat course work for credit that they have already earned. Students can retake and receive federal aid if they previously failed a course, but can only receive financial aid twice for a course that has been passed. A passing grade is defined as D or better. Please note that the repeat course policy for financial aid is separate from institutional academic policies regarding repeat courses. The financial aid policy allows a student to receive financial aid under the following situations:

• To repeat any failed course until a passing grade is received.
• To repeat one time any course in which a passing grade was previously received.

Please Note: Regardless of the outcome, courses are not eligible to be covered by financial aid after a 2nd attempt has been made in a course that has, at any time, previously earned a passing grade.

Veteran Affairs
The Veteran Affairs office is located in the District Records Office, 801 W. Fort, Detroit, MI 48226 or www.wcccd.edu.

The main purpose of Veteran Affairs is to certify enrollment of those veterans and dependents that are using their educational benefits. The staff is a liaison between the Department of Veterans Affairs and Wayne County Community College District. The staff assists the veteran in filling out forms, explaining the various degree programs the District has to offer and directing the student to the various academic departments for advising and ongoing support services.

The Department of Veteran Affairs requires that all recipients of veteran educational benefits make progress toward their stated academic degree. Therefore, all veterans receiving benefits must maintain an accumulated grade point average (GPA) of 2.0 to remain eligible for Veterans Administration benefits. A veteran who allows his or her accumulated GPA to fall below 2.0 will be placed on probation. A veteran will be allowed two semesters to bring his or her accumulated GPA to 2.0 or higher. If the veteran fails to do so, the Department of Veteran Affairs will be notified of his or her unsatisfactory progress.

A signed statement acknowledging these requirements will be required from each veteran student at the beginning of each enrollment period.

Registration
There are specific registration procedures for new students, former students and for students who are currently enrolled. A detailed description of the enrollment and registration procedures is published in the Schedule of Classes which is available at www.wcccd.edu and at all WCCCD locations prior to each registration period.

Residency
Students residing within the District service area at the time of registration will be charged resident tuition rates. The District is defined as all of Wayne County with the exception of the following cities and townships: Dearborn, part of Dearborn Heights, Garden City, Highland Park, Livonia, Northville, Plymouth and part of Canton Township. Residency can be verified by voter registration card, driver’s license, tax or rent receipts, or state identification card.

Residency is established at time of registration. Wayne County Community College District reserves the right to make final decisions on residency eligibility.

Special Residency
Children of deceased, 100% disabled, or missing Michigan veterans, between the ages of 16 and 22 and who are state resident for 12 months, per the State of Michigan statutes, may receive free tuition and fees for 36 months at State-supported colleges.

Change of Name or Address
A student who changes his or her name or address at any time after registration must immediately report such a change to the Office of Admissions and complete a change of data form. A veteran who changes address after certification must also report such a change to the District Student Services Division.

Deferred Tuition Plan
A minimum payment of 65% of all tuition and fees must be paid at the time of registration.

Outstanding Balances
Outstanding balances that are not paid in full on or before the published due date will be placed on Financial Hold and charged a default fee. All student accounts remaining delinquent at the end of the semester (please refer to the District calendar for specific date) will be charged an additional semester delinquency fee. All refunds will be applied to the student’s account. Students who cancel or withdraw from classes after all refund periods have ended will be charged prior to receiving a refund.

*Refer to the current Academic Schedule for fees.

Payment by Check
Personal checks must be drawn on a bank in Michigan and must have a preprinted name and account number on them. If the writer of the check is a person other than the student, the student must present the writer’s ID. The student must have adequate picture identification and endorse the check. Any one of the following identification is accepted: driver’s license, military service ID, employment picture ID card, state picture ID card or passport.

Paymen of Tuition and Fees
All tuition, fees and deposits are due at the time of registration. Students that choose the deferred tuition payment plan must pay a minimum of 65% of total tuition and fee(s) for the current term. Payments may be made by money order, check, debit card, Visa, MasterCard, Discover Card, American Express or ATM debit card. *Refer to the current Academic Schedule for fees.

Wayne County Community District reserves the right to cancel the registration of any student who does not make required tuition and fees payment within the specified timeframe.

Cashless Registration Process
The District does not accept cash. Students may opt to pay by money order, check, debit card, Visa, MasterCard, Discover, American Express. Online payment is also available. The District bookstores provide money orders for a nominal fee. It is recommended that the student review the cost of tuition and fees in the schedule of classes or online before registering. Where applicable, please remember to consider the fees for student activities, labs, admissions and registration when calculating tuition costs.

NOTE: All returning students who have an outstanding balance must pay 100% of their outstanding balance.
Returned Check Policy
Students are liable for all amounts pertaining to any bank rejected checks, which includes but is not necessarily limited to the following:
- The amount of the rejected check
- A District service fee* for NSF (bad check) processing
- A deferred fee*
- Charges assessed by the external check guarantee company utilized by the district.
*Refer to the current Academic Schedule for fees.

ALL CHECKS WRITTEN TO THE DISTRICT ARE VERIFIED BY AN EXTERNAL CHECK GUARANTEE AGENCY. ALL RETURNED CHECKS ARE SUBJECT TO THE AGENCY’S COLLECTION FEES.

STOP PAYMENT OF CHECK DOES NOT INITIATE CANCELLATION OF CLASSES. YOU MUST OFFICIALLY WITHDRAW FROM YOUR CLASSES BY COMPLETING AN ADD/DROP FORM.

Important Registration Information
You are officially registered when the registration staff enters your classes into the registration system or once you click the “submit” button for those registering online. You are responsible for all tuition and fees incurred including the non-refundable registration fee. You must pay at least 65% of your tuition and fees at the time of registration. You must officially withdraw from your class(es) within the refund period to be eligible for any refund. The unpaid balance of tuition and fees is still due when you drop a course after the refund period ends. Therefore, any course dropped after the 50% refund period must be paid for in FULL.

Disclaimer
The schedule of classes is for information only and does not constitute a contract. The District reserves the right to modify or alter without notice all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete, without notice, any course offering or information contained in the schedule.

WCCCD reserves the right to assign instructional staff and to eliminate, cancel, phase out or reduce course sizes and/or programs for financial, curricular or programmatic reasons.

Auditing Classes
Students desiring to audit courses for which credit is not available must indicate “auditor” on the Registration Form for the appropriate classes prior to registering. Students auditing courses pay regular tuition and fees. Credit is not given for an audited course, nor may a change to credit status be made after the student has registered to audit a course. Students who wish to change from credit status to audit status in a course must do so before the class begins. The course included on the official transcript as an audit and denoted by the letter V Auditing a course can only be done during walk-in registration. Students must complete a registration form in order to audit a course.

Repeating Courses
Students may not repeat for credit any course for which they have earned a “C” or better. Exceptions may be made in special circumstances at the discretion of the Vice-Chancellor or his/her designee. Students have an opportunity to repeat completed courses (for no additional credit) in which they would like to improve their grade point average three times after the initial enrollment. If a class is repeated, each grade received will remain on the transcript, but the highest grade awarded will be used in calculating the grade point average.

Adding or Dropping Classes
Students may add or drop classes through the registration period. Please consult the current Schedule of Classes for applicable add/drop dates. Students desiring to add/drop classes may do so online through Webgate or at the main office and process the appropriate form in the office of records/registrar at the campus of their choice. Classes dropped after the refund period will be reflected as a “W” grade on the student transcript.

Withdrawing from Classes
Officially withdrawing from classes may entitle students to full or partial refunds. For more information, refer to the current Academic Schedule book.

Refunds
Classes cancelled by the District will result in a 100% refund. The District reserves the right to cancel classes. The District will attempt to notify students whose classes are cancelled. Students substituting another course must process a drop/add form as soon as possible without additional charge for the added class. If students do not wish to substitute another course, a refund is automatic and there is no need to process a drop/add form. The refund will be mailed to the student approximately 3-5 weeks after the first day of the semester. There is no refund for health reasons. Classes dropped by the student after the refund deadlines will result in “no refund.”

Tuition, student activity fees, technology fee, and all course designated fees are refundable within the deadline requirements. However, registration, drop/add and deferred fees are not refundable unless the District cancels one or all of a student’s classes.

Military Refund Policy
A student belonging to the Armed Forces or the Michigan National Guard who is called to active duty will be allowed to withdraw from classes without penalty and receive a 100% refund of the student’s tuition and fees provided the student has not completed the course(s) for which the student is seeking a refund.

Career Planning and Placement
The Career Planning and Placement Office offer students and graduates an opportunity to explore employment opportunities in conjunction with their educational and personal goals. Professional staff is available at each campus to provide a variety of employment related services.

Students and graduates may explore career options using such resources as the Michigan Occupational Information System (MOIS), a statewide information system which provides detailed occupational information and related education and training data. Students and graduates receive assistance in preparing resumes, cover-letters, and improving their interviewing skills through the use of employability development software programs located at Campus Career Planning and Placement Offices. Referrals are made to testing and counseling services where students can receive assistance in identifying interests, aptitudes, and abilities; relating to career choices. As a member of the Community College District Employment Network, each campus has access to a computerized job sharing, job posting, and record keeping system. WCCCD subscribes to a leading recruitment website, College Central Network. Through this site, students can view jobs posted locally and nationally, and also post, update and forward their resume.

Student Activities
The Office of Student Activities coordinates a variety of programs and services intended to enhance the educational purpose and philosophy of the District. Formal education is only one facet of a student’s total educational experience while attending Wayne County Community College District. With this in mind, participation in student activities encourages and challenges students to get involved in other facets of the District community by planning or participating in student organizations and activities. The educational opportunities, development of leadership, social and interpersonal skills, personal satisfaction and enjoyment gained from participating in student activities will make the personal investment well worth the effort.

Each campus has recreational, social, and family student activities. This may include guest speakers and special events. The District’s Phi Theta Kappa International Honor Society recognizes students who have achieved academic excellence. Student activities at WCCCD are student driven. For information about specific student organizations
Class Attendance
Students are expected to attend all class sessions. When absence from class is unavoidable, it is the student’s responsibility to make arrangements for make-up work, and to determine if announcements relevant to the course were missed during the absence. Make-up work is permitted at the instructor’s discretion. Excessive absence may result in failure.

_Students may not bring children to class or leave them unattended at the campus._

**PLEASE NOTE:** Class attendance can only be monitored and verified by the instructor.

Final Examinations
Final examinations are held regularly at the end of each semester or session. Students are required to take the final examination at the time and place scheduled in order to receive credit for the course, unless otherwise indicated by the instructor.

Grading System
The following is the grading system used at Wayne County Community College District. All courses in which the student enrolls and earns grades are recorded on the official transcript. Grade points are used to measure a student’s academic achievement for the total number of credit hours attempted. Final course grades are accessible online by the third business day following the end of the semester through WebGate.

### Grade Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>Failure to complete course requirements satisfactorily</td>
</tr>
</tbody>
</table>

Transcript Codes

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
</tr>
<tr>
<td>CFE</td>
</tr>
<tr>
<td>AP</td>
</tr>
<tr>
<td>P</td>
</tr>
</tbody>
</table>

V | Audit: Students visiting or auditing a course must declare this option when registering. Veteran and financial aid students are not eligible to audit |

W** | Withdrawal: Withdrawal by the student during the first half of the semester. |

XW | Walk-away status: Attended at least 1 class during the first third of the semester and failed to withdraw during the remaining two-thirds of the semester. |

** Note: While NEITHER GRADES XW, W ARE CALCULATED AS PART OF THE OFFICIAL GRADE POINT AVERAGE, they are counted in determining satisfactory progress for students receiving financial aid and continuing eligibility.

**I** | Incomplete: The awarding of an incomplete “I” grade to complete that course by the end of two consecutive terms after the term in which the “I” grade was given. The student is charged with the responsibility of completing the course requirements within the two consecutive-term time limit. Failure to complete the course within the two consecutive-term time limit shall result in a grade of “E” replacing the “I” grade. Students should not register a second time for a course in which they have an outstanding “I” grade. An “Incomplete” grade is given only when an unforeseen emergency prevents the student from completing the work in a course and is given at the discretion of the instructor. |

**W** | Withdrawal: Withdrawal by the student during the first half of the semester. |

### Grade Point Average (GPA)

The grade point average is calculated by multiplying the grade points by credit hours attempted. The cumulative grade point average is the total number of grade points earned divided by the total number of credit hours attempted. Attempted credit hours include “E” grades, even though grade points are not earned. THE HIGHEST GRADE IS USED TO CALCULATE GRADE POINTS FOR ANY REPEATED CLASS.

#### Example:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Grade Points</th>
<th>Grade Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
<td>2 x 3 x 6</td>
<td>12</td>
</tr>
<tr>
<td>Biology</td>
<td>12</td>
<td>3 x 4 x 12</td>
<td>36</td>
</tr>
<tr>
<td>Psychology</td>
<td>12</td>
<td>0 x 3 x 0</td>
<td>0</td>
</tr>
<tr>
<td>Political Science</td>
<td>13</td>
<td>4 x 3 x 12</td>
<td>36</td>
</tr>
</tbody>
</table>

Equation: 

\[
\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit Hours}}
\]

\[
\text{GPA} = \frac{12 + 36 + 0 + 36}{30} = 2.31
\]

30 grade points / 13 credit hours attempted **Equals 2.31 GPA**
Standards of Academic Progress
The Board of Trustees of Wayne County Community College District hereby authorizes the Chancellor to develop and promulgate standards for admission to and satisfactory progress in academic programs which vary from the general admissions and progress standards now in force. The Chancellor shall ensure that any such standards are appropriately published and communicated to students affected. In addition, the administration shall clarify to students that the General Standards for Admission and Satisfactory Progress already in force shall be applicable to all students unless separate standards have been promulgated for specific academic programs.

It is hereby policy that requirements for graduation include a cumulative GPA of 2.0 or higher. No degree will be granted to any student who has less than a 2.0 cumulative GPA.

The District maintains that all students should make continued progress toward an educational goal. In an effort to assist students, the following standards of academic progress have been established:

- Good Standing: A student maintaining a 2.0 or above cumulative GPA.
- Total credits utilized in computing the cumulative GPA will not include:
  - Credit for classes which have been repeated. The lower grade will not be used in determining the GPA.
  - Classes with a grade of CR, CRE or V and withdrawals (W, WX).
  - Probationary Status: A student who has a cumulative GPA below 2.0 is placed on probationary status. A student is notified of probationary status on the semester grade report. When a student is placed on probation, the following steps must be followed:
    - The student will be assigned an academic advisor for prescriptive assessments and the determination of the appropriate courses to pursue in the future. Note: It will be the student’s responsibility to contact the advisor to schedule an appointment.
    - A probationary student may not elect more than nine (9) credit hours for the fall/spring semesters; six (6) credit hours in the summer unless that student has the written authorization of the advisor.
    - The student must schedule regular meetings with an academic advisor during the academic probationary period.
- Continued Probationary Status: A student is placed on continued probationary status when the student’s GPA for a semester is 2.0 but the cumulative GPA remains below 2.0.
- Exclusion: If a student maintains a cumulative GPA of less than 2.0 for three consecutive semesters, the student may be excluded from future enrollment at the District for one semester. Re-entry is not automatic. A student may apply for re-entry through a campus Office of Admissions.

Appeal of Grades
A student who believes that a grade has been awarded unfairly or incorrectly should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the dispute. If the matter is not resolved to the student’s satisfaction, the student may appeal the grade to the campus Chief Academic Officer at the location where the course was taken.

The student will be advised of the appeal process, which includes a written statement from the student and the instructor’s written response. Grade appeals must be filed within 90 days of the conclusion of the semester or session during which the student was enrolled in the course where the challenged practice occurred.

Student Complaints
Students who have a complaint concerning a course, an instructor or other staff should discuss the problem with the instructor or staff person first. If the student is still dissatisfied after this discussion, student should complete a formal, written inquiry/complaint form, available in the student services office at the campus of choice. Refer to the Student Code of Conduct in the WCCCD Student Handbook.

Credit for Pre-College Learning
Wayne County Community College District recognizes that many of our students come to us with a wealth of learning which was achieved through experiences outside a college classroom. The District sponsors several programs which are directed toward helping students convert those learning experiences into college credit that may be applied toward a certificate or degree. These include the Articulation Program, Credit by Examination, the College Level Examination, Credit for Experiential Learning and Credit for Specialized Experience. Contact the Campus Admissions Office.

Articulation Programs
High Schools
High School articulation agreements are cooperatively planned and operated by the District and several secondary schools. Students who graduate from a participating school’s career and technical preparation program may be eligible to receive college credit for competencies successfully completed in high school.

Colleges/Universities
The purpose of college/university articulation agreements is to allow students to complete an associate degree program, or in some cases, a certificate program, and transfer to a related bachelor’s degree program with minimum loss of credit and duplication of coursework. Every articulation agreement describes the specific courses to be taken at WCCCD in order to complete the associate degree at WCCCD and successfully matriculate into a four year college or university program of study.

Credit by Examination
Upon the recommendation of the Chief Academic Officer, credit may be earned for some courses in the current catalog through special examination. Credit earned in this manner will satisfy degree and certificate requirements. An academic officer can provide students with the direction and the forms necessary to apply for credit by examination.

College Level Examination Program (CLEP)
The CLEP test is based on the premise that individuals acquire knowledge informally throughout their lives. The test allows them to convert this knowledge into college credit. This opportunity may be particularly useful to the occupational career student, adult student, and the student who did not graduate from high school but who has acquired some special expertise.

There are two types of CLEP tests available: the General Examinations, which measure knowledge in basic liberal arts areas (English composition, humanities, mathematics, and social science/history), and the Subject Examinations, which measure achievement in 37 specific college courses. When prior college credit has been earned on a formal basis in the subject area, no CLEP credit will be allowed. Credit is granted for tests with scores which rank at the 50th percentile or higher based on sophomore norms presented in tables of percentile ranks provided by the College Entrance Examination Board, which developed and standardized the CLEP test.

A maximum of one year of credit (30) credit hours may be allowed for pre-college learning. This credit will apply toward WCCCD degrees and certificates. Most examinations are given each month and may be taken by WCCCD
Credit for Experiential Learning
If you wish to receive credit for learning you have achieved through experience but do not wish to use the CLEP or Credit by Examination programs, you may take advantage of our experiential learning program. To do this, you prepare a portfolio which includes the following information:

1. Courses for which you want to receive credit
2. Learning goals that you have achieved
3. Documentation of the achievement of the learning goals

This portfolio is then reviewed by faculty to determine if credit may be awarded. Several things about experiential learning are important to understand as students consider using this opportunity to earn credit. First, credit is granted for learning achieved from experience, not for the experience itself. In developing the portfolio, students will need to demonstrate that their experiences have helped them gain both theoretical and practical knowledge at the same level as they would have achieved by taking the course. Second, the process of developing a successful portfolio is as time consuming as the normal tuition for the courses in addition to the processing fees.

Credit for Specialized Experience
Wayne County Community College District will grant four credit hours of credit, without fee payment, for Fire Academy, Police Academy, military, conscientious objector, Peace Corps, or Volunteers in Service to America (VISTA) service and experience, subject to the following stipulations:
1. Credit will be granted only for one of these training or service experiences.
2. Credit for military service will be granted only for active duty service of one year or more.
3. Credit for Fire and Police Academy experience will be granted only after completion of academy training, and one year of active duty with a public fire protection or law enforcement agency.
4. Credit for Peace Corps and VISTA experience will be granted only after completion of the appropriate tour of duty.
5. Credit for conscientious objector service will be granted only for those objectors who rendered service to the community as a result of their legally determined conscientious objector status.
6. This credit will not satisfy any part of the 15 credits at WCCCD required for graduation.
7. This credit is general elective credit and does not apply toward the fulfillment of any general education requirement for a degree.
8. This credit will be recorded on the student’s academic record, without grade, as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE 999</td>
<td>Conscientious Objector Service</td>
<td>4 credits</td>
</tr>
<tr>
<td>EMS 999</td>
<td>Emergency Medical Training</td>
<td>4 credits</td>
</tr>
<tr>
<td>FAE 999</td>
<td>Fire Academy Experience</td>
<td>4 credits</td>
</tr>
<tr>
<td>MSE 999</td>
<td>Military Service Experience</td>
<td>4 credits</td>
</tr>
<tr>
<td>PAE 999</td>
<td>Police Academy Experience</td>
<td>4 credits</td>
</tr>
<tr>
<td>PCE 999</td>
<td>Peace Corps Experience</td>
<td>4 credits</td>
</tr>
<tr>
<td>VSE 999</td>
<td>VISTA Experience</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

9. To obtain this credit, students must meet the following criteria:
   a. Be currently registered or have earned credit for at least one WCCCD credited course
   b. Present official certificates to the Registrar attesting to the Fire Academy training (diploma or other official verification); military service (DD 214 preferred); or Peace Corps, VISTA, Police Academy, or Emergency Medical Training experience. Contact 313-496-2862 for further information.

Transfer College Information
Planning for Transfer
Many students attending WCCCD are beginning a journey toward a bachelor’s degree program, taking their freshman and sophomore level requirements here while planning to transfer to a senior college or university. Many students will choose to obtain an associate degree prior to transfer to their chosen senior institution.

Getting an associate degree is encouraged because it equips students with a marketable degree in a specific discipline. Some tips that will ensure that you make an easy transition from the community college to the university setting include:

- Begin planning early – meet with a WCCCD academic advisor to explore senior colleges and universities.
- Once you have selected a transfer institution, make contact with an advisor at that school as well.
- Make certain you understand the freshman and sophomore level requirements of your chosen university.
- If you are uncertain about where to attend upon completing your program at WCCCD, explore college web sites, write for information about programs you are interested in, and/or plan a trip to one or more colleges to become familiar with their environment, faculty and programs.

WCCCD hosts “College Night” programs where representatives from senior colleges and universities will be on-site to speak with students. Plan to attend one of these events.

Transfer Support
The Office of Student Services on each campus can provide information about which WCCCD courses will transfer to universities in the area. It is the student’s responsibility to consult an academic advisor to plan a program of study based on the specific university and appropriate academic major. Academic advisors can help students select the right courses for transfers to a four-year institution or college.

MACRAO Transfer Student Agreement
Wayne County Community College District is a member of the Michigan Association of College Registrars and Admission Officers (MACRAO). Members of this association represent both two- and four-year colleges who have worked together to formulate a transfer student agreement.

The MACRAO transfer student agreement ensures that a student who completes the MACRAO Common Core courses at a participating two-year college will have satisfied general education requirements at the participating four-year college. The MACRAO Common Core of general courses includes the following:
- English Composition (6 credit hours)
- Natural Science/Mathematics (8 credit hours)
- Social Science (8 credit hours)
- Humanities (8 credit hours)

The Office of Student Services can provide information about which WCCCD courses will transfer to universities in the area. It is the student’s responsibility to consult an academic advisor to plan a program of study based on the specific university and appropriate academic major. Academic advisors can help students select the right courses for transfers to a four-year institution or college.

The MACRAO transfer student agreement ensures that a student who completes the MACRAO Common Core courses at a participating two-year college will have satisfied general education requirements at the participating four-year college. The MACRAO Common Core of general courses includes the following:
- English Composition (6 credit hours)
- Natural Science/Mathematics (8 credit hours)
- Social Science (8 credit hours)
- Humanities (8 credit hours)
The inclusion of specific courses within a given category is determined by WCCCD. In general, technical, vocational, development and enrichment courses will not be included in the MACRAO Common Core. Special circumstances may allow for select vocational course acceptance if agreed to by a participating four-year college.

It is important for students wishing to take advantage of this agreement to work closely with an advisor at any WCCCD campus to ensure that the courses they select fulfill the WCCCD general education requirements and are eligible for the MACRAO agreement.

• WCCCD, upon student request, will evaluate a student’s transcript for completion of the MACRAO Transfer Agreement. A “MACRAO Transfer Agreement Satisfied” endorsement will be placed on the student’s transcript if the MACRAO Common Core has been fulfilled.

• The four-year college will determine the transferability, equivalency, and applicability of the MACRAO Common Core courses in meeting additional baccalaureate requirements. No additional General Education Common Core courses will be required by the four-year college of any student who completes the associate of arts (A.A.) or associate of science (A.S.) degree. According to the requirements of the MACRAO agreement.

• Participating four-year colleges may require, of all students, additional graduation requirements beyond the 30 credit hours (45 quarter hours) satisfied by the MACRAO Common Core (i.e., competency, foreign languages, physical education, religion). Transfer students who complete the MACRAO Common Core will be expected to fulfill all graduation requirements.

• In order to benefit from the MACRAO Transfer Agreement, a student must be eligible for admission to a four-year college. The attainment of an A.A. or A.S. degree is desirable for most prospective transfer students. Individual objectives and circumstances are best considered by allowing each student flexibility to determine the time of transfer.

### Waiver of Program Requirements

When a student is preparing to register for the final semester of their program or degree and unable to complete the requirements because a course (1) has not been offered recently at any campus, and (2) is not offered for the upcoming semester or has been cancelled due to lack of enrollment, the student may petition the District to have the required course waived and a related course substituted. No course will be waived without the substitution of another course.

Petitions for a waiver of course requirement must be submitted within the first two weeks of the enrollment period for the semester in which the waiver is to apply, except in the case of cancelled classes. Students should go to the Campus Chief Academic Officer to initiate a petition to waive program requirements. Some program requirements are absolute and cannot be waived. Nothing in this policy shall be construed to create an obligation on the part of the District to waive any program requirements.

### Campus Presidents Honor List

Students completing 12 or more credits during the fall or spring semesters or 9 or more credits during the summer semester with a minimum grade point average of 3.5 are eligible to be recognized by the President of their respective campus.

### Graduation with Honors

Students who complete degree requirements with exceptionally high scholastic averages are eligible to receive degrees with honors. Those who have earned the following grade point averages are eligible to be graduated:

- 3.75-4.00 summa cum laude
- 3.50-3.74 magna cum laude
- 3.25-3.49 cum laude

In computing the grade point average, all courses taken (with the exception of developmental educational courses) at Wayne County Community College District are considered.

### Graduation

Students must adhere to the following graduation requirements:

1. Be officially admitted to the program or declare their major within the first 12 credit hours of coursework at the District.

Prior to the semester in which the students intend to graduate, they must:

2. Obtain and complete an application for graduation.

3. Submit the completed form to the appropriate advisor or program director for review.

4. Complete exit counseling at www.nslds.ed.gov (only for student loan recipients)

Students are expected to follow the program outlined in the catalog in effect at the time of admission to the college. After an enrollment break of two or more years, students must follow the program requirements of the catalog at the time of re-enrollment.
ACADEMIC SUPPORT AND DEGREE REQUIREMENTS

PLANNING YOUR PROGRAM OF STUDY

The most important thing to do to ensure your success at WCCCD is to carefully plan your progress through your program of study, whether that is several specific courses or an entire certificate or degree. This plan should include consideration of family or job commitments, as well as the College’s requirements and course offerings.

Student services staff are available on all campuses Monday through Friday, both day and evening, to help you in planning your program of study. In addition, faculty members, campus academic staff and student services staff are available to assist you in making sound academic decisions in your program of study.

These individuals are valuable resources and you should consult them any time you have a question. Students are encouraged to meet with an advisor each semester prior to registering.

CLASS SCHEDULING

The District strives to meet the scheduling needs of all students, whether they choose to study full-time, part-time, or less than part-time. Since earning a degree requires at least 60 academic credits, the length of time it takes to complete a degree depends on the number of credits a student successfully completes each semester.

Most WCCCD courses are three academic credits and require three hours of class time per week. Some courses require more academic credits and longer hours for laboratory and/or practicum assignments. Generally classes are in session 15 weeks for the fall and spring terms, and 12 or 7.5 weeks for summer terms. Fast-Track and other academic sessions may vary in duration. Courses are also offered through Distance Learning. Refer to the current Schedule of Classes for specific and up-to-date information on the time, day and campus location of offered courses or at www.wcccd.edu. This catalog suggests a sequence of courses you should follow to earn your degree if you are a full-time student. However, since many students are employed or have family responsibilities and other commitments, part-time study is available for the majority of programs. Contact the advising office at the campus of your choice for advice on selecting courses for part-time study.

FULL-TIME STUDY

Full-time study is 12 or more academic credit hours. To be successful, students are required to spend additional time each week (outside of class) in study and preparation.

PART-TIME STUDY

Part-time study is defined as 6-11 credit hours of study. Less than six (6) credit hours is not considered part-time. To be successful, students are required to spend additional time each week (outside of class) in study and preparation.

ACADEMIC SUPPORT SERVICES

Students are encouraged to meet regularly with their student services staff or advisors when entering WCCCD and throughout their stay at the District for assistance in educational planning and self-development. Advisors and other staff are available to assist students with educational, vocational and personal concerns. Individual and group experiences are available through a variety of District resources for students who wish to increase their effectiveness as learners and to improve their social skills.

LEARNING CENTERS

The District provides supportive services through its Learning Centers located at each campus. The centers provide academic skill building for individuals and groups. Each Learning Center houses a wide range of equipment and materials to address various levels of learning difficulties. Students can access learning assistance technologies to support academic success.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The ACCESS program provides students access to all District occupational, technical, and vocational programs. Students who are economically underserved, disabled, or limited English speaking are provided academic assistance, supportive services, and personal and career advisement. Each student is given the opportunity to realize his/her maximum potential which is achieved by formal and informal assessments.

Additionally, other specialized services are available based on academic or special needs of the student. Students who are eligible for supportive services are:

- Students with an academic or economic need.
- Students whose native language is other than English.
- Students who self disclose either a physical and/or cognitive disability must present written verification from a qualified physician, psychologist, psychiatrist or therapist. Documentation submitted for students with special needs is confidential and used solely for the purpose of assisting students in identifying and securing appropriate accommodations and service to enhance student’s success at WCCCD.

Each campus offers services to students with special needs. Contact the Learning Center at the campus of your choice for more information.

DEVELOPMENTAL EDUCATION

Developmental education coursework is designed to build upon existing skills in order to facilitate student success in the core curriculum at Wayne County Community College District. Developmental education courses are offered in writing, reading and mathematics for students needing review in these areas. The courses emphasize individual attention, personalized teaching, and learning in small support groups. Each course carries full college credit at WCCCD. Developmental education courses are not transferable to four-year institutions for academic credit. The Developmental Education courses that are offered are as follows:

- ENG 111 Introduction to Reading Skills
- ENG 112 Career and Technical Reading I
- ENG 113 Career and Technical Reading II
- ENG 114 Career and Technical Writing I
- ENG 115 Career and Technical Writing II
- MAT 100 Basic Mathematics
- MAT 105 Pre Algebra
- MAT 112 Elementary Algebra
- MAT 113 Intermediate Algebra

LEARNING RESOURCE CENTERS

Learning Resource Centers (LRC) are located at all campuses. Services in each of our Learning Resource Centers include: computers and photocopyers/printers, course reserves, inter-library loan, reference services, virtual chat reference help, access to an Online Public Access Catalog (OPAC), and circulation services for students, faculty, and staff. Students, faculty, and staff have access to library resources in electronic and hardcopy formats that were selected to support study, research and recreational reading. The general and reference collections are arranged by Library of Congress call numbers. The LRC’s also maintain a collection of scholarly journals, newspapers, and popular magazines. Other resources include multi-media equipment,
LEARNING RESOURCE CENTERS (cont.)

WCCCD is a member of the Detroit Area Library Network (DALNET), a multitype library and information network servicing the seven counties in the Southeast Michigan/Detroit Metropolitan area. The current DALNET members, along with WCCCD, are:

- Adam Cardinal Maida Alumni Library
- Arab American National Museum
- Beaumont Hospitals
- Botsford General Hospital
- Concordia University Ann Arbor
- Detroit Institute of Arts Library
- Detroit Medical Center
- Detroit Public Library
- John D. Dingell VA Medical Center
- Macomb Community College Library
- Marygrove College Library
- Marygrove College Library
- Mount Clemens Regional Medical Centers Library
- Oakland Community College Library
- Oakland County Law Library
- Rochester College
- The Henry Ford Benson Ford Research Center
- University of Detroit Mercy
- Walsh College Library
- Wayne State University

DALNET provides links to the information gateway, which include: access to DALNET member library catalogs, Digital Projects, access to health Information links, reciprocal borrowing agreements, access to research links, and DALNET news. DALNET also provides WCCCD libraries with access to a fully integrated library management system that is used to automate and manage library operations.

The WCCCD LRC web pages provide current information about the Learning Resource Centers. The web pages provide access to the library catalog; articles and databases including WCCCD licensed Full Text article databases; internet search links to search engines, internet guides, and links to online help with APA and MLA style; frequently asked questions; and library services for faculty, students, staff and community. WCCCD students, faculty and staff can search these resources from any college network-connected PC or remotely from home or any off campus location. WCCCD instructors may schedule Bibliographic Instruction Sessions, class assignments and instruction in the use of equipment with campus LRC Coordinators for their classes.

Students must have the WCCCD Student One Card (which is also the library card) to use printing machines and access other LRC resources and services. Community members may purchase a cash card for printing in the LRC’s.

Contact Information for the LRC’s are as follows:

- Downriver LRC  
  John Dingell Library  734-374-3228
- Downtown LRC  
  Arthur Cartwright Library  313-496-2358
- Eastern LRC  
  Joseph Young, Jr. Library  313-579-6911
- Northwest LRC  
  John Conyers, Jr. Library  313-943-4080
- Western LRC  
  William D. Ford Library  734-699-7008 ext. 5561

CONTINUING EDUCATION

The School of Continuing Education provides the District with quality services that foster personal enrichment and professional development for individuals and the community to upgrade skills thereby increasing competitiveness. Courses and workshops are offered to assist professionals in maintaining the mandatory continuing education requirements for certification and licensure. Programs are offered to enrich the intellectual, physical, and emotional aspects of an individual regardless of age. The District is committed to the design and delivery of innovative programs and courses that address the diverse needs of business and the community and contribute to the economic development of Wayne County. District goals are achieved through the successful delivery of non-credit programs for special target populations.

The Workforce Development component is comprised of the School of Continuing Education Workforce Development programs. These programs offer diversified, short-term skills training programs designed to provide individuals with the skills necessary for employment, skills upgrade, career advancement, certification/re-certification, and licensure. Some of the occupational-based programs include:

- Advanced computer technology
- Customer service training
- Advanced manufacturing
- Innovative training solutions
- Leadership development
- Measurable training results
- Performance improvement
- Safety and health training

Persons enrolling in Personal Enrichment and Leisure programs offered through the School of Continuing Education are able to enjoy a variety of programs intended for their personal growth and development, and/or the attainment of personal goals, i.e.: fitness and yoga courses, computer training, photography, gardening, cooking, music and dance.

The School of Continuing Education also provides children and youth with the opportunity to enroll in programs designed to assist them with the extra motivation necessary to do well in school, while creating a foundation for continuous life-skills building. Parents may enroll children in courses to strengthen academic and test-taking skills, nurture interests in dance, music, science, mathematics and art, discover new recreational skills or enhance existing ones.

Community members and organizations enroll in Continuing Education special guest lectures, seminars and workshops intended to address a specific need or topics of interest. Certain programs provide the flexibility of distance learning; allowing program participation online.

CORPORATE COLLEGE

The Corporate College provides customized training that assures the maximum outcome for a high-skilled and high-demand workforce. This service helps to energize business, industry, and professional corporations/organizations in today’s economic market.

Services are tailored to include the following:

- E-Learning and interactive classes
- Formative and summative evaluation
- Needs assessment and analysis
- Onsite training and support services
- Program and course design and delivery

The Corporate College provides affordable customized occupational training as well as educational and learning opportunities that meet individualized requirements of employers in a globalized marketplace. Management/leadership training, team building, process improvement, and front-end analysis programs are detailed specific to meet the needs of business and industry.
For more information concerning any of the District’s distance learning opportunities, please contact The Center for Distance Education at distancelearning@wcccd.edu.

CATALOG-IN-FORCE

Each student’s catalog-in-force for degree or certificate requirements is the College Catalog which is in effect when a student first enrolls in a credit course at Wayne County Community College District.

A student, who has been away from the College for four (4) or more regular semesters, or the last two (2) years, must complete an application for re-admission. Students will follow the Catalog-in-force requirements (degree or certificate program requirements) effective the term the student re-enrolls in credit courses.

DEGREE REQUIREMENTS

Requirements for All Degrees

Candidates applying for an associate degree at Wayne County Community College District must meet the following basic requirements:

- Complete at least 60 credit hours
- A minimum of 15 credits of program requirements at WCCCD
- PS 101 American Government (3 credits)
- Have a minimum grade point average of 2.0 upon completion.

Note: Students must complete a minimum of three (3) courses from the following areas of concentration:

- Anthropology
- Philosophy
- Economics
- Political Science
- English
- Psychology
- History
- Sociology
- Mathematics
- Speech

Total General Education Credits: 47 credits

Electives 25 credits

Associate of Arts Degree Program Total: 60 credits

Requirements for Specific Degrees

Associate of Arts (A.A.) Degree

The associate of arts (A.A.) degree is designed for students who plan to transfer to a four-year college or university for those who plan to earn a professional degree. Programs leading to the A.A. degree are designed for students who plan to major in such areas as English, humanities, or social sciences and for students who are preparing for professional programs in areas such as law, journalism, business administration, teaching, and computer information systems.

In order to receive the A.A. degree, students must:

1. Complete the “Requirements for All Degrees” as listed in each program
2. Complete the following academic group requirements:

General Education Courses:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 119 and ENG 120</td>
<td>6 credits</td>
</tr>
<tr>
<td>PS 101 - American Government</td>
<td>3 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>9 credits</td>
</tr>
<tr>
<td>Natural Science</td>
<td>8 credits</td>
</tr>
</tbody>
</table>

Note: Natural Science course must include a laboratory

Social Science | 9 credits |

Total General Education Credits: 47 credits

Electives 15 credits

Associate of Science Degree Program Total: 60 credits

In order to receive the A.S. degree, students must:

1. Complete the “Requirements for All Degrees” as listed in each program
2. Complete the following academic group requirements:

General Education Courses:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 119 and ENG 120</td>
<td>6 credits</td>
</tr>
<tr>
<td>PS 101 - American Government</td>
<td>3 credits</td>
</tr>
<tr>
<td>Humanities</td>
<td>9 credits</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>20 credits</td>
</tr>
<tr>
<td>Social Science</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

Total General Education Credits: 47 credits

Electives 15 credits

Associate of Science Degree Program Total: 60 credits

Note: Humanities, Natural Sciences and Social Science courses must be taken in more than one discipline.
Additional Associate Degrees:
A student who has received an associate degree from WCCCD may obtain an additional associate degree in another area. However, students should seek academic advising before pursuing an additional associate's degree. This provision is subject to the following stipulations:
- For each additional associate degree, a minimum of 15 semester credit hours must be completed at WCCCD. These credit hours may not repeat previously earned credit.
- All academic group requirements for the associate of arts or associate of science degree may be met by credit previously earned, or by credit additionally earned, or both.
- All courses required by any specific program must be completed.
- An associate of arts degree may be earned following an associate of science degree or vice versa. However, no additional degree will be granted in the same program in which the first degree was earned.
- An additional degree must be within a specific program if the first degree was not.
- Students must complete their last semester at WCCCD.
- Students may not receive a certificate and an associate degree in the same career program within the same semester.

Associate of Applied Science (A.A.S.) Degree:
This degree is designed to prepare students for immediate employment in specialized areas such as mechanical and engineering technologies, health, business and office technologies and human services.

The A.A.S. degree is usually considered for vocational technological and occupational fields leading directly to employment in such areas as nursing, criminal justice, aviation mechanics, child care, gerontology, mental health, addiction studies, drafting or computer technology. However, many WCCCD students with the A.A.S. degree transfer to four-year colleges to continue their education while working.

In order to receive the A.A.S. degree, students must:
1. Complete the “Requirements for All Degrees” as listed in each program
2. Refer to the specific A.A.S. degree program for the required program credits.
3. Adhere to the program course requirements for the specific A.A.S. degree desired

Associate of General Studies (A.G.S.) Degree:
This degree program helps students who plan to study a variety of areas without committing themselves to a specific field as they prepare for employment or additional academic work. In order to receive the A.G.S. degree, students must:
1. Complete the “Requirements for All Degrees” as listed in each program
2. Complete the following academic group requirements:
   *English . . . . . . . . . . . . . . . . . . . . . . . . .3 credits
   *select any one (1) course from ENG 111- ENG 115
   *ENG 119 . . . . . . . . . . . . . . . . . . . . . . . .3 credits
   *Humanities . . . . . . . . . . . . . . . . . . . . . . .3 credits
   *Mathematics . . . . . . . . . . . . . . . . . . . . . . .3 credits
   *Natural Science . . . . . . . . . . . . . . . . . . . . .3 credits
   *ANT 153, DT 130 OR any course from AST, BIO, GEL, CHM, PHY
   *PS 101 - American Government . . . . . . . . . . .3 credits

Total General Education Credits: . . . 18 credits

Electives . . . . . . . . . . . . . . . . . . . . . . . .42 credits

Associate of General Studies Degree Program Total 60 credits
Certificate Requirements (CERT)
The certificate programs are designed for students who are seeking job-entry skills and for those who wish to improve their performance on their present job or who wish to qualify for advancement. In order to receive a certificate, students must have a minimum grade point average of 2.0 in the program upon completion. The specific course requirements are listed in the academic program section of this Catalog. Refer to the table of contents for page listings of certificate programs. In addition, contact the Workforce Development Department at the District for information on specialized certificate training programs offered throughout the academic year.

- Short-Term Certificate: minimum 10 credits, maximum 29 credits*
- One-Year Certificate: minimum 30 credits, maximum 35 credits*
- Two-Year Certificate: *minimum 60 credits, maximum 72 credits
  *At least 70 percent of courses must be occupational specific courses.

Courses that Satisfy the Academic Group Requirements
The courses listed below may be used to satisfy the English, Humanities, Social Sciences, and Natural Sciences academic group requirements for the following degree programs:

- Associate of Arts
- Associate of Science
- Associate of General Studies

Refer to the “Specific Degree Requirements” and the special requirements of your chosen program listed in this catalog to be sure that you select the correct courses.

NOTE: Elective courses may be selected from the list of courses below in addition to the courses listed in the Course Description section of this catalog.

I. Courses that satisfy English requirements:

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 119</td>
<td>English I (required for all degrees plus one other English (ENG) course.)</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English II (required for the A.A., A.S. and other degree’s)</td>
</tr>
<tr>
<td>ENG 134</td>
<td>Technical Communications</td>
</tr>
<tr>
<td>ENG 260</td>
<td>Introduction to African-American Literature</td>
</tr>
<tr>
<td>ENG 261</td>
<td>African-American Literature in the Twentieth Century</td>
</tr>
<tr>
<td>ENG 270</td>
<td>Professional and Technical Report Writing</td>
</tr>
<tr>
<td>ENG 280</td>
<td>Creative Writing</td>
</tr>
</tbody>
</table>

II. Courses that satisfy the humanities requirements:

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS 253</td>
<td>African-Caribbean Literature</td>
</tr>
<tr>
<td>ARA 101</td>
<td>Introduction to Arabic I</td>
</tr>
<tr>
<td>ARA 102</td>
<td>Introduction to Arabic II</td>
</tr>
<tr>
<td>ART 101</td>
<td>Drawing I</td>
</tr>
<tr>
<td>ART 102</td>
<td>Drawing II</td>
</tr>
<tr>
<td>ART 103</td>
<td>Drawing III</td>
</tr>
<tr>
<td>ART 111</td>
<td>Design I</td>
</tr>
<tr>
<td>ART 112</td>
<td>Design II</td>
</tr>
<tr>
<td>ART 115</td>
<td>Basic Drawing for Animation</td>
</tr>
<tr>
<td>ART 121</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 122</td>
<td>Painting II</td>
</tr>
<tr>
<td>ART 123</td>
<td>Painting III</td>
</tr>
<tr>
<td>ART 131</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 132</td>
<td>Ceramics II</td>
</tr>
<tr>
<td>ART 151</td>
<td>Sculpture I</td>
</tr>
<tr>
<td>ART 152</td>
<td>Sculpture II</td>
</tr>
<tr>
<td>ART 171</td>
<td>Printmaking I</td>
</tr>
<tr>
<td>ART 172</td>
<td>Printmaking II</td>
</tr>
<tr>
<td>ART 173</td>
<td>Printmaking III</td>
</tr>
<tr>
<td>ART 174</td>
<td>Printmaking IV</td>
</tr>
<tr>
<td>CHN 101</td>
<td>Introduction to Chinese</td>
</tr>
<tr>
<td>DAN 101</td>
<td>Modern Dance I</td>
</tr>
<tr>
<td>DAN 102</td>
<td>Modern Dance II</td>
</tr>
<tr>
<td>DAN 103</td>
<td>Modern Dance III</td>
</tr>
<tr>
<td>DAN 111</td>
<td>Ballet I</td>
</tr>
</tbody>
</table>

III. Courses that satisfy the natural sciences requirements (cont.):

<table>
<thead>
<tr>
<th>Options</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 115</td>
<td>African-American Dance</td>
</tr>
<tr>
<td>DAN 211</td>
<td>Choreography and Performance I</td>
</tr>
<tr>
<td>ENG 212</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENG 228</td>
<td>Introduction to Folklore and Mythology</td>
</tr>
<tr>
<td>ENG 231</td>
<td>Introduction to Poetry</td>
</tr>
<tr>
<td>ENG 232</td>
<td>Introduction to the Novel</td>
</tr>
<tr>
<td>ENG 233</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>ENG 234</td>
<td>The English Bible as Literature</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Introduction to Shakespeare</td>
</tr>
<tr>
<td>ENG 250</td>
<td>American Literature, 1800-Present</td>
</tr>
<tr>
<td>ENG 252</td>
<td>English Literature Across the Centuries</td>
</tr>
<tr>
<td>ENG 260</td>
<td>Introduction to African-American Literature</td>
</tr>
<tr>
<td>ENG 261</td>
<td>African-American Literature in the Twentieth Century</td>
</tr>
<tr>
<td>ENG 266</td>
<td>African-Caribbean Literature</td>
</tr>
<tr>
<td>ENG 280</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>ENG 285</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>ENG 290</td>
<td>Spanish American Literature</td>
</tr>
<tr>
<td>ENG 292</td>
<td>Latina Literature-The Past Decade</td>
</tr>
<tr>
<td>FRE 101</td>
<td>elementary French I</td>
</tr>
<tr>
<td>FRE 102</td>
<td>Elementary French II</td>
</tr>
<tr>
<td>FRE 201</td>
<td>Intermediate French I</td>
</tr>
<tr>
<td>FRE 202</td>
<td>Intermediate French II</td>
</tr>
<tr>
<td>GRM 101</td>
<td>Introduction to German</td>
</tr>
<tr>
<td>HIS 151</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIS 152</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIS 230</td>
<td>American Cultural History of 17th to 19th Century</td>
</tr>
<tr>
<td>HIS 249</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>HIS 250</td>
<td>History of the United States II</td>
</tr>
<tr>
<td>HUM 101</td>
<td>Introduction to the Visual Arts</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Introduction to the Performing Arts</td>
</tr>
<tr>
<td>HUM 103</td>
<td>The Art of Humanities</td>
</tr>
<tr>
<td>HUM 126</td>
<td>Foundations of African-American Art</td>
</tr>
<tr>
<td>HUM 141</td>
<td>Introduction to the Theatre</td>
</tr>
<tr>
<td>HUM 211</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>HUM 221</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>HUM 222</td>
<td>Art History</td>
</tr>
</tbody>
</table>

HUM 231 | Introduction to Film |
JPN 101 | Elementary Japanese I |
JPN 102 | Elementary Japanese II |
MUS 100 | Introduction to the Fundamentals of Music |
MUS 101 | Fundamentals of Music I |
MUS 102 | Fundamentals of Music II |
MUS 121 | History of Jazz I |
MWS 102 | Muslim World Civilization |
PHL 101 | Comparative Religions I |
PHL 102 | Comparative Religions II |
PHL 201 | Introduction to Philosophy |
PHL 211 | Introduction to Logic |
SPA 101 | Elementary Spanish I |
SPA 102 | Elementary Spanish II |
SPA 201 | Intermediate Spanish I |
SPA 202 | Intermediate Spanish II |
SPH 101 | Fundamentals of Speech |
SPH 105 | Improving the Speaking Voice |
SPH 111 | Interpretative Reading |
SPH 131 | Introduction to Radio, Television and Mass Communications |
SPH 161 | Play Production |

III. Courses that satisfy the natural sciences requirements:

For the A.A. degree and the A.S. degree:
- At least one (1) of the natural sciences must be a laboratory course.
- Mathematics courses numbered 155 or above may be used to meet the non-laboratory natural science requirement.

Options:

- At least one (1) of the natural sciences must be a laboratory course.

Natural Sciences:

- ANT 153 | Introduction to Physical Anthropology |
- AST 101 | Astronomy I: New Solar System |
- BIO 125+ | Biology for Non-Science Majors |
- BIO 151 | Human Ecology |
- BIO 155+ | Introductory Biology |
- BIO 165+ | Botany |
- BIO 175+ | Zoology |
<table>
<thead>
<tr>
<th>III. Courses that satisfy the natural sciences requirements (cont.)</th>
<th>Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 240+ Human Anatomy and Physiology I</td>
<td>AAS 131 American Government and the African-American Struggle</td>
</tr>
<tr>
<td>BIO 250+ Human Anatomy and Physiology II</td>
<td>AAS 140 The Psychology of the African-American Experience</td>
</tr>
<tr>
<td>BIO 252 Pathophysiology</td>
<td>ANT 152 Introduction to General Anthropology</td>
</tr>
<tr>
<td>BIO 295+ Microbiology</td>
<td>ANT 154 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>CHM 105+ Introductory Chemistry</td>
<td>ANT 201 Urban Life and Culture</td>
</tr>
<tr>
<td>CHM 136+ General Chemistry I</td>
<td>ANT 210 Anthropology of Sex and Culture</td>
</tr>
<tr>
<td>CHM 145+ General Chemistry II</td>
<td>ECO 101 Principles of Economics I</td>
</tr>
<tr>
<td>CHM 155+ Survey of Organic and Biochemistry</td>
<td>ECO 102 Principles of Economics II</td>
</tr>
<tr>
<td>CHM 250 Organic Chemistry I</td>
<td>ECO 232 Consumer Economics</td>
</tr>
<tr>
<td>CHM 252 Organic Chemistry II</td>
<td>ECO 272 Money and Banking</td>
</tr>
<tr>
<td>CHM 255+ Organic Chemistry Lab</td>
<td>HIS 151 World Civilization I: Prehistory to 1650</td>
</tr>
<tr>
<td>DT 130 Fundamentals of Nutrition</td>
<td>HIS 152 World Civilization II: 1650 to Present</td>
</tr>
<tr>
<td>GEL 210+ Physical Geology Lecture</td>
<td>HIS 220 History of Michigan</td>
</tr>
<tr>
<td>PHY 115+ Fundamentals of Physics</td>
<td>HIS 230 Patterns of American Life: A Cultural History of 17th to 19th Century America</td>
</tr>
<tr>
<td>PHY 235+ General Physics I</td>
<td>HIS 249 History of the United States I: 1607-1865</td>
</tr>
<tr>
<td>PHY 245+ General Physics II</td>
<td>HIS 250 History of the United States II: 1865-Present</td>
</tr>
<tr>
<td>PHY 265+ Physics for Scientists &amp; Engineers I</td>
<td>MWS 101 Muslim World Ideologies and Culture</td>
</tr>
<tr>
<td>PHY 275+ Physics for Scientists &amp; Engineers II</td>
<td>MWS 103 Muslim World Historical Survey</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>MWS 106 Muslim World International Relations</td>
</tr>
<tr>
<td>MAT 155 College Algebra</td>
<td>MWS 107 Muslim World Contemporary Issues</td>
</tr>
<tr>
<td>MAT 156 Trigonometry</td>
<td>PS 101 American Government</td>
</tr>
<tr>
<td>MAT 171 Analytic Geometry and Calculus I</td>
<td>PS 104 Introduction to Political Science</td>
</tr>
<tr>
<td>MAT 172 Analytic Geometry and Calculus II</td>
<td>PS 160 International Politics</td>
</tr>
<tr>
<td>MAT 271 Analytic Geometry and Calculus III</td>
<td>PS 275 Public Administration Internship</td>
</tr>
<tr>
<td>MAT 272 Linear Algebra</td>
<td>PSY 101 Introductory Psychology</td>
</tr>
<tr>
<td>MAT 273 Differential Equations</td>
<td>PSY 202 Human Sexuality</td>
</tr>
</tbody>
</table>

IV. Courses that satisfy the social sciences requirements:

1. At least two courses must be selected from the following academic areas:
   - Anthropology (ANT)
   - Economics (ECO)
   - Geography (GEG 202)
   - History (HIS)
   - Political Science (PS)
   - Psychology (PSY)
   - Sociology (SOC)

2. Courses that satisfy the social sciences requirements below must be taken from more than one academic area.

| PSY 250 Psychology of Personality |
| PSY 260 Social Psychology |
| SOC 100 Introduction to Sociology |
| SOC 103 Social Problems |
| SOC 120 Death and Dying |
| SOC 225 Sociology of Work |
| SOC 230 Ethnic Minorities |
| SOC 245 Marriage and Family |
| SOC 250 Juvenile Delinquency |
DEGREE & CERTIFICATE PROGRAMS

Wayne County Community College District offers the following degree and certificate programs:

1. Accounting AAS
2. Accounting CERT
3. Addiction Studies CERT
4. Alternative Fuels Technology CERT
5. American Sign Language CERT
6. Associate of Arts AA
7. Associate of General Studies AGS
8. Associate of Science AS
9. Automotive Service Technology (NATEF) Certified AAS
10. Automotive Service Technology (NATEF) Certified CERT
11. Aviation Mechanics: Airframe AAS
12. Aviation Mechanics: Airframe CERT
13. Aviation Mechanics: Powerplant AAS
15. Business Administration AA
16. Business Administration AAS
17. Certified Nurse Aide (CNA) CERT
18. Computer Information Systems (CIS) AAS
19. CIS: Computer Support Specialist CERT
20. CIS: Network Administrator CERT
21. CIS: Video Game Design & Animation CERT
22. CIS: Web Site Designer CERT
23. Criminal Justice: Corrections AAS
24. Criminal Justice: Law Enforcement AAS
25. Dental Assisting CERT
26. Dental Hygiene AS
27. Digital Media Production AAS
28. Digital Media Production CERT
29. Early Childhood Education: AAS
30. Early Childhood Education: Childcare Training; CDA CERT
31. Electrical Electronics Engineering Technology (EEE) CERT
32. Electrical Electronics Engineering AAS
33. EEE: Computer Technology AAS
34. EEE: Industrial Electronics & Control Technology AAS
35. EEE: Telecommunications Technology AAS
36. Emergency Medical Technology AAS
37. Emergency Medical Technology CERT
38. Emergency Room Multi-Skill Healthcare Technology AAS
39. Emergency Room Multi-Skill Healthcare Technology CERT
40. Entrepreneurship CERT
41. Facility Maintenance AAS
42. Facility Maintenance CERT
43. Fire Protection Technology: Fire Administration AAS
44. Fire Protection Technology: Fire Suppression AAS
45. Fire Protection Technology CERT
46. Foodservice Systems Management AAS
47. Foodservice Systems Management CERT
48. Forensic Photography CERT
49. Geothermal Systems Technology CERT
50. Gerontology AAS
51. Gerontology CERT
52. Graphic Design Technology CERT
53. Heating Ventilation, Air Conditioning (HVAC) AAS
54. Heating Ventilation, Air Conditioning (HVAC) CERT
55. Hemodialysis Patient Care Specialist CERT
56. Homeland Security CERT
57. Hotel and Restaurant Management CERT
58. Industrial Computer Graphics AAS
59. Industrial Computer Graphics CERT
60. International Business CERT
61. Library Technology CERT
62. Logistics Management CERT
63. Machine Tool Technology AAS
64. Machine Tool Technology CERT
65. Manufacturing Technology AAS
66. Mechatronics Technology CERT
67. Mental Health AS
68. Mental Health CERT
69. Numerical Control Technology AAS
70. Nursing AAS
71. Office Information Systems: E-Business AAS
72. Office Information Systems: E-Business CERT
73. Office Information Systems: Office Specialist AAS
74. Office Information Systems: Office Specialist CERT
75. Paralegal Technology AAS
76. Pharmacy Technology AAS
77. Pharmacy Technology CERT
78. Phlebotomy Technician CERT
79. Pre-Engineering AS
80. Pre-Mortuary Science AAS
81. Pre-Physician Assistant AAS
82. Pre-Social Work AA
83. Project Management CERT
84. Renewable Energy CERT
85. Surgical Technology AAS
86. Surgical Technology: Accelerated Alternate Delivery (ADD) CERT
87. Surgical Technology: Central Service Tech CERT
88. Surgical Technology: First Assistant CERT
89. Sustainable Environmental Design (SED): Sustainable Building & Sites CERT
90. Teacher Education: Elementary Education AA
91. Veterinary Technology AAS
92. Water and Environmental Technology CERT
93. Welding Technology AAS
94. Welding Technology CERT
### DEGREE PROGRAMS

#### ACCOUNTING

**College Certificate**  
Associate of Applied Science

**About the Program**  
The Accounting Associate of Applied Science degree and College Certificate programs prepare students presently employed in the accounting field and seeking advancement, and for those seeking a position in the field immediately upon graduation. Areas where a student may find employment include but are not limited to, auditing, payroll, cost, budget and tax. In addition to the course work in Accounting, the student will complete courses in various other business disciplines and the liberal arts.

**Program Goals**  
- To provide students, with a background in the accounting field, an advanced foundation of accounting principles and concepts for entry-level positions with accounting tax services firms, CPA firms and other small businesses. Certificate is designed for rapid entry into the workforce while maximizing transfer credit into the Associate of Applied Science Degree in Accounting.
- To prepare students to successfully pass the National Certified Bookkeeping Exam and Individual Income Taxation Enrolled Agent Exam.

**College Certificate Goals**  
- To provide students, with a foundation in principles and concepts related to the accounting field.
- Certificate is designed for rapid entry into the workforce while maximizing transfer credit into the Associate of Applied Science Degree in Accounting.

**Program Outcomes**  
- Students will be able to demonstrate use of technology, software and integrated computerized accounting software to perform basic accounting and bookkeeping tasks.

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 225</td>
<td>Computer Applications in Business</td>
</tr>
<tr>
<td>ENG 119</td>
<td>English I</td>
</tr>
<tr>
<td>MAT 155</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>17</td>
</tr>
</tbody>
</table>

**Admission Requirements**  
Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete ACC 100 with a “C” or better
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

#### Accounting: College Certificate  
**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>ENG 119</td>
<td>English I</td>
</tr>
<tr>
<td>MAT 155</td>
<td>College Algebra</td>
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**SEMESTER 1**

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<tbody>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACC 105</td>
<td>Income Tax Accounting</td>
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<tr>
<td>ACC 112</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>BL 201</td>
<td>Business Law I</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Business Communications</td>
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**SEMESTER 2**

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<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Income Tax Accounting</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Computerized Accounting</td>
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<tr>
<td>BUS 221</td>
<td>Business Statistics</td>
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<td>SEMESTER TOTAL</td>
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**SEMESTER 3**

<table>
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<tr>
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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ACC 115</td>
<td>Principles of Accounting III</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Income Tax Accounting</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
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**SEMESTER 4**

<table>
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<tr>
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<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>Principles of Accounting III</td>
</tr>
<tr>
<td>ACC 105</td>
<td>Income Tax Accounting</td>
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<tr>
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#### Accounting: Associate of Applied Science  
**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>ENG 120</td>
<td>English II</td>
</tr>
<tr>
<td>MAT 155</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
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**SEMESTER 2**

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ENG 120</td>
<td>English II</td>
</tr>
<tr>
<td>MAT 155</td>
<td>College Algebra</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
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**SEMESTER 3**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 120</td>
<td>English II</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
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**SEMESTER 4**

<table>
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<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ENG 120</td>
<td>English II</td>
</tr>
<tr>
<td>ACC 111</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>10</td>
</tr>
</tbody>
</table>

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**Note:** Certificate total hours may not include prerequisites.

---

Continued on next page
• Demonstrate knowledge of critical thinking concepts to adapt intervention and assessment skills to a variety of agency settings e.g. crisis counseling, employment services, children’s protective services, self-sufficiency, housing, mental health, corrections and advocacy.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Addiction Studies: College Certificate
Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUS 105</td>
<td>Group Expression for Self Growth I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUS 110</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

| SEMESTER 2 |                                                 |         |
| HUS 135 | Professionalism in Human Services                | 3       |
| MEH 140 | Mental Health Information                         | 3       |
| ADD 110 | Introduction to Addiction                        | 3       |
| ADD 130 | Assessment, Diagnosis & Treatment of Addictions   | 3       |
| SEMESTER TOTAL |                                                 | 12      |

*Electives may include:
✓ any course offered except ACC 100
✓ no courses numbered below ENG 119
✓ no courses numbered below MAT 155
✓ BUS 228 Internet Webpage Design strongly recommended

ACCOUNTING continued

SEMESTER 5
ECO 102 Principles of Economics II ............ 3
MKT 200 Principles of Marketing ............ 3
BUS 221 Business Statistics ............ 3
BUS 240 Business Communications ............ 3
ACC 211 Intermediate Accounting II ............ 3
SEMESTER TOTAL .................................... 12
PROGRAM TOTAL .................................... 67
Note: Program total hours may not include prerequisites.
ALTERNATIVE FUELS TECHNOLOGY

• College Certificate

About the Program
The Alternative Fuel College Certificate prepares students for career areas utilizing alternative energy and fuel cell technology. Students will be taught and prepared to work on gas-electric hybrids, hydrogen, compressed natural gas, biodiesel, propane, methanol, ethanol and even garbage-powered vehicles and other power units. Students will learn preventive maintenance, safety procedures refueling procedures, troubleshooting, and problem solving techniques on a wide range of technologies to ensure a solid career with a multitude of possibilities in this new emerging industry. Additionally, students will be instructed on the fundamental principles in the production, processing, storage, distribution and utilization of energy. This program addresses the need for the development of alternative sources of energy and conventional fossil fuels.

College Certificate Goals
• To prepare students for careers utilizing the development of and reliance on alternative energy and fuel cells and repair of automotive alternative fuel vehicles.
• To teach and prepare students as a precursor for a declared four-year baccalaureate degree.

College Certificate Outcomes
• Students will be able to demonstrate basic electrical, mechanical, and chemical, mathematics, science and computer skills knowledge to identifying solutions for alternative energy.
• Apply critical thinking and analytical skills to determine where and when alternative energy and fuel cells are appropriate and effective for repair.
• Select and use appropriate tools and equipment to perform repairs according to industry standards.
• Identify the types of automotive alternative fuels available.
• Identify, diagnose, and repair malfunctions of light duty diesel engines, electric vehicles, fuel cells and hybrid electric vehicles.
• Identify and understand the properties of natural gas, propane, and hydrogen and their use as a fuel for internal combustion engines or fuel cells.
• Describe and demonstrate safe work habits and protocol for quality and safety procedures with alternative fueled vehicles.

Admission Requirements
Students are required to complete the following:
• Fulfill all WCCCD admission requirements.
• Declare intent to enter the Alternative Fuels Technology Program on the WCCCD Application for Admission or change intent at the admissions office.
• Fulfill course placement requirements based on COMPASS test results.
• Students must complete WCCCD program admission applications during the semester they are enrolled in AUT 117, and then submit the application to the Campus Academic & Student Services Officer.

Alternative Fuels Technology: College Certificate
Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT 114</td>
<td>Electrical/Electronic</td>
<td>3</td>
</tr>
<tr>
<td>AUT 115</td>
<td>Systems I</td>
<td></td>
</tr>
<tr>
<td>AUT 116</td>
<td>Electrical/Electronic</td>
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<tr>
<td>AUT 117</td>
<td>Systems II</td>
<td></td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
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<tr>
<td>SEMESTER 2</td>
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<tr>
<td>AUT 116</td>
<td>Electrical/Electronic</td>
<td>3</td>
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<tr>
<td>AUT 117</td>
<td>Systems III</td>
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<td>AUT 118</td>
<td>Electrical/Electronic</td>
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<td>SEMESTER TOTAL</td>
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<tr>
<td>SEMESTER 3</td>
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<tr>
<td>AUT 150</td>
<td>Introduction to Alternative</td>
<td>4</td>
</tr>
<tr>
<td>AUT 151</td>
<td>Fuels</td>
<td></td>
</tr>
<tr>
<td>AUT 152</td>
<td>Introduction to Electric and</td>
<td></td>
</tr>
<tr>
<td>AUT 153</td>
<td>Fuel Cells</td>
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<tr>
<td>AUT 154</td>
<td>Introduction to Hybrid</td>
<td>4</td>
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<tr>
<td>AUT 155</td>
<td>Fuel Technology</td>
<td></td>
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<td>SEMESTER TOTAL</td>
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<tr>
<td>SEMESTER 4</td>
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</tr>
<tr>
<td>AUT 151</td>
<td>Light Duty Diesel Engines</td>
<td>4</td>
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<tr>
<td>AUT 153</td>
<td>Introduction to Gaseous Fuels</td>
<td></td>
</tr>
<tr>
<td>AUT 155</td>
<td>Introduction to Hydrogen</td>
<td></td>
</tr>
<tr>
<td>AUT 156</td>
<td>Applications and Safety</td>
<td></td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
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<td></td>
</tr>
<tr>
<td>CERTIFICATE TOTAL</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

Note: Certificate totals may not include prerequisite work.

AMERICAN SIGN LANGUAGE

• College Certificate

About the Program
The American Sign Language College Certificate program at Wayne County Community College District provides language training and cultural enrichment for people who wish to learn American Sign Language and the uniqueness of deaf culture. This program will not prepare students to become interpreters but is designed to introduce students to the language and culture. This program is a complement to other degrees and is particularly useful for parents of deaf children and students pursuing careers such as allied health, nursing, early childhood education and teaching, where clients may be deaf.

College Certificate Goals
• To teach students the style and semantic concepts of ASL to allow for effective communication with Deaf persons in informal settings, human service, health care and other corporate or non-profit sectors.
• Enhance the credentials of current ASL professionals for advanced employment opportunities that assign value to skills in ASL and knowledge of the Deaf culture.
• Prepare students to enter an interpreter training program and successfully pass the ASL certification exam, sponsored by the national licensing association, with a proficiency score of 70% or higher.

College Certificate Outcomes
• Students will be able to describe the structures of ASL, to include phonology, morphology syntax and semantics at a 75% proficiency level or higher.
• Apply basic language skills to produce American Sign Language in a variety of ways in order to communicate effectively with deaf adults and children who depend on visual presentations of English for communication.

Continued on next page
American Sign Language: College Certificate

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ASL 101</td>
<td>American Sign Language I</td>
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<tr>
<td>ASL 102</td>
<td>Structure of American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>ASL 103</td>
<td>Visual Gestural Communication</td>
<td></td>
</tr>
<tr>
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<td></td>
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<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>ASL 105</td>
<td>Orientation to Deafness</td>
<td>3</td>
</tr>
<tr>
<td>ASL 107</td>
<td>Introduction to the American Deaf Culture</td>
<td>4</td>
</tr>
<tr>
<td>ASL 201</td>
<td>American Sign Language II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEMESTER TOTAL</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

| CERTIFICATE TOTAL                        | 20      |

Note: Certificate total hours may not include prerequisites.

### American Sign Language: College Certificate

#### ASSOCIATE OF ARTS - A.A.

**Associate of Arts**

**About the Program**

The District offers a two-year course of study leading to the Associate of Arts degree. This degree is designed for students who plan to complete their first two years of college at Wayne County Community College District and transfer to a baccalaureate degree granting institution. Programs leading to the A.A. degree are designed for students who plan to major in such areas as performing arts, English, humanities or the social sciences. It is also for students who are preparing for professional programs in areas such as law, journalism, business administration, teaching and computer information systems.

**Program Goals**

- To provide a general foundation of an associate of arts studies as the precursor for a declared four-year degree.

**Program Outcomes**

- To successfully complete the Associate of Arts program with a “C” average or higher as a foundation to transfer to a four-year baccalaureate institution.

**Degree Requirements**

- The Associate of Arts degree consists of a minimum of sixty (60) semester hours of credit, of which fifteen (15), must be earned at WCCCD.
- Thirty-five (35) credit hours are used to satisfy the general education and academic group requirements.
- Twenty-five (25) credit hours are needed to satisfy the elective requirements.
- Consult a transfer coordinator at the campus for course requirement advising. Students are required to complete:

A total of twenty-five (25) elective credit hours, including a minimum of three (3) courses in one of the following areas of concentration:

- Humanities
- English
- Speech
- Social Science
- African-American Studies
- Anthropology
- Economics
- Sociology
- Life and Physical Science
- Mathematics
- Human and Community Development
- Philosophy
- Psychology

**Associate of Arts (A.A.) Degree:**

**General Education Course Requirements:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMERICAN GOVERNMENT</strong></td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>American Government</td>
</tr>
<tr>
<td><strong>ENGLISH</strong></td>
<td>6</td>
</tr>
<tr>
<td>ENG 119</td>
<td>English I</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English II</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NATURAL SCIENCE**

- Courses must be taken in more than one of the following academic disciplines:
  - Anthropology
  - Political Science
  - Economics
  - Psychology
  - History
  - Sociology
  - Geography
- One course may be taken from the following academic disciplines:
  - African-American Studies
  - Muslim World Studies

**GENERAL EDUCATION TOTAL** ...........35

**ELECTIVES** ..........................25

**A.A. PROGRAM TOTAL** ................60

Note: Total hours may not include prerequisites.
ASSOCIATE OF GENERAL STUDIES - A.G.S.

Associate of General Studies Degree

About the Program
The Associate of General Studies degree program helps students who plan to study a variety of areas without committing themselves to a specific field as they prepare for employment or additional academic work.

Program Goals
- To provide a general foundation of liberal arts studies as the precursor for a declared four-year baccalaureate degree.

Program Outcomes
- To successfully complete the Associate of General Studies degree program with a “C” average or higher as a foundation to transfer to a four-year baccalaureate institution.

Degree Requirements
- The Associate of General Studies degree consists of a minimum of sixty (60) credit hours of credit, of which fifteen (15), must be earned at WCCCD.
- Complete all academic group requirements.

American Government Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101 American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

English Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 119 English I</td>
<td>3</td>
</tr>
<tr>
<td>Elective: any English course above ENG 119</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities Cours e Requirements:

- Select one three (3) credit course from the following:
  - Dance
  - French
  - Music
  - Spanish
  - English
  - Humanities
  - Philosophy
  - Speech

Mathematics Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any three (3) credit course from the following:</td>
<td>3</td>
</tr>
</tbody>
</table>
  - Astronomy
  - Biology
  - Chemistry
  - Geology
  - Physics
  - ANT 153 Introduction to Physical Anthropology
  - DT 130 Fundamentals of Nutrition

Natural Science Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any three (3) credit course from the following:</td>
<td>20</td>
</tr>
</tbody>
</table>
  - ANT 153 Introduction to Physical Anthropology
  - Biology
  - Chemistry
  - Mathematics courses numbered 155 or above
  - Physics

General Education Total | 18
A.G.S. Program Total | 42

ASSOCIATE OF SCIENCE - A.S.

Associate of Science

About the Program
The District offers a two-year course of study leading to the Associate of Science (A.S.) degree. This degree is designed for students who plan to complete their first two years of college at Wayne County Community College District and transfer to a baccalaureate degree granting institution.

Program Goals
- To provide a general foundation of an associate of science studies as the precursor for a declared four-year degree.

Program Outcomes
- To successfully complete the Associate of Science program of study with a “C” average or higher as a foundation to transfer to a four-year baccalaureate institution.

Degree Requirements
- The Associate of Science degree consists of a minimum of sixty (60) credit hours of credit, of which fifteen (15), must be earned at WCCCD.
- Complete all academic group requirements.
- Consult a transfer coordinator at the campus for course requirement advising.

American Government Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 101 American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

English Cours e Requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 119 English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120 English II</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities Cours e Requirements:

- Consult a counselor for other course options
- Courses must be taken in more than one of the following academic disciplines:
  - Arabic
  - Chinese
  - Dance
  - English [200 level courses only]
  - French
  - Humanities courses
  - Music
  - Philosophy
  - Spanish
  - Speech
  - HIS 151, HIS 152, HIS 249, HIS 250
  - MWS 102 Muslim World Civilization

Natural Science Cours e Requirements:

- Courses must be taken in more than one of the following academic disciplines:
  - ANT 153 Introduction to Physical Anthropology
  - Biology
  - Chemistry
  - Mathematics courses numbered 155 or above
  - Physics

General Education Total | 18
A.G.S. Program Total | 60

Note: Program total hours may not include prerequisites.
ASSOCIATE OF SCIENCE - A.S. continued

SOCIAL SCIENCE  9
Courses must be taken in more than one academic discipline.

At least two (2) courses or six (6) credit hours must be from the following academic disciplines:
- Anthropology
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

One course may be taken from the following academic disciplines:
- African-American Studies
- Muslim World Studies

GENERAL EDUCATION TOTAL ... 47
ELECTIVES: ...............................13
A.S. PROGRAM TOTAL ..............60
Note: Program total hours may not include prerequisites.

AUTOMOTIVE SERVICE TECHNOLOGY (NATEF)

- College Certificate: Associate of Applied Science

About the Program
The Automotive Service Technology Associate of Applied Science degree and College Certificate programs are designed to develop qualified technicians to diagnose, repair and service modern automobiles. The programs provide opportunities for the student to develop their skills and competencies for entry-level positions such as an automotive technician, service manager, parts manager, product test technician and self-employment. The programs prepare students for Automotive Service Excellence (ASE) and State of Michigan certifications for any of the eight (8) automotive areas or “Master” certification.

The instruction, curriculum, facilities and equipment of this program have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and the District received accreditation from the National Institute for Automotive Service Excellence (ASE) in the following areas:
- Automatic Transmission & Transaxle
- Brakes
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Heating and Air Conditioning
- Manual Drive Train & Axles
- Suspension & Steering

This program offers:
- Associate of Applied Science: 61 credit hours
- College Certificate: 30 credit hours

Program Goals
- To prepare students for employment in the automotive service industry through applied knowledge of automotive technology machinery, software and its applications.
- To teach students the basic principles of automotive technology safety as it applies to tool and equipment operations.
- To prepare students for individual credentialing by recognized skill standards established by the National Automotive Technicians Education Foundation (NATEF).
- To prepare students for individual credentialing by recognized skill standards established by the State of Michigan certifications of any of the eight (8) automotive areas and/or “Master” certification.

College Certificate Outcomes
- Students will be able to demonstrate basic math and use of appropriate tools and equipment to perform basic maintenance and repair services.
- To teach students the basic principles of automotive technology safety as it applies to tool and equipment operations.
- Work independently and professionally as a member of an automotive service technology team.

Admission Requirements
Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Declare intent to enter the Automotive Service Technology Program on the WCCCD Application for Admissions or change intent at the admissions office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application during the semester they are enrolled in AUT 114 - Electrical/Electronics Systems I course, and then submit the application to the Campus Academic & Student Services Officers.

Continued on next page
### Automotive Service Technology (NATEF) Recommended Sequence of Courses

**Required Career Courses:**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 114</td>
<td>Electrical/Electronic Systems I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 115</td>
<td>Electrical/Electronic Systems II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 116</td>
<td>Electrical/Electronic Systems III</td>
<td>3</td>
</tr>
<tr>
<td>AUT 117</td>
<td>Electrical/Electronic Systems IV</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 18 credits from the following:

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 118</td>
<td>Engine Performance I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 119</td>
<td>Engine Performance II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 200</td>
<td>Engine Performance III</td>
<td>3</td>
</tr>
<tr>
<td>AUT 201</td>
<td>Engine Performance IV</td>
<td>3</td>
</tr>
<tr>
<td>AUT 120</td>
<td>Brakes I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 203</td>
<td>Brakes II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 121</td>
<td>Suspension &amp; Steering I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 204</td>
<td>Suspension &amp; Steering II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 206</td>
<td>Automatic Transmission and Transaxle I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212</td>
<td>Automatic Transmission and Transaxle II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 214</td>
<td>Engine Repair I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 215</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 216</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 126</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Program Total: 61 credits**

Note: Certificates may not include prerequisites.

### Automotive Service Technology: Associate of Applied Science

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 114</td>
<td>Electrical/Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 115</td>
<td>Electrical/Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 119</td>
<td>Engine Performance II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 200</td>
<td>Engine Performance III</td>
<td>3</td>
</tr>
<tr>
<td>AUT 201</td>
<td>Engine Performance IV</td>
<td>3</td>
</tr>
<tr>
<td>AUT 120</td>
<td>Brakes I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 203</td>
<td>Brakes II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 121</td>
<td>Suspension &amp; Steering I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 204</td>
<td>Suspension &amp; Steering II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 206</td>
<td>Automatic Transmission and Transaxle I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212</td>
<td>Automatic Transmission and Transaxle II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 214</td>
<td>Engine Repair I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 215</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 216</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 126</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Program Total: 61 credits**

Note: Program total hours may not include prerequisites. Refer to course descriptions for prerequisite information.

### Semester 4

**Electives:** 6 credits

Any 9 credits from the following:

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 118</td>
<td>Engine Performance I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 119</td>
<td>Engine Performance II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 200</td>
<td>Engine Performance III</td>
<td>3</td>
</tr>
<tr>
<td>AUT 201</td>
<td>Engine Performance IV</td>
<td>3</td>
</tr>
<tr>
<td>AUT 120</td>
<td>Brakes I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 203</td>
<td>Brakes II</td>
<td>3</td>
</tr>
<tr>
<td>AUT 121</td>
<td>Suspension &amp; Steering I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 204</td>
<td>Suspension &amp; Steering II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 206</td>
<td>Automatic Transmission and Transaxle I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 212</td>
<td>Automatic Transmission and Transaxle II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 214</td>
<td>Engine Repair I</td>
<td>4</td>
</tr>
<tr>
<td>AUT 215</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 216</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2</td>
</tr>
<tr>
<td>AUT 126</td>
<td>Manual Drive Train &amp; Axles I</td>
<td>3</td>
</tr>
<tr>
<td>AUT 209</td>
<td>Manual Drive Train &amp; Axles II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Program Total: 51 credits**

### Automotive Mechanics: Airframe

- **Certificate:** Associate of Applied Science

#### About the Program

The Automotive Mechanics Associate of Applied Science and College Certificate degree program offers two options: Airframe and Powerplant.

The program is designed to prepare students for entry into a variety of occupations, which require competence in the two basic areas of airframe and powerplant technology. Students completing the certificate or the Associate of Applied Science Degree program will be qualified to obtain a Federal Aviation Administration (FAA) Certificate to be licensed as an airframe or powerplant technician. Students seeking career advancement in the field or transfer to a four-year institution should select the Association of Applied Science Degree. Students who wish to prepare only for the FAA license should select the Certificate.

**This program offers:**
- Associate of Applied Science: Mechanics
  - Airframe: 47 credit hours
  - Powerplant: 48 credit hours
- College Certificate: Airframe Aviation Technician: 48 credit hours

#### Airframe & Powerplant Certificate Goals
- To teach and prepare students for individual certificate credentialing by the Federal Aviation Administration (FAA) to be licensed as an airframe technician.
- To teach students the basic principles of aviation mechanical safety as it applies to airframe and/or powerplant repair.

#### Airframe & Powerplant Certificate Outcomes
- Students will be able to demonstrate an applied understanding of the basic principles to analyze, troubleshoot and repair servicing systems of the airframe and/or powerplant.

*Continued on next page.*
AVIATION MECHANICS:  
AIRFRAME continued

Airframe Program Goals
- To teach and prepare students for individual certificate credentialing by the Federal Aviation Administration (FAA) to be licensed as an airframe technician.
- To teach students the basic principles of aviation mechanical safety as it applies to airframe repair.

Airframe Program Outcomes
- Students will demonstrate an understanding of and proficiency in the basic principles to analyze, troubleshoot and repair servicing all systems of the airframe to include; nonmetallic, sheet metal, wood, fabric and finishing coverings, aircraft welding, communication and navigation systems, electrical, hydraulics, pneumatic lines and fittings systems, landing gear systems, position and warning systems, instrument, cabin atmosphere control systems, fuel, ice, rain control and fire protection systems.
- Demonstrate proficiency in performing aircraft weight and balance, major and minor repairs and alterations, cleaning and corrosion control and ground operations.
- Demonstrate an applied understanding of basic math concepts and use of appropriate tools and equipment to perform maintenance and repair services in accordance with the federal aviation industry standards and guidelines.
- Demonstrate proficiency in completing airframe maintenance forms and records.
- To prepare students for individual credentialing by the Federal Aviation Administration (FAA) General, Airframe written, oral and practical exams with a 70% or better proficiency rate and attain a mechanics certificate with airframe ratings.

Admission Requirements
Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Aviation Mechanics (Airframe): College Certificate
Recommended Course Sequence
Note: Courses from the following are required to achieve a Federal Aviation Administration (FAA) Certificate in Aviation Mechanics Airframe.

Airframe Section
AFM 201 Basic Sheet Metal ................. 8
AFM 202 Non-Metallic Structures and Finishes .................. 8
AFM 203 Airframe Electrical .................. 8
AFM 204 Aircraft Navigation and Communications .................. 8
AFM 205 Assembly and Rigging and Aircraft Systems .................. 8
AFM 206 Landing Gear Systems and Airframe Inspections .................. 8
AVIATION AIRFRAME CERTIFICATE TOTAL: ............... 48

Aviation Mechanics (Airframe): Associate of Applied Science degree
Recommended Sequence of Courses

GENERAL EDUCATION COURSES
ENG 119 English I .................. 3
ENG 120 English II .................. 3
PS 101 American Government .................. 3
Natural Science with Lab .................. 4
GENERAL EDUCATION TOTAL: ......... 13

OCCUPATIONAL SUPPORT COURSES
MAT 135 College Algebra .................. 4
OCCUPATIONAL SUPPORT TOTAL: ......... 4

AIRFRAME OCCUPATIONAL SPECIFIC COURSE
(Courses from the following required to achieve a Federal Aviation Administration (FAA):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATP 101 Introduction to Aviation I</td>
<td>8</td>
</tr>
<tr>
<td>ATP 102 Introduction to Aviation II</td>
<td>8</td>
</tr>
<tr>
<td>ATP 103 Basic Electricity</td>
<td>8</td>
</tr>
<tr>
<td>ATP 104 Materials, Fuel, Fire and Corrosion</td>
<td>8</td>
</tr>
</tbody>
</table>

AIR SCIENCE SECTION TOTAL ............ 32

Airframe Section
AFM 201 Basic Sheet Metal ................. 8
AFM 202 Non-Metallic Structures and Finishes .................. 8
AFM 203 Airframe Electrical .................. 8
AFM 204 Aircraft Navigation and Communications .................. 8
AFM 205 Assembly and Rigging and Aircraft Systems .................. 8
AFM 206 Landing Gear Systems and Airframe Inspections .................. 8
AIRFRAME SECTION TOTAL ............ 48
AIRFRAME AAS
PROGRAM TOTAL: .................. 97
Note: Program totals may not include prerequisites.

Programs Offered:
- Associate of Applied Science: Mechanical Powerplant 48 credit hours
- College Certificate: Powerplant Aviation Technician 48 credit hours

Powerplant Program Goals
- To teach and prepare students for individual credentialing by the Federal Aviation Administration (FAA) to be licensed as a powerplant technician.
- To teach students the basic principles of aviation mechanical safety as it applies to airframe and powerplant repair.
**AVIATION MECHANICS: POWERPLANT continued**

**Powerplant Program Outcomes**
- Students will demonstrate proficiency in analyzing, troubleshooting and repair servicing all systems of the powerplant to include: reciprocating and turbine engines, auxiliary power units, instruments, fire protection systems, electrical systems, cleaning and lubrication systems, fuel metering and fuel systems, ignition, starting and systems, cooling induction systems, exhaust and reverser systems and propeller and unducted fans.
- Demonstrate proficiency in performing aircraft weight and balance, major and minor repairs and alterations, cleaning and corrosion control and ground operations.
- Demonstrate advanced math concepts and use of appropriate tools and equipment to perform powerplant maintenance and repair services in accordance with the federal aviation industry standards and guidelines.
- Identify, describe and proficiently complete powerplant maintenance forms and records.
- To prepare students for individual certificate credentialing by the Federal Aviation Administration (FAA) General Powerplant written, oral and practical exams with a 70% or better proficiency rate and attain a Federal Aviation Administration (FAA) General Powerplant Certificate Application and submit to the Campus Academic Officer.

**Aviation Mechanics (Powerplant): College Certificate**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPM 201</td>
<td>Reciprocating Engine Operation</td>
<td>8</td>
</tr>
<tr>
<td>PPM 202</td>
<td>Reciprocating Engine Systems</td>
<td>8</td>
</tr>
<tr>
<td>PPM 203</td>
<td>Reciprocating Engine Overhaul and Troubleshooting</td>
<td>8</td>
</tr>
<tr>
<td>PPM 204</td>
<td>Propellers and Turbine Engine Operation</td>
<td>8</td>
</tr>
<tr>
<td>PPM 205</td>
<td>Turbine Engine Designs, Accessories and Instruments</td>
<td>8</td>
</tr>
<tr>
<td>PPM 206</td>
<td>Turbine Engine Overhaul and Troubleshooting</td>
<td>8</td>
</tr>
</tbody>
</table>

**AVIATION POWERPLANT CERTIFICATE TOTAL** 48

**Airframe & Powerplant Certificate Outcomes**
- Students will be able to demonstrate an applied understanding of the basic principles to analyze, troubleshoot and repair servicing systems of the airframe and/or powerplant.

**Admission Requirements**
Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

**Aviation Mechanics (Powerplant): Associate of Applied Science**

**Recommended Sequence of Courses**

**GENERAL EDUCATION COURSES**
- ENG 119 English I ...................................... 3
- ENG 120 English II ..................................... 3
- PS 101 American Government .......................... 3
- ELECTIVE Natural Science with Lab ............... 4

**GENERAL EDUCATION TOTAL** 13

**OCCUPATIONAL SUPPORT COURSES**
- MAT 155 College Algebra ................................. 4

**OCCUPATIONAL SUPPORT TOTAL** 4

**POWERPLANT OCCUPATIONAL SPECIFIC COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PPM 201</td>
<td>Reciprocating Engine Operation</td>
<td>8</td>
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<tr>
<td>PPM 202</td>
<td>Reciprocating Engine Systems</td>
<td>8</td>
</tr>
<tr>
<td>PPM 203</td>
<td>Reciprocating Engine Overhaul and Troubleshooting</td>
<td>8</td>
</tr>
<tr>
<td>PPM 204</td>
<td>Propellers and Turbine Engine Operation</td>
<td>8</td>
</tr>
<tr>
<td>PPM 205</td>
<td>Turbine Engine Designs, Accessories and Instruments</td>
<td>8</td>
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<tr>
<td>PPM 206</td>
<td>Turbine Engine Overhaul and Troubleshooting</td>
<td>8</td>
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</tbody>
</table>

**POWERPLANT SECTION TOTAL** 48

**POWERPLANT AAS** 97

**Note:** Program totals may not include prerequisites.

**Continued on next page.**
### BUSINESS ADMINISTRATION continued

**Admission Requirements**

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.

Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

**Business Administration: Associate of Arts**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 110</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>BUS 150</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUS 223</td>
<td>Computer Applications In</td>
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<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>SPH 101</td>
<td>Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR—</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPH 105 Improving Your Speaking Voice</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

| **SEMESTER 2** |                           |         |
| ACC 111 | Principles of Accounting II | 4       |
| ENG 120 | English II                 | 3       |
| MAT 155 | College Algebra            | 4       |
| MGT 205 | Principles of Management   | 3       |
| PS 101  | American Government        |         |
| **SEMESTER TOTAL** |                       | 17      |

| **SEMESTER 3** |                           |         |
| ECO 101 | Principles of Economics I   | 3       |
| BUS 228 | Internet Web Page Design    | 3       |
| MKT 200 | Principles of Marketing     | 3       |
| BUS 221 | Business Statistics         | 3       |
|        | OR—                        |         |
|        | BUS 240 Business Communications | 3    |
| Elective: | Humanities               | 3       |
| **SEMESTER TOTAL** |                       | 15      |

| **SEMESTER 4** |                           |         |
| BL 201  | Business Law I             |         |
| ECO 102 | Principles of Economics II | 3       |
| Elective: | Natural Science w/Laboratory | 4     |
| Elective: | Humanities                | 3       |
| **SEMESTER TOTAL** |                       | 14      |

**PROGRAM TOTAL** ........................................... 62  

*Program total hours may not include prerequisites.*

### CERTIFIED NURSE AIDE (CNA)

**Short-Term College Certificate**

**About the Certificate**

The Certified Nurse Aide (CNA) is a short-term certificate comprised of (1) ten credit hour course:

**NURSING AND HEALTH CARE SKILLS:**

- NHS 100  Nursing Assistant  ..................... 10

**Course Description:**

- The Nursing Assistant: Acute and Chronic Care course will help students master the theory and skills necessary to assist professional health care providers in giving patient care. The students will have the opportunity to develop care-giving skills consistent with those outlined by the State of Michigan for nursing assistants.

- Students will learn to assist in various health care settings such as long term care facilities, hospitals, and home care. Upon successful completion of the course, students are eligible to take the Michigan Certified Nurse Aide Examination for CNA Certification.

**Admission Requirements**

- A high school diploma or equivalent GED is required as well as a health exam, immunizations, criminal background check and two letters of reference. The Nursing Assistant course is offered each semester. It is a 10 credit course consisting of 270 contact hours over a seven, eleven, or fourteen week period of time. Clinical experience is provided in 128 contact hours in a laboratory setting and 52 hours in a Long Term Care facility.

**About the Program**

The Computer Information Systems Associate of Applied Science degree program is designed to provide a solid foundation in the fundamental skills that are generally required to analyze system requirements and design solutions or, to support and manage the application of technology resources. The degree includes core courses of information systems fundamentals, core courses of information systems fundamentals, and allows for the selection of courses in specialized areas of concentration to complete the degree option requirements.

Program concentrations are designed to meet the educational needs of most segments of the IT field in a client-server environment, and microprocessor platform along with web and server applications. The training blends general education courses with the required IT skills for programmer/analyst in government, insurance, manufacturing, service, sales, utilities and banking. Additional education and job experience lead to work in systems analysis and project management.

**Associate of Arts Degree:** 60 credit hours
- Computer Support Specialist: 29 credit hours
- Network Administrator: 30 credit hours
- Video Game Design & Animation: 34 credit hours
- Website Designer: 30 credit hours

**Program Goals**

- To teach students foundation skills and to apply that knowledge to meet the needs of the computer information systems field.
- Provide general education coursework with technical competence required in IT skills for programmers and analysts and other aspects of the profession.

*Continued on next page.*
COMPUTER INFORMATION SYSTEMS continued

Program Outcomes
- Students will be able to apply knowledge of computing and mathematics appropriate to the discipline.
- Analyze a problem, and identify and define the computing requirements appropriate to its solution.
- Demonstrate applied knowledge in the design, implement, and evaluate a computer-based system, process, component or program to meet desired needs.
- Demonstrate an applied understanding of processes that support the delivery and management of information systems within a specific application environment.
- Effective use of written, oral, verbal and interpersonal communication skills operating as a member of a diverse team of individual support interacting with a broad range of audiences.
- An understanding of professional, ethical, legal, security and social issues and responsibilities related to the profession.

Admission Requirements
To be admitted into the CIS program students must:
- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

COMPUTER INFORMATION SYSTEMS: COMPUTER SUPPORT SPECIALIST

• College Certificate

About the Program
The Computer Information Systems Computer Support Specialist College Certificate program is designed to provide a solid foundation in the fundamental skills that are generally required to analyze system requirements and design solutions or, to support and manage the application of technology resources. Degree concentrations include core courses of information systems fundamentals, database systems, networking, web systems and software development.

Description: Computer Support Specialists provide technical assistance, support, and advice to users. These troubleshooters diagnose problems and provide technical support for hardware, software, and IT systems.

A person in this occupation applies computer software and technology to business related activities and problems. Typical support specialist tasks include analyzing and solving business problems by creating a computerized system using microcomputer application software (e.g. word processor, spreadsheets, databases, presentation, web development, etc.) by writing a custom program or integrating multiple software applications. Students are also prepared to interface with users and functions as an integral part of an IT support team.

College Certificate Goals
- Provide a basic foundation and practical experience in computer systems concepts with an emphasis in microcomputer applications.

College Certificate Outcomes
- Demonstrate ability to manage workgroup resources to include file shares, print shares and physical connections.
- Proficiently install, configure and support industry required applications.
- Proficiently use integrated software packages to analyze and support business problems related to the IT infrastructure.

Admission Requirements
Students are admitted to the program each semester. Students must have the program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis. To be admitted into the CIS program students must:
- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

Computer Support Specialist: College Certificate

Recommended Sequence of Courses

CR. No. | COURSE TITLE | CREDITS
--- | --- | ---

SEMESTER 1
- CIS 110 Introduction to Computer Information Systems .......... 4
- ENG 119 English I ...................................... 3
- CIS 112 Structured Design .................................. 3
- BUS 225 Computer Applications in Business ......................... 3

TOTAL .............................................. 13

SEMESTER 2
- CIS 203 Visual Basic Programming
  Language .................................................. 3
- Elective: Humanities ........................................ 3
- CIS 241 Internet Foundations ................................ 4
- Elective: English .............................................. 3

TOTAL .............................................. 13

SEMESTER 3
- CIS 207 Java Programming Language ......................... 4
- MAT 113 Intermediate Algebra ................................. 3
- Elective: CIS ................................................ 3
- PS 101 American Government .................................. 3

TOTAL .............................................. 13

SEMESTER 4
- CIS 209 C Programming Language ............................ 4
- SPH 101 Fundamentals of Speech ............................. 3
- CIS 210 Introduction to UNIX Operating Systems ............. 3
- Elective: Social Science ........................................ 3

TOTAL .............................................. 13

SEMESTER 5
- CIS 212 LINUX ............................................. 4
- Elective: Natural Science w/Lab ................................ 4

TOTAL .............................................. 8

CIS A.A.S. PROGRAM TOTAL .............................................. 60

Note: Program total hours may not include prerequisites.

This program offers:
College Certificate: 29 credit hours

College Certificate Goals
- Provide a basic foundation and practical experience in computer systems concepts with an emphasis in microcomputer applications.

College Certificate Outcomes
- Demonstrate ability to manage workgroup resources to include file shares, print shares and physical connections.
- Proficiently install, configure and support industry required applications.
- Proficiently use integrated software packages to analyze and support business problems related to the IT infrastructure.

Admission Requirements
Students are admitted to the program each semester. Students must have the program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis. To be admitted into the CIS program students must:
- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

Computer Support Specialist: College Certificate

Recommended Sequence of Courses

CR. No. | COURSE TITLE | CREDITS
--- | --- | ---

SEMESTER 1
- CIS 210 Introduction to UNIX Operating Systems ............. 3
- CIS 240 Networking Essentials ................................ 3
- CT 210 Comp TIA+ .......................................... 6
- CT 211 Computer Networking I ................................ 4

TOTAL .............................................. 16

SEMESTER 2
- CIS 212 LINUX ............................................. 4
- CIS 245 Wireless Networking .................................. 3
- CIS 249 Computer Support I .................................. 3
- CIS 248 Computer Support II .................................. 3

TOTAL .............................................. 13

CIS: COMPUTER SUPPORT SPECIALIST CERTIFICATE TOTAL .............................................. 29

Note: Certificate total hours may not include prerequisites.
COMPUTER INFORMATION SYSTEMS: NETWORK ADMINISTRATOR

• College Certificate

About the Program
The Computer Information Systems Network Administrator College Certificate is designed to provide a solid foundation in the fundamental skills that are generally required to analyze system requirements and design solutions or, to support and manage the application of technology resources.

The Network Administrator concentration prepares students as network systems administrators who can design, install, and support an organizations LAN (local-area network), network segment, Internet, or intranet system. Network systems administrators provide day-to-day on-site administrative support for software users in a variety of work environments, including professional offices, small businesses, government, and large corporations. They maintain network hardware and software, analyze problems, and monitor the network to ensure its availability to system users. These professionals gather data to identify customer needs and then use that information to identify, interpret, and evaluate system and network requirements. Network systems administrators also plan, coordinate, and implement network security measures.

Description: Provide day-to-day on-site administrative support for software users in a variety of work environments.

This program offers:
College Certificate: 30 credit hours

College Certificate Goals
• To teach students foundation skills and to apply that knowledge to meet the needs of the computer information systems field.
• Provide general education coursework with technical competence required in IT skills for programmers and analysts and other aspects of the profession.

College Certificate Outcomes
• Students will be able to demonstrate proficiency and applied knowledge required for use of Windows client operating systems in a network environment.
• Demonstrate proficiency and applied knowledge in various Windows server services implemented in a network environment.
• Demonstrate proficiency and applied knowledge in working with common network devices such as hubs, switches, routers, firewalls, and network cabling.
• Demonstrate proficiency in managing resources including folders, files and printers in a network environment.
• Demonstrate proficiency in creating and managing user accounts, groups and permissions in a domain environment.
• Effective use of written, oral, verbal and interpersonal communication skills operating as a member of a diverse team of individual support interacting with a broad range of audiences.
• An understanding of professional, ethical, legal, security and social issues and responsibilities related to the profession.

Admission Requirements
Students are admitted to the program each semester. Students must have the program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis. To be admitted into the

CIS program students must:
• Fulfill all WCCCD admission requirements.
• Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
• Fulfill course placement requirements based on COMPASS test.
• Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

Computer Network Administrator: College Certificate
Recommended Sequence of Courses

CR. No. | COURSE TITLE | CREDITS |
SEMESTER 1 |
CIS 110 | Introduction to Computer Information Systems | 4 |
CT 211 | Computer Networking I | 4 |
**SEMESTER TOTAL** | **6** |

SEMESTER 2 |
CIS 210 | Introduction to UNIX Operating Systems | 3 |
CIS 240 | Networking Essentials | 3 |
CT 210 | Computer Repair II - CompTIA A+ | 6 |
**SEMESTER TOTAL** | **12** |

SEMESTER 3 |
CIS 237 | Cisco CCNA | 7 |
CIS 243 | Network Security Fundamentals | 3 |
**SEMESTER TOTAL** | **10** |
CIS: NETWORK ADMINISTRATOR CERTIFICATE TOTAL | **30**

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: VIDEO GAME DESIGN & ANIMATION

• College Certificate

About the Program
The Computer Information Systems Video Game Design and Animation College Certificate is designed to provide a solid foundation in the fundamental skills that are generally required to meet the needs of the video game design, animation and programming field.

Description: Creation and design of video games and the animation included within.

This program offers:
College Certificate: 34 credit hours

College Certificate Goals
• To provide students a basic foundation to the video game design, animation and programming field.

College Certificate Outcomes
• Students will be able to produce quality work in a video game design and animation environment.
• Effective use of written, oral, verbal and interpersonal communication skills operating as a member of a diverse team of individual support interacting with a broad range of audiences.
• Demonstrate an applied understanding of processes that support the design, animation and production environment.

Admission Requirements
Students are admitted to the program each semester. Students must have the program approval, a completed application, and other required information submitted by the due date.

Continued on next page.
### PROGRAM CURRICULA

#### COMPUTER INFORMATION SYSTEMS: VIDEO GAME DESIGN & ANIMATION continued

If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis. To be admitted into the CIS program students must:

- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

**Prerequisite Work**

- Prior to beginning the Video Game Design and Animation concentration of the Computer Information Systems program, students must have computer competencies which include the ability to key text at a minimum rate of 35 words per minute. These necessary skills can be obtained from your life experiences or by taking any of the following courses: Keyboarding, Keyboarding Fundamentals and Intermediate Keyboarding.

### Video Game Design and Animation

#### College Certificate

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>VGD 268</td>
<td>Computer Games Foundations</td>
<td>3</td>
</tr>
<tr>
<td>ART 115</td>
<td>Basic Drawing for Animation</td>
<td>3</td>
</tr>
<tr>
<td>DMP 101</td>
<td>Story Elements for a Digital Environment</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
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**SEMESTER 1**

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<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>CIS 266</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>VGD 269</td>
<td>Introduction to 3D Graphics &amp; Animation</td>
<td>4</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
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**SEMESTER 2**

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<tr>
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<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>VGD 270</td>
<td>3D Character Development &amp; Animation</td>
<td>4</td>
</tr>
<tr>
<td>VGD 271</td>
<td>Introduction to 3D Design</td>
<td>4</td>
</tr>
<tr>
<td>VGD 272</td>
<td>Texturing Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>VGD 999</td>
<td>Computer Game Project</td>
<td>2</td>
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<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>CIS: VGD CERTIFICATE TOTAL</td>
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**SELECTIONS FOR SEMESTER 3**

**SEMESTER 3**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>VGD 270</td>
<td>3D Character Development &amp; Animation</td>
<td>4</td>
</tr>
<tr>
<td>VGD 271</td>
<td>Introduction to 3D Design</td>
<td>4</td>
</tr>
<tr>
<td>VGD 272</td>
<td>Texturing Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>VGD 999</td>
<td>Computer Game Project</td>
<td>2</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td></td>
<td><strong>14</strong></td>
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<tr>
<td>CIS: VGD CERTIFICATE TOTAL</td>
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<td><strong>34</strong></td>
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**SEMESTER 4**

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</thead>
<tbody>
<tr>
<td>VGD 999</td>
<td>Computer Game Project</td>
<td>2</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>

Note: Certificate total hours may not include prerequisites.

### COMPUTER INFORMATION SYSTEMS: WEBSITE DESIGNER

**About the Program**

The Computer Information Systems Website Designer Associate of Applied Science degree and College Certificate programs are designed to prepare students for employment in the area of website design. Students will learn web design, XHTML coding, image editing, validation, CSS, GUI editors, server-side and client-side languages.

**Description:** Web designers are responsible for day-to-day site creation, design and all technical aspects of a web site.

**This program offers:**

- **College Certificate:** 30 credit hours

**College Certificate Goals**

- Students will be able to demonstrate competencies in the development and deployment of website design.

**College Certificate Outcomes**

- Demonstrate ability to code the features necessary for Web site development and deployment.
- Demonstrate ability to solve problems related to the program content.
- Develop proficiencies in modifying a website.

**Admission Requirements**

Students are admitted to the program each semester. Students must have the program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis. To be admitted into the CIS program students must:

- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor.

**Prerequisite Work**

Prior to beginning the program, students must have computer competencies which include the ability to key text at a minimum rate of 35 words per minute. These necessary skills can be obtained from your life experiences or by taking any of the following courses: Keyboarding, Keyboarding Fundamentals and Intermediate Keyboarding.

**Website Designer:**

**College Certificate**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 112</td>
<td>Structured Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 241</td>
<td>Internet Foundations</td>
<td>4</td>
</tr>
<tr>
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**SEMESTER 2**

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<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>BUS 228</td>
<td>Internet Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 266</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Web Design Methodology &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
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**SEMESTER 3**

<table>
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<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 258</td>
<td>Javascript/PERL</td>
<td>4</td>
</tr>
<tr>
<td>CIS 250</td>
<td>E-commerce Strategies and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CIS 267</td>
<td>Understanding and Developing Multimedia</td>
<td>3</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>CIS: WEBSITE DESIGNER CERTIFICATE TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

Note: Certificate total hours may not include prerequisites.
PROGRAM CURRICULA

CRIMINAL JUSTICE: LAW ENFORCEMENT ADMINISTRATION AND CORRECTIONS

Associate of Applied Science

About the Program

The Criminal Justice Law Enforcement Administration and Corrections Associate of Applied Science degree programs are designed to provide the academic and professional training necessary for careers in Law Enforcement. The Law Enforcement Administration option is designed to prepare students for entry or advancement in the correctional justice system. The Corrections option prepares students for employment in correctional institutions or fields related to probation and parole.

This program offers two degree concentrations:

1. Law Enforcement Administration Associate of Applied Science: 61 credit hours
2. Corrections Associate of Applied Science: 61 credit hours

Program Goals

• To teach students the principles of community law enforcement and corrections vocation.
• To instruct students on how to apply critical thinking and analytical problem solving in the law enforcement profession.

Program Outcomes

• Students will be able to apply academic knowledge to a field of training program designed to assimilate one into a policing vocation.
• Demonstrate critical thinking decision making and problem solving competence as it applies to the vocation.
• Comprehend, evaluate and synthesize information related to the area of responsibility by demonstrating expertise.
• Utilize effective verbal and written communication with the public, staff and administration by documenting activities, maintaining databases and effective performance.
• Demonstrate knowledge of and apply ethical values, cultural awareness and technological skills when making appropriate decisions related to the vocation.

Admission Requirements

Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Declare intent to enter the Criminal Justice Program on the WCCCD Application for Admission or change intent at the Admission Office.
• Fulfill all course placement requirements based on COMPASS test.
• Obtain an Educational Development Plan (Plan of Work), outlining the student’s plan for program completion.

Criminal Justice: Corrections Associate of Applied Science Recommended Sequence of Courses

<table>
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<th>CR. No.</th>
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Criminal Justice: Law Enforcement Administration Associate of Applied Science Recommended Sequence of Courses

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Criminal Justice: Law Enforcement Administration Associate of Applied Science Recommended Sequence of Courses

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DENTAL ASSISTING

• College Certificate

About the Program

The Dental Assisting College Certificate program provides students with the necessary training to perform the duties of a dental assistant, including assisting the dentist (chair side), providing patient education, performing laboratory procedures, exposing and processing x-rays and performing office management tasks such as billing and scheduling appointments.

In addition, the dental assistant who becomes licensed can provide expanded functions as delegated by Michigan law. Instruction runs concurrently with the laboratory instruction throughout the program. Students gain clinical experience in clinical facilities and dental offices. Aptitudes that will be helpful to students are an ability to pay attention to detail, following instructions, work quickly and independently, be responsible for personal and office organization, interacting well with people.

Upon completion of the program, students are eligible to take the Dental Assisting National Examination to become a Certified Dental Assistant (CDA). In addition, they are eligible to take the State of Michigan’s Registered Dental Assistant Examination to become a licensed Registered Dental Assistant (RDA).

College Certificate Outcomes

• Students will be able to detail, plan and demonstrate competency in performing comprehensive and routine dental laboratory procedures, assist in managing medical emergencies and perform expanded functions legal in the State of Michigan.
• Demonstrate competency in performing clinical and support treatments to include collecting diagnostic and treatment data.
• Demonstrate with competency managing proper infection control and hazard management protocol.
• Demonstrate with competency taking diagnostic radiographs proficiently related to exposure, processing, mounting and evaluation.
• Understand and demonstrate proficiency in carrying out routine dental office procedures to include computer data entry, scheduling, and records management.
• Understand regulations governing the legal and ethical boundaries of the profession as they apply to ADAA Code of ethics and HIPAA guidelines while modeling professional behaviors, ethics and appearance.
• Demonstrate competency in providing patient oral health instructions.

Admission Requirements

The program begins each Fall semester and part-time students are accepted on a space availability basis. Student must have the Program’s approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a first come basis to qualified applicants.

Students must complete the following:
• Must be 18 years of age or older.
• Declare intent to enter the Dental Assisting Program on the WCCCD Application for Admission form or change intent at the Admission’s Office.
• Declare intent to enter the Dental Assistant Program by submitting an Allied Health Application.
• Demonstrate reading and math comprehension at Freshman English and Math levels via the COMPASS test. Based on the results of the test pre-requisite courses may be required.
• Demonstration of current immunizations or immunity for tetanus, MMR and Varicella.
• Receive the Hepatitis B vaccination or declare intent to receive or decline the vaccination.
• Must test negative on a TB test.
• Documentation of current medical examination.
• Complete CPR training for the Health Care Provider (A CPR course is offered by the College).
• Obtain a Criminal Background Check (through the program).
• Demonstration of dental examination and completed treatment.
• Meet with the Dental Assisting Program Director.
• The admitted student must purchase the required uniform and student kit by the first week of classes.
• Program approval is required for credits for “Prior Experience and Required Knowledge”.
• Demonstrate with competency in performing office management tasks such as billing and scheduling appointments.
• Understand regulations governing the legal and ethical boundaries of the profession as they apply to ADAA Code of ethics and HIPAA guidelines while modeling professional behaviors, ethics and appearance.
• Demonstrate competency in providing patient oral health instructions.

Dental Assistant College Certificate Recommended Sequence of Courses

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<td>DEN 200</td>
<td>Dental Radiology Theory</td>
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<td>DA 117</td>
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<td>Dental Specialties</td>
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Note: Certificate total hours may not include prerequisites. **This number may be less. Graduates of high school vocational-technical dental assisting programs and on-the-job trained dental assistants are eligible for advanced credit hours through the Prior Experience and Required Knowledge program (PERK). Contact the program office for additional information.
DENTAL HYGIENE
Associate of Science

About the Program
The Dental Hygiene Associate of Science degree program at Wayne County Community College District is a prominent career for individuals interested in working as an important part of the dental healthcare team. The dental hygienist learns specialized clinical skills providing direct patient care and may be responsible for community distribution of information related to the prevention of oral diseases and the maintenance of oral health. The demand for dental services will continue to grow due to the success of preventive dentistry in reducing the incidence of oral diseases. Dentists will need to employ more dental hygienists to meet the increased demand for dental services.

Dental Hygienists are important members of the dental health care team. Their primary duties include the following: oral prophylaxis, including scaling, root planning and polishing, recording medical/dental history, diagnostic data collection, dental charting, oral cancer screening, oral examinations, treatment planning, root planning, expose, develop and interpret dental radiographs, apply fluoride, apply dental sealants, teach patients proper oral hygiene techniques, counsel patients about plaque control, develop individualized at home oral hygiene programs, counsel patients on the importance of good nutrition for maintaining optimal oral health and perform other clinical dental hygiene services. The Dental Hygiene program is designed to prepare students to become competent oral health clinicians and educators. Admission to the program is limited and competitive. Upon completion of this program, students are eligible to take the Board Examinations. The Michigan Board of Dentistry may deny dental hygiene licensure to an applicant who has been convicted of a crime or is addicted to drugs or alcohol.

This program offers:
Associate of Science Degree: 82 credit hours

Program Goals
• To teach and prepare students to assume responsibility for caring for the dental patient in the prevention of dental disease in a clinical setting.
• To prepare students to successfully pass the state and national licensing examinations, as prescribed by the State Board of Dentistry, with proficiency scores that qualifies the graduate for licensure as a Registered Dental Hygienist (RDH).

Program Outcomes
• Students will be able to discern and manage ethical issues of dental hygiene practice in a rapidly changing environment.
• Synthesize information in a critical, scientific and effective manner in order to provide dental hygiene care to promote patient health and wellness.
• Provide planned educational services using interpersonal communication skills and educational strategies to promote optimal health.
• Initiate and assume responsibility for health promotion and disease prevention activities for diverse populations including patients with special needs.
• Students will be able to provide accurate, consistent and complete documentation, systematically collect, analyze and accurately record baseline data on the general, oral and psychosocial health status of a variety of clients using methods consistent with medicolegal principles.
• Collaborate with the patient and/or other health professionals to formulate a comprehensive dental hygiene treatment plan that is patient centered and based on current scientific evidence.
• Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health.
• Evaluate the effectiveness of the implemented clinical, preventive and educational services and modify as necessary.
• Understand and continually improve the knowledge, skills and values of the profession.

Admission Requirements
Admission is competitive and based on previous academic performance, test scores, letters of recommendation, an interview and fulfillment of admission requirements. Deadline for application to the program is June 1st and admission is granted prior to the Fall semester.

Students must complete the following:
• Fulfill all WCCCD admission requirements
• Pass a high school diploma or GED
• Declare intent to enter the Dental Hygiene program by submitting an Allied Health Application
• Demonstrate reading comprehension at Freshman English level via the COMPASS test after acceptance and before clinical participation students must show:
• Documentation of current immunizations or immunity for tetanus, MMR and Varicella.
• Receive the Hepatitis B vaccination or declare intent to receive or decline the vaccination
• Must test negative on a TB test
• Complete CPR training (A CPR course is offered by the College)
• Obtain a Criminal Background Check
• Documentation of a standardized dental and health examination

Degree Requirements
Students must complete all course work with a grade of “C” or better to meet graduation requirements.

Dental Hygiene: Associate of Science Degree

Recommended Sequence of Courses

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### DENTAL HYGIENE continued

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<td>Local Anesthesia and Pain Management</td>
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<td>DHY 223</td>
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<td>Dental Health Education</td>
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<td>Clinical Dental Hygiene IV: Lecture</td>
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<td>DHY 225</td>
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<td>Management of Special Patients</td>
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<td>Advanced Periodontology</td>
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<td>DHY 229</td>
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<td>Clinical Dental Hygiene V: Lecture</td>
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<td>DHY 230</td>
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<td>Clinical Dental Hygiene V: Lab</td>
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<td>DHY 233</td>
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<td>Dental Hygiene Seminar</td>
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<td>ALH 230</td>
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<td>Medical Ethics</td>
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</tr>
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</table>

Note: Program totals may not include prerequisites.

### DIGITAL MEDIA PRODUCTION

#### About the Program
The Digital Media Production Associate of Applied Science degree and College Certificate program will provide students with a broad overview of the digital production field. The students will gain a theoretical grasp of the implications of digital mass communications through various digital media production courses and hands-on experience in digital video and sound production, web design layout and design. The program may be pursued as a full-time or part-time study.

This program offers:
- **Associate of Applied Science: 61 credit hours**
- **College Certificate: 33 credit hours**

#### Program Goals
- **To teach and provide students with a foundation in the field of Digital Media Productions as a precursor for a declared four-year degree.**
- **To produce students that can work with and visualize the direction of digital media.**

#### Program Outcomes
- Students will be able to use industry-standard media production software applications in digital video production e.g. preproduction, production and post-production.
- **Analyze the relationship of aesthetics, content, user needs and/or interactivity of projects for implementing digital media.**
- **Apply knowledge of story structure to synthesize a design, incorporate storyboards and flow chart techniques using good design principles and contemporary digital technology for motion media projects.**

#### Admission Requirements
- The student is required to do the following: Declare intent to enter the Digital Media Production program on the WCCCD Admissions Application or change intent at the Admissions Office.
- Obtain an Education Development Plan (Plan of Work) outlining the student’s plan for program completion from an academic advisor.
- Complete 23 required credits and 7 electives credits from the Digital Media program electives list.

Digital Media Production: College Certificate Recommended Sequence of Courses:

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tr>
<td>BUS 228</td>
<td>Internet Web Page Design for Business Applications</td>
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<tr>
<td>DMP 101</td>
<td>Story Elements for a Digital Environment</td>
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<td>SPH 105</td>
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<td>PRM 101</td>
<td>Project Management</td>
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**Note:** Program totals may not include prerequisites.

Continued on next page.
DIGITAL MEDIA PRODUCTION
continued

Digital Media Production:
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses:

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<tr>
<th>CR. No.</th>
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<tr>
<td>ART 101</td>
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<td>DMP 101</td>
<td>Story Elements for a Digital</td>
<td>. . . . 3</td>
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<tr>
<td>ENG 119</td>
<td>English I</td>
<td>. . . . 3</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to Visual Arts</td>
<td>. . . . 3</td>
</tr>
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<td>SEMESTER TOTAL</td>
<td></td>
<td>. . . . 12</td>
</tr>
</tbody>
</table>

| SEMESTER 2 |                                  |         |
| CIS 110 | Introduction to Computer          |         |
| DMP 102 | Digital Video Production I         | . . . . 3|
| ENG 120 | English II                        | . . . . 3|
| PRM 101 | Project Management                | . . . . 3|
| SEMESTER TOTAL |                         | . . . . 13|

| SEMESTER 3 |                                  |         |
| BUS 228 | Internet Web Page Design for      |         |
| CIS 266 | Business Applications             | . . . . 3|
| DMP 103 | Digital Video Production II        | . . . . 3|
| SPP 105 | Improving the Speaking Voice      | . . . . 3|
| SEMESTER TOTAL |                         | . . . . 12|

| SEMESTER 4 |                                  |         |
| CIS 267 | Understanding and Developing      | . . . . 3|
| DMP 114 | Writing for Media                | . . . . 3|
| DMP 104 | Digital Audio Production and      | . . . . 3|
| HUM 231 | Introduction to Film              | . . . . 3|
| SEMESTER TOTAL |                         | . . . . 12|

| SEMESTER 5 |                                  |         |
| DMP 111 | Television Programming            | . . . . 3|
| DMP 105 | Media Programming                 | . . . . 3|
| DMP 107 | Digital Audio Production II       | . . . . 3|
| PS 101 | American Government               | . . . . 3|
| SEMESTER TOTAL |                         | . . . . 12|
| PROGRAM TOTAL |                         | . . . . 61|

Note: Program total hours may not include prerequisites.

EARLY CHILDHOOD EDUCATION: CHILD DEVELOPMENT ASSOCIATE (CDA)

- College Certificate
- Associate of Applied Science

About the Program
The Early Childhood Education Program offers a College Certificate as a Child Development Associate (CDA) and an Associate of Applied Science degree in Early Childhood Education. The program at Wayne County Community College District prepares students to work as child care administrators and to be teachers and caregivers in an early childhood settings. The CDA Training program is designed for the childcare worker wishing to become a Child Development Associate (CDA). The CDA Credential is independently awarded by the National Council for Professional Recognition to those demonstrating competence in their work with children in early education and childcare programs. Formal training is required for this credential.

Child Development Associate (CDA) - Focuses on child development methods and strategies to motivate learning in the five developmental areas. Graduates become responsible for the care and education of children up to five years old by creating and maintaining a safe and healthy learning environment, guiding behavior, planning curricula, implementing learning activities, and working cooperatively with staff and parents.

- To prepare students individual credentialing towards the State of Michigan’s Early Childhood Education Permit.
- To provide students with a foundation in child development theory to examine program philosophy goals, classroom design, teacher/child interaction, curriculum planning and implementation, assessment of the young child, involvement of the family/community as well as issues of diversity.
- To teach students methods of formulating lesson plans that fosters children’s personal social, physical, cognitive and creative development.
- To teach students elements of designing and assessing a learning environment using teaching strategies based upon child development and learning theory.

Early Childhood Program Outcomes
- Students will be able to successfully pass the State of Michigan’s Early Childhood Education Permit exam with a passing score of 70% or higher.
- Demonstrate knowledge of child development theory and its application to Early Care and Education by identifying key developmental theorists and recognizing children’s developmental stages.
- Demonstrate competence in facilitating the development of an individual child’s stages of progression that promotes physical, cognitive and or socio-emotional development.
- Understand, articulate and practice the regulations governing legal and ethical boundaries of the profession.

Child Development Associate (CDA) College Certificate Goals
- To prepare students individual credentialing towards the State of Michigan’s Early Childhood Education Permit.

Continued on next page.
**EARLY CHILDHOOD EDUCATION: CHILD DEVELOPMENT ASSOCIATE (CDA) continued**

**Child Development Associate (CDA) College Certificate Outcomes**
- Demonstrate, establish and maintain a safe and healthy learning environment
- Understand, articulate and practice the regulations governing legal and ethical boundaries of the profession.

**Admission Requirements**
To be admitted into the Child Care program a student must:
- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office.
- Fulfill course placement requirements based on COMPASS test.
- Submit a Program application to the Campus Academic Officer before the ninth week of the fall or spring semesters.

**Child Development Associate (CDA): College Certificate**

**Recommended Sequence of Courses**

<table>
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<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>EMT 101</td>
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<td>HUS 105</td>
<td>Group Expression for Self Growth</td>
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</tr>
<tr>
<td>CCT 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CCT 120</td>
<td>Building Family and Community Relationships Parent-Child Teacher Relationship</td>
<td>3</td>
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<tr>
<td><strong>SEMESTER TOTAL</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**SEMESTER 1**
- CCT 104 Methods and Techniques in Child Care: Infant and Toddler Development
- CCT 210 Special Populations
- CCT 111 Child Assessment Techniques
- CCT 211 CDA Assessment Preparation (new class)
- PSY 220 Child Growth and Development

**SEMESTER 2**
- CCT 104 Methods and Techniques in Child Care: Infant and Toddler Development
- CCT 106 Methods and Techniques: Preschool Child Development
- CCT 120 Parent-Child Teacher Relationship
- CCT 210 Special Populations
- CCT 230 Program Management and Supervision
- CCT 260 Portfolio Preparation

**CREDENTIAL CREDIT**

**TOTAL CREDITS: 21**

Note: Certificate total hours may not include prerequisites.

**EARLY CHILDHOOD EDUCATION A.A.S. PROGRAM TOTAL: 71**

**Note: Program total hours may not include prerequisites.**

---

**GENERAL EDUCATION**
- ENG 120 English I
- PS 101 American Government
- SPH 105 Improving the Speaking Voice
- SOC 230 Ethnic Minorities
- Elective: Natural Science w/Lab

**GENERAL EDUCATION TOTAL: 16**

**CAREER COURSES**
- ENG 285 Children’s Literature
- CCT 106 Methods and Techniques in Child Care: Preschool Child Development
- CCT 257 Infant and Toddler Literature
- CCT 104 Methods and Techniques in Child Care: Infants and Toddler Development
- CCT 111 Child Assessment Techniques
- CCT 120 Parent-Child Teacher Relationships
- CCT 157 Child Care Practicum I
- CCT 210 Special Population
- CCT 227 Child Care Practicum II
- CCT 230 Program Management and Supervision

**CAREER COURSE TOTAL: 38**

**EARLY CHILDHOOD EDUCATION A.A.S. PROGRAM TOTAL: 71**

**Note: Program total hours may not include prerequisites.**

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**ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY**

- Associate College Certificate
- Associate of Applied Science Degree

**About the Program**
The Electrical Electronics Engineering Technology Associate of Applied Science and College Certificate degree program prepares students for a wide range of job opportunities in the installation and maintenance of electronic equipment in manufacturing, research, development, medicine and communications.

**This program offers:**
1. Electrical Electronics Engineering Technology A.A.S. Degree: 67 credit hours
2. Electrical Electronics Engineering Technology College Certificate: 32 credit hours

**Concentrations in Electrical Electronics Engineering Technology:**
- Computer Technology A.A.S. Degree: 65 credit hours
- Industrial Electronics & Control Technology A.A.S. Degree: 65 credit hours
- Telecommunications Technology A.A.S. Degree: 64 credit hours

**Continued on next page.**
Program Goals
• To assure that students are provided educational experiences in the areas of electrical and electronics installation and maintenance.
• Prepare students to successfully pass the International Society of Certified Technician (ISCET) certification exams.
• To provide transferability to four-year universities offering BS in electrical electronics, engineering technology and vocational teaching certificates.

Program Outcomes
• Students will be able to successfully pass the International Society of Certified Technician (ISCET) certification exams with a passing score of 70% or better.
• To provide students a foundation in electrical and electronics installation and maintenance.

College Certificate Goals
• Students will be able to successfully pass the International Society of Certified Technician (ISCET) certification exams with a passing score of 70% or better.
• To provide students a foundation in electrical and electronics installation and maintenance.

College Certificate Outcomes
• Prepare students to successfully pass the International Society of Certified Technician (ISCET) certification exams with a passing score of 70% or better.
• Proficiently make basic installation, repair and maintenance.
• Communicate effectively through verbal, written and drawing documentation in a team environment.

Admission Requirements
• Individuals interested in the Electrical Electronics Engineering Technology program are required to fulfill the following requirements:
• Fulfill all WCCCD admission requirements.
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in EE 101 Circuit Analysis I – 4 credit hours.
• Students with prior electrical electronics, licenses, training and experience may be qualified to waive certain classes.
• Electrical Electronics Programs are approved by FAA (Federal Aviation Administration) as one of the #1 CT colleges in the country.

Recommended Sequence of Courses

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<tr>
<th>CR. No.</th>
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<tr>
<td>EE 101</td>
<td>Circuit Analysis I</td>
<td>.4</td>
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<tr>
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<td>Electronics Fabrication &amp; Design</td>
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<tr>
<td>EE 107</td>
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<td>TCM 203</td>
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TOTAL | | 67 |

Note: Certificate total hours may not include prerequisites.

Recommended Sequence of Courses

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</tbody>
</table>

TOTAL | | 67 |

Note: Program total hours may not include prerequisites.
ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY: COMPUTER TECHNOLOGY

Associate of Applied Science Degree

About the Program
The Electrical/Electronics Engineering Technology, Computer Technology, Associate of Applied Science degree program prepares students for several IT industry careers by providing in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. This program helps students prepare for the CompTIA's A+ certification, Microsoft Certified Systems Administrators exams, and Microsoft Certified System Engineer, and Microsoft Certified Systems Administrators exams.

This program offers:
Associate of Applied Science: 65 credit hours

Program Goals
• To assure that students are provided educational experiences in the areas of electrical and electronic computer technology.
• To teach students the functionality of computer hardware and software components maintenance and safety.
• To produce students who can critically think and troubleshoot hardware and software problems.
• To prepare students to successfully pass the CompTIA's A+ certification, Microsoft Certified System Engineer, and Microsoft Certified Systems Administrators exams.

Program Outcomes
• Students will be able to successfully pass the CompTIA's A+ certification, Microsoft Certified System Engineer, and Microsoft Certified Systems Administrators exams.
• Identify, describe and explain the steps and procedures for setting up and managing a Windows Server Active Directory Environment including identification of the Policies and Procedures associated with implementation.
• Identify, troubleshoot and repair hardware and software problems.

Admission Requirements
Individuals interested in the Computer Technology program are required to fulfill the following requirements:
• Fulfill all WCCCD admission requirements.
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in EE 101 Circuit Analysis I – 4 credit hours.
• Students with prior electrical electronics, licenses, training and experience may be qualified to waive certain classes.

Electrical/Electronics Engineering Technology: Computer Technology Concentration
Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
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<tr>
<td>CT 203</td>
<td>Digital Logic I</td>
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<td>EE 105</td>
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| SEMESTER 2 | | |
| CT 205 | Introduction to Microprocessors | 4 |
| EE 102 | Alternate Current Fundamentals | 4 |
| EE 115 | Mathematics for Electrical/Electronics II | 4 |
| **SEMESTER TOTAL** | | **15** |

| SEMESTER 3 | | |
| CT 207 | Digital Logic II | 3 |
| CT 209 | Computer Repair I - CompTIA A+ | 4 |
| TCM 200 | Telecommunications | 3 |
| **SEMESTER TOTAL** | | **13** |

| SEMESTER 4 | | |
| CT 211 | Computer Networking I | 4 |
| EE 205 | Linear Integrated Circuits | 2 |
| Elective: Natural Science Elective | 3 |
| **SEMESTER TOTAL** | | **12** |

| SEMESTER 5 | | |
| CT 213 | Computer Networking II | 4 |
| PHY 235 | General Physics I | 4 |
| **SEMESTER TOTAL** | | **8** |

| **EEE: COMPUTER TECHNOLOGY PROGRAM TOTAL** | | **65** |

Note: Program total hours may not include prerequisites.

Continued on next page.
ELECTRICAL ELECTRONICS
ENGINEERING TECHNOLOGY:
INDUSTRIAL ELECTRONICS &
CONTROL TECHNOLOGY
continued

Program Outcomes
• Students will be able to identify and solve
technology problems related to the
development, manufacturing, installation
and service of computer integrated
manufacturing systems, semiconductor and
microelectronic manufacturing equipment,
process control equipment, robotic and
other electro-mechanical systems.
• Demonstrate the ability to analyze, design,
implement and maintain instrumentation,
and control
• Demonstrate analysis and design
proficiency in electrical circuits and
analog/digital/microprocessor electronics.
• Analyze, identify and troubleshoot motor
control circuits utilizing electrical diagrams.
• Identify, explain and demonstrate
structured techniques used to
programmable logic controller

Admission Requirements
 Individuals interested in the Industrial
Electronics and Controls Technology program are
required to fulfill the following requirements:
• College admission requirements.
• Declare their intent to enter the Industrial
Electronics and Controls Technology program on the WCCCD Application for
Admission Office or change their intent at
the Admission Office.
• Course placement requirements based on
COMPASS test results.
• Students must complete WCCCD Program
Application during the semester they are
enrolled in EE 101 Circuit Analysis I – 4
credit hours and submit to the Campus
Academic Officer.

Industrial Electronics and Control Technology:
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

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<td>Solid State Fundamentals</td>
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</table>

EEE - INDUSTRIAL ELECTRONICS AND
CONTROL TECHNOLOGY
PROGRAM TOTAL                          .65

Note: Program total hours may not include prerequisites.

ELECTRICAL ELECTRONICS
ENGINEERING TECHNOLOGY:
TELECOMMUNICATIONS
TECHNOLOGY

Associate of Applied Science Degree

About the Program
The Telecommunications Technology is designed for students interested in all electronic media,
including broadcasting, cable, satellite, internet and telephone industries. Telecommunications
dominate many facets of our lives, including how we: communicate, conduct business,
talent and inform ourselves, and participate in democracy. The telecommunications
curriculum explores the structure and operation of these industries as well as laws and policies
that regulate their use. Graduates go on to careers in radio, broadcast cable and satellite
networks; internet service providers; wired and wireless telephone companies; and other related
industries.

This major is designed for students interested in
all electronic media, including broadcasting,
cable, satellite, internet and telephone industries. Telecommunications dominates many facets of
our lives, including how we: communicate, conduct business, entertain and inform
ourselves, and participate in democracy. The telecommunication curriculum explores the
structure and operation of these industries as well as laws and policies that regulate their use. Graduates go on to careers in radio, broadcast cable and satellite networks; internet service providers; wired and wireless telephone companies; and other related industries.

This program offers:
Associate of Applied Science: 64 credit hours

Program Goals
• To teach students basic proficiency in the
application of electric circuits, computer
programming, associate software, analog
and digital electronics, voice and data
communications.
• To provide students with a broad
foundation in designing and implementing
tele-communications systems.

Program Outcomes
• Students will be able to demonstrate
proficiency in the application of electric
circuits, computer programming, associate
software, analog and digital electronics, voice
and data communications.
• Demonstrate the ability to analyze, design
and implement telecommunications
systems.

Admission Requirements
Individuals interested in the Telecommunications
Technology program are required to fulfill the following requirements:
• Fulfill all WCCCD admission requirements.
• Declare intent to enter this program on the
WCCCD Application for Admission or
change intent at the Admissions Office.
• Fulfill course placement requirements based on
COMPASS test.
• Students must complete WCCCD Program
Application and submit to the Campus
Academic Officer during the semester they
are enrolled in EE 101 Circuit Analysis I – 4
credit hours.

Continued on next page.
ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY: TELECOMMUNICATIONS TECHNOLOGY continued

EMERGENCY MEDICAL TECHNOLOGY

- College Certificate
  Associate of Applied Science Degree

About the Program
The Emergency Medical Technology (EMT) Associate of Applied Science degree and College Certificate of Completion curriculum stresses the integration of knowledge and skills required to competently perform pre-hospital basic, limited, and advanced life support. Wayne County Community College District is a State of Michigan, Michigan Department of Community Health (MDCH) EMS & Trauma Systems approved Education Sponsor. Therefore, students that successfully meet the completion criteria for Medical First Responder, Basic EMT, EMT-Specialist or Paramedic will also receive a certificate of completion and are eligible for Emergency Medical Technology (EMT) Program certification and the National Registry for EMT's certification examination necessary for and Michigan licensure as a EMS Professional.

This program offers the following:
Certificate of Completion: First Medical Responder = 3 credit hours
Certificate of Completion: Basic Emergency Medical Technician (Basic EMT) = 9 credit hours
Certificate of Completion: Paramedic = 53 credit hours
College Certificate: Emergency Medical Technology = 30 credit hours
Associate of Applied Science Degree: Emergency Medical Technology = 72 credit hours

Medical First Responder: A point of contact as a first responder in a medical emergency.

Basic EMT: For persons directly involved or intending to become involved in Emergency Care Services (e.g. ambulance employees, fire department EMT’s).

Program Goals
- To teach and prepare students to comprehend, apply and integrate the cognitive and critical thinking essential to function as an EMT professional.
- To serve as a vital link in the chain of the health care team.
- To deliver the knowledge and skills necessary to provide medical care
- To prevent and reduce mortality and morbidity due illness and injury for emergency patients in the out-of-hospital setting.

Program Outcomes
- Students will be able to demonstrate appropriate level of technical capability and proficiency with psychomotor skills and assessment.
- Recognize the nature and seriousness of the patient’s condition or extent of injuries to assess requirements for emergency medical care.
- Administer appropriate emergency medical care based on assessment findings of the patient’s condition.
- Properly and safely lift, move, position and handle the patient to minimize discomfort and prevent further injury.
- Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation and record keeping.
- Perform safely and effectively the expectations of the position description.
- Commitment to life-long learning

Continued on next page.
Admission Requirements

Students are admitted to the program each year for the Fall and Spring semesters. Students must have the Program’s approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a first come basis to qualified applicants. Students are required to do the following:

• Fulfill all WCCCD admission requirements
• Successfully complete a minimum of 12 college credits with a “C” or better and/or have COMPASS scores that fulfill program requirements.
• Declare intent to enter the Emergency Medical Technology program on the WCCCD Application for Admission.
• Must be 18 years of age or older.
• Must complete physical exam and other health requirements.

Based upon Michigan Law, students applying for admission to the EMT program will be subject to a criminal background check, the results of which could preclude an applicant from admission to Wayne County Community College District’s EMT program on the basis of any of the following:

• A felony conviction or conviction for an attempt or conspiracy to commit a felony within the past fifteen (15) years.
• Any misdemeanor conviction involving abuse, neglect, battery or criminal sexual conduct within the past fifteen (15) years.
• Any misdemeanor conviction involving fraud or theft graduation requirements.

Emergency Medical Technology: College Certificate

Recommended Sequence of Full-time Courses

EMT 114 Basic EMT I ................. 4
EMT 124 Basic EMT II............... 4
EMT 126 Basic EMT Clinical Experience .1
CAREER COURSES:

(Any 21 credits from the following courses)

EMT 205 Medical First Responder .... 3
EMT 218 Emergency Medicine Prep... 5
EMT 221 Paramedic I ............... 10
EMT 231 Paramedic II .............. 10

EMT 236 Paramedic Clinical
Experience I .......................... 6
EMT 241 Paramedic III ............... 3
EMT 242 Paramedic IV ............... 2
EMT 243 Paramedic V ............... 2
EMT 244 Paramedic VI .............. 3
EMT 246 Paramedic Clinical
Experience II ........................... 6
EMT 256 Paramedic Clinical
Experience III ........................... 6

EMT COLLEGE CERTIFICATE TOTAL ...30

* Certificate totals may not include prerequisite work.

Emergency Medical Technology: Associate of Applied Science Degree

About the Program

The Emergency Room Multi-Skill Healthcare Technology (ERT) Associate of Applied Science Degree and College Certificate program is designed to prepare the student to work within the hospital and urgent health care environment. Students will find employment opportunities with various hospital emergency departments, special care units and urgent care centers. Emergency Room Technicians receive specialized training in hospital procedures and protocols. Practical skills include insertion of Foley catheters, EKG, phlebotomy, 12 lead cardiac monitoring, sterile procedures, insertion of nasal gastric tubes and many other skills.

This program offers:

Associate of Applied Science: 60 credit hours
College Certificate: 30 credit hours

Program Goals

• To teach and prepare students for advanced responsibilities in the emergency room assisting nurses and health care professionals in providing basic patient care.

Program Outcomes

• Students will be able to demonstrate appropriate level of technical capability and proficiency with psychomotor skills and assessment as delineated in basic patient care practices in an emergency room setting.
• Apply therapeutic and professional communication skills when working with patients, families, colleagues and other health care providers and members of the community.
Emergency Room / Multi-Skilled Healthcare Technology Program

College Certificate Requirements:

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
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<tr>
<td>EMT 114</td>
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<tr>
<td>EMT 124</td>
<td>Basic EMT II</td>
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<tr>
<td>EMT 126</td>
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<tr>
<td>ERT 210</td>
<td>Emergency Room Technology</td>
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<tr>
<td>ERT 215</td>
<td>Emergency Room Technician Clinical</td>
<td>6</td>
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</tbody>
</table>

CERTIFICATE REQUIREMENTS

SUBTOTAL ........................................... 21

CAREER COURSES

(Any 9 from the following courses)

| BIO 240 | Human Anatomy & Physiology I       | 4       |
| PS 101  | American Government                | 3       |
| ALH 105 | Medical Math                       | 3       |
| BIO 240 | Anatomy & Physiology I             | 4       |
| ENG 120 | English II                         | 3       |
| ENG 119 | English I                          | 3       |
| BIO 155 | Introductory to Biology            | 4       |
| SOC 100 | Introduction to Sociology          | 3       |

CERTIFICATE TOTAL .................................. 30

Note: Certificate total hours may not include prerequisites.

Emergency Room Multi Skill Healthcare Technology Program

Associate of Applied Science: Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
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<td>EMT 114</td>
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<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3</td>
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</table>
| SEMESTER TOTAL .................................. 12

| SEMESTER 3 |                                                                 |
| ENG 120 | English II                       | 3       |
| BIO 155 | Introduction to Biology          | 4       |
| SOC 100 | Introduction to Sociology         | 3      |
| Elective: Humanities                   | 3       |
| SEMESTER TOTAL .................................. 13

| SEMESTER 4 |                                                                 |
| ALH 110 | Medical Terminology               | 3       |
| BIO 240 | Anatomy & Physiology I            | 4       |
| PS 101  | American Government               | 3       |
| SEMESTER TOTAL .................................. 10

| SEMESTER 5 |                                                                 |
| ALH 105 | Medical Math                       | 3       |
| BIO 250 | Human Anatomy & Physiology II     | 4       |
| Elective:                                      | 3       |
| ALH 214 | Pharmacology                       | 3       |
| SEMESTER TOTAL .................................. 13

PROGRAM TOTAL .................................. 60

Note: Total hours may not include prerequisites.

Entrepreneurship

College Certificate

About the Program

The Entrepreneurship College Certificate program is designed for those individuals who have, or desire to have, their own business. Emphasis is on successfully creating and sustaining a competitive advantage in starting, managing and growing a small business. This program focuses on the preparation needed for small business ownership.

College Certificate Goals

• To teach students basic principles, concepts and procedures necessary to start a business and/or grow an existing small business.
• To provide students a foundation of strategic planning, decision making, critical thinking, communication skills and resources in starting and/or growing an existing business.

College Certificate Outcomes

• Students will be able to apply knowledge of what it takes to start a new business including the basics of finance, marketing and management.
• Demonstrate and apply leadership and workplace relationship skills when communicating with customers, employees, suppliers, etc. specific to the field.
• Understand and apply a working knowledge of legal issues of operating a small business.
• Understand and demonstrate knowledge in completing a comprehensive business plan that will enable the business to secure adequate funding.
• Effective use of written, oral, listening and electronic communication skills in interactions within the office environment.

Continued on next page.
ENTREPRENEURSHIP continued

Admission Requirements
Students are required to do the following:
• Possess a high school diploma or GED
• Fulfill all WCCCD admission requirements
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Entrepreneurship: College Certificate
Recommended Sequence of Courses

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<td>BL 201</td>
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<td>ENT 205</td>
<td>Operations Management for Small Business</td>
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<td>BUS 225</td>
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<td>BUS 240</td>
<td>Business Communications</td>
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<td>BUS 221</td>
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<td>CERTIFICATE TOTAL</td>
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</table>

Note: Program totals may not include prerequisites.

FACILITY MAINTENANCE

Recommended Sequence of Courses

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<td>HVA 201</td>
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<td>BUS 175</td>
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<td>EE 103</td>
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<td>FM 105</td>
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<td>FM 105</td>
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<tr>
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</table>

Note: Certificate total hours may not include prerequisites.

Program Outcomes
Students will be able to demonstrate proficient use of hand tools, equipment and gauges commonly used in the repair and troubleshooting of commercial HVAC/R (heating, ventilating, air conditioning and refrigeration) systems.
• Demonstrate the proper selection and application of HVAC/R components in maintenance of a commercial system.
• Solve basic technical problems encountered in commercial refrigeration, cooling and heating equipment.
• Effectively demonstrate competent verbal communication skills with individuals and teams.

College Certificate Goals
• To provide students with a basic foundation in performing electrical and HVAC/R (heating, ventilating, air conditioning and refrigeration) systems maintenance and repairs.

College Certificate Outcomes
• Demonstrate proficient use of tools, equipment and gauges commonly used in the repair and troubleshooting of commercial HVAC/R (heating, ventilating, air conditioning and refrigeration) systems.
• Describe, demonstrate and apply the principles of operation of basic components and systems used in meeting specific needs in conditioning air, heating air, providing ventilating and refrigerating objects.
• Interpret and apply the EPA regulatory laws in properly handling refrigerants and other environmentally hazardous materials used with HVAC/R systems.
• Demonstrate the proper selection and application of HVAC/R components in maintenance of a commercial system.
• Solve basic technical problems encountered in commercial refrigeration, cooling and heating equipment.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Notes:
Students are required to do the following:
• Possess a high school diploma or GED
• Fulfill all WCCCD admission requirements
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Facility Maintenance: College Certificate
Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<td>ENT 10</td>
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<tr>
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<td>BUS 240</td>
<td>Business Communications</td>
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Note: Program totals may not include prerequisites.

Program Outcomes
Students will be able to demonstrate proficient use of hand tools, equipment and gauges commonly used in the repair and troubleshooting of commercial HVAC/R (heating, ventilating, air conditioning and refrigeration) systems.
• Demonstrate the proper selection and application of HVAC/R components in maintenance of a commercial system.
• Solve basic technical problems encountered in commercial refrigeration, cooling and heating equipment.

Program Goals
• To teach students to proficiency in performing electrical and HVAC/R (heating, ventilating, air conditioning and refrigeration) systems maintenance and repairs in multi-purpose buildings and facilities.

Students will be able to perform work pertaining to carpentry, plumbing, ground maintenance, electrical, general maintenance of heating, ventilation and air conditioning and refrigeration, (HVA/R) and operation and complete maintenance of boiler plants. The program also prepares students to take local and State of Michigan examinations for obtaining license(s) as Mechanical Maintenance and Mechanics Education and Certification for Health care (MECH) State of Michigan. The certificate will fulfill the competency requirements for the Joint Commission on Accreditation of Hospital Organization (JCAHO) for facility maintenance training and background may be eligible to waive certain course.

This program offers:
Associate of Applied Science: 60 credit hours
College Certificate: 30 credit hours

Program Outcomes
Students will be able to demonstrate proficient use of hand tools, equipment and gauges commonly used in the repair and troubleshooting of commercial HVAC/R (heating, ventilating, air conditioning and refrigeration) systems.
• Demonstrate the proper selection and application of HVAC/R components in maintenance of a commercial system.
• Solve basic technical problems encountered in commercial refrigeration, cooling and heating equipment.

College Certificate Goals
• To provide students with a basic foundation in performing electrical and HVAC/R (heating, ventilating, air conditioning and refrigeration) systems maintenance and repairs.

College Certificate Outcomes
• Demonstrate proficient use of tools, equipment and gauges commonly used in the repair and troubleshooting of commercial HVAC/R (heating, ventilating, air conditioning and refrigeration) systems.
• Demonstrate applied competency in the proper selection and application of HVAC/R components in maintenance of a commercial system.
• Solve basic technical problems encountered in commercial refrigeration, cooling and heating equipment.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Notes:
Students are required to do the following:
• Possess a high school diploma or GED
• Fulfill all WCCCD admission requirements
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• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Facility Maintenance: College Certificate
Recommended Sequence of Courses

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This program offers:
Associate of Applied Science: 60 credit hours
College Certificate: 30 credit hours

Program Outcomes
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Program Goals
• To teach students to proficiency in performing electrical and HVAC/R (heating, ventilating, air conditioning and refrigeration) systems maintenance and repairs in multi-purpose buildings and facilities.
Facility Maintenance: Associate of Applied Science Recommended Sequence of Courses

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<tr>
<td>FM 101</td>
<td>Basic Facility Maintenance</td>
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<tr>
<td>FM 102</td>
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SEMESTER 2
MAT 122 Technical Mathematics II ... 3
ENG 134 Technical Communication ... 3
FM 103 Carpentry ... 3
FM 104 General Maintenance ... 3
SEMESTER TOTAL ... 12

SEMESTER 3
PS 101 American Government ... 3
FM 105 Grounds Maintenance ... 3
HVA 201 Introduction To Boiler Plant Maintenance ... 3
HVA 202 Steam I ... 3
SEMESTER TOTAL ... 12

SEMESTER 4
FM 106 Safety and Support Services ... 3
HVA 204 Boiler Room Accessories ... 3
Elective: Other ... 6
SEMESTER TOTAL ... 12

SEMESTER 5
FM 299 Facility Maintenance Co-op ... 3
HVA 206 Refrigeration Operations: Exam Preparation ... 3
Elective: Natural Science or Social Science ... 3
Elective: HVA Course ... 3
SEMESTER TOTAL ... 12

PROGRAM TOTAL ... 60

Note: Program total hours may not include prerequisites.
FIRE PROTECTION TECHNOLOGY continued

Fire Protection Career Courses (Electives):
FPT 100 Incipient Fire Brigade .............. 2
FPT 165 Fire Protection Systems .............. 3
FPT 170 Strategy and Tactics ................. 3
FPT 180 Occupational Safety and Health for the Fire Service .............. 3
FPT 185 Fire Protection Hydraulics and Water Supply .............. 3
FPT 205 Introduction to Fire and Emergency Services Administration .............. 3
FPT 235 Legal Aspects of Fire ................. 3
FPT 245 Fire Investigation I ................. 3
FPT 246 Fire Investigation II ................. 4

Fire Protection Technology: Fire Administration Associate of Applied Science
Recommended Sequence of Courses
CR. No. COURSE TITLE CREDITS

SEMESTER 1
FPT 150 Principles of Emergency Services .............. 3
BUS 225 Computer Applications in Business .............. 3
Elective: FPT Courses .......... 3
ENG 119 English I .............. 3
FPT 160 Fire Behavior and Combustion .............. 3
SEMESTER TOTAL .............. 15

SEMESTER 2
FPT 155 Fire Prevention .............. 3
FPT 225 Principles of Fire & Emergency Services Safety & Survival .............. 3
ENG 120 English II .............. 3
SOC 103 Social Problems .............. 3
Elective: FPT Courses .......... 3
SEMESTER TOTAL .............. 15

SEMESTER 3
FPT 215 Building Construction for the Fire Service .............. 3
PS 101 American Government .............. 3
MAT 112 Elementary Algebra .............. 3
BIO 155 Introduction to Biology .............. 4
PSY 260 Social Psychology .............. 3
SEMESTER TOTAL .............. 16

SEMESTER 4
FPT 175 Fire Protection Systems .............. 3
CHM 105 Introductory Chemistry .............. 4
Elective: FPT Courses .......... 9
SEMESTER TOTAL .............. 16
FPT: SUPPRESSION PROGRAM TOTAL .............. 62

Note: Program total hours may not include prerequisites.

FOODSERVICE SYSTEMS MANAGEMENT

• College Certificate
  Associate of Applied Science Degree

About the Program
The Foodservice Systems Management Associate of Applied Science degree and College Certificate program offers career opportunities across a broad spectrum of options that includes schools, hotels and restaurants, hospitals, nursing homes, extended care and assisted living communities, correction facilities, casinos, resorts, etc. Whenever people eat in groups, there is an opportunity for a position as a foodservice manager. The Foodservice Systems Management program is designed to train the beginning student, as well as those presently employed individual who is seeking advancement in the foodservice industry. Prepare yourself for a management position by gaining the knowledge and skills in volume food preparation, menu design; cost control, HAACP purchasing and management of human and material resources. Graduates qualify to take the examination for the Foodservice Management Professional (FMP) credential and level-one certification through the American School Foodservices Association (ASFSA).

This program offers:
- Associate of Applied Science: 62 credit hours
- College Certificate: 34 credit hours

Program Goals
• To teach and prepare students to comprehend, apply and integrate principles of foodservice production and management.

Program Outcomes
• Students will be able to demonstrate a mastery of the knowledge, techniques, skills and standards in foodservice management.

Continued on next page.
FOODSERVICE SYSTEMS MANAGEMENT continued

- Effectively integrate and apply foodservice occupational specific competencies e.g. product and menu development, facilities design and marketing within a problem solving context.
- Demonstrate accuracy in applying competencies in purchasing, cost control management and labor cost control.
- Demonstrate knowledge and application of sanitation, safety and personal hygiene.
- Demonstrate ability to work as a team member in a group setting towards a common goal.
- Effective use of written, oral, listening and electronic communication in a foodservice management environment.

College Certificate Goals
- Students will be able to proficiently apply foodservice sanitation principles as it relates to the profession.
- Demonstrate the proper application and understanding of cooking methods.
- Demonstrate an applied understanding of calculating costs and apply procedures in order to run a cost effective foodservice establishment.
- Demonstrate ability to work as a team member in a group setting towards a common goal.
- Effective use of written, oral, listening and electronic communication in a foodservice management environment.

College Certificate Outcomes
- Students will be able to proficiently apply foodservice sanitation principles as it relates to the profession.
- Demonstrate the proper application and understanding of cooking methods.
- Demonstrate an applied understanding of calculating costs and apply procedures in order to run a cost effective foodservice establishment.
- Demonstrate ability to work as a team member in a group setting towards a common goal.
- Effective use of written, oral, listening and electronic communication in a foodservice management environment.

Admission Requirements
Admission to certificate or short-term training courses is granted on a “first come” basis. Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Fulfill course placement requirements based on COMPASS test results
- Complete any required prerequisite courses with a grade of “C” or better.

In addition, students who wish to complete the requirements for the Associate of Applied Science degree must do the following:
- Declare intent to enter the Foodservice Systems Management program on the WCCCD admission application.
- Schedule an interview with the Discipline Chairperson.
- Pass required sections of the Health Occupation Basic Entrance Test (HOBET)
- Submit a Program Application form with a declaration of intent for your career option.
- Submit a transcript (copy) of grades earned on COMPASS test results
- Schedule an interview with the Discipline Chairperson
- Declare intent to enter the Foodservice Systems Management program on the WCCCD admission application
- Fulfill course placement requirements based on COMPASS test results
- Complete any required prerequisite courses with a grade of “C” or better.

The deadline for applications for Fall admission is July 15; Spring admissions deadline is December 15. The program admissions committee will review applications. Students will be notified by mail within one month of the deadline.

Admission to certificate or short-term training courses is granted on a “first come” basis. Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Fulfill course placement requirements based on COMPASS test results
- Complete any required prerequisite courses with a grade of “C” or better.

In addition, students who wish to complete the requirements for the Associate of Applied Science degree must do the following:
- Declare intent to enter the Foodservice Systems Management program on the WCCCD admission application.
- Schedule an interview with the Discipline Chairperson.
- Pass required sections of the Health Occupation Basic Entrance Test (HOBET)
- Submit a Program Application form with a declaration of intent for your career option.
- Submit a transcript (copy) of grades earned on COMPASS test results
- Schedule an interview with the Discipline Chairperson
- Declare intent to enter the Foodservice Systems Management program on the WCCCD admission application
- Fulfill course placement requirements based on COMPASS test results
- Complete any required prerequisite courses with a grade of “C” or better.
FORENSIC PHOTOGRAPHY
• College Certificate

About the Program
The Forensic Photography College Certificate program is designed to provide students with the technical skills necessary to photographically preserve crime scenes and items of evidence, from both technical and legal standpoints. The Forensic Photography program provides students with the necessary skills needed in the principles of composition, focus, exposure, color theory, and lighting. The program enables students to work in front of the camera, photography studio, and computer based processing lab. The program addresses the need for an alternative career track for students that work in crime scene investigation, criminal justice, homeland security, fire safety, as well as, other evidence gathering related occupations. There is a demand for individuals that have the skills and talents as a photographer or a computer based digital imaging specialist.

College Certificate Goals
• To provide students with the general principles involved in the scientific approaches involved in the recognition, documentation and evidence production of forensic photography.
• To expose students to the legal constraints and ethical issues of the criminal justice system.
• To provide students with basic training and hands-on experience related to the fundamental techniques of forensic photography as it relates to career tracks including criminal justice, homeland security and others.

College Certificate Outcomes
• Students will be able to analyze, interpret and demonstrate the anthropological ability to properly collect, preserve and document specimens via forensic photography.
• Demonstrate an applied understanding of the role of the forensic entomologist in the moral and legal systems of our society.
• Identify, detail and explain the process for preparing case reports with a 70% proficiency rate or higher.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.

Forensic Photography: College Certificate Recommended Sequence of Courses

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<tr>
<td>VDP 110</td>
<td>Introduction to Digital Photography</td>
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<td>VDP 115</td>
<td>Digital Photo Imaging I</td>
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<td>CJS 100</td>
<td>Introduction to Criminal Justice</td>
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| SEMESTER 2 | | |
| LEA 201 | Introduction to Law Enforcement | 3 |
| SOC 100 | Introduction to Sociology | 3 |
| VDP 120 | Forensic Photography | 3 |
| SEMESTER TOTAL | | 9 |

| SEMESTER 3 | | |
| LEA 230 | Fundamentals of Criminal Investigation | 3 |
| VDP 210 | Studio Photography I | 3 |
| VDP 235 | Photojournalism | 3 |
| VDP 255 | Forensic Photography Capstone Portfolio Project | 3 |
| SEMESTER TOTAL | | 12 |
| CERTIFICATE TOTAL | | 30 |

Note: Certificate total hours may not include prerequisites.

GEOTHERMAL SYSTEMS TECHNOLOGY
• College Certificate

About the Program
The Geothermal Systems Technology Certificate is designed to provide students with theoretical knowledge and practical application experiences necessary for a sustainable career in the Heating, Ventilation and Air Conditioning, (HVAC) industry where ground source heat energy is used for heating and cooling the interior of a building. Students acquire hands-on skills in troubleshooting, maintenance, installation, operation, and repair and replacement of related equipment.

Students will focus on exterior field work and interior mechanical equipment installations. Exterior work includes boreholes, ground heat exchangers, header systems, and excavation. Interior work includes pressure testing, manifold connections to the ground source heat pump equipment. Students will also be introduced to load calculations and blueprint reading for designing geothermal systems.

Certificate credits may be combined with additional coursework to enhance the traditional HVAC (Heating, Ventilation & Air Conditioning) degree, transfer and associate programs at WCCCD. Certificate credits also may be combined with additional training, job experience and/or professional examinations to qualify for certification by national renewable energy institutions. Students completing the WCCCD Geothermal Systems Technology Certificate Program are eligible for certification with the International Ground Source Heat Pump Association as an Accredited Installer.

Incumbent HVAC workers and other technical professionals are encouraged to investigate how a Geothermal REHC Certificate may relate to their current work or business practices.

College Certificate Goals
• To teach and provide students with the knowledge and skills for entry-level employment opportunities as technicians in the Heating, Ventilation and Air Conditioning, (HVAC) industry.
• To provide current practitioners with continued learning education in renewable energy/energy efficiency field as a precursor towards a two-year associates degree or four-year baccalaureate degree program.

College Certificate Outcomes
• Students will be able to demonstrate basic principles of energy efficiency and conservation in the areas of Heating, Ventilation and Air Conditioning, (HVAC) industry.
• Identify, troubleshoot, repair and maintain proper equipment efficiency in the efficient maintenance, installation, operation, repair and replacement of related equipment.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Continued on next page.
## Geothermal Systems Technology continued

### Recommended Sequence of Courses

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<tr>
<td>GTT 101</td>
<td>Principles of Thermogeology</td>
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<td>Technical Mathematics I</td>
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<td>RET 100</td>
<td>Renewable Energy/Alternative Energy Principles</td>
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<tr>
<td>SED 100</td>
<td>Principles of Sustainable Environmental Design</td>
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<td>HVA 102</td>
<td>Hermetic Systems</td>
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<td>GTT 105</td>
<td>Applications of Geothermal System</td>
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<td>SED 120</td>
<td>Residential and Commercial Sustainable Design</td>
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<td>Power Energy</td>
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Note: Certificate total hours may not include prerequisites.

## Gerontology

### Associate of Applied Science Degree

#### About the Program

The Gerontology Associate of Applied Science Degree and College Certificate programs are designed to prepare students for direct service occupations in the care of seniors. Students are trained for positions in counseling, case management, and program administration. The job opportunities are available in diverse locations, such as housing complexes, nursing and congregate care facilities, adult day care centers and mental and health agencies. The program explores the normal processes of aging and related social, legal and economic issues.

#### Program Goals

- To prepare students to competently and ethically serve the gerontology community as a highly skilled care provider.
- To provide students with a multidisciplinary approach to understanding aging from a social, psychological, economic, physical and applied practice perspective.

#### Program Outcomes

- Students will have knowledge of the health and biological aspects of aging, wellness strategies, and chronic illnesses common to the elderly.
- Understanding and knowledge regarding mental health as related to aging, later life transitions, mental illness and treatment.
- Work effectively as an advanced care provider with diverse individuals and/or groups of older adults with cognitive decline, dementia and other challenging behavioral and cognitive conditions in long-term care, adult care, home and community settings.
- Demonstrate knowledge of critical thinking skills when applying best practice services and intervention techniques for dealing with challenging cognitive and behavioral issues.
- Effectively use written, oral and listening skills when following care plans, providing appropriate documentation and working collaboratively with all stakeholders e.g. multidisciplinary teams, medical and healthcare professionals, family and community members.
- Understand, articulate and adhere to the professional and ethical care standards and regulations governing the profession.

### College Certificate Goals

- To proficiently prepare students to competently and ethically serve the gerontology community as a highly skilled care provider.

### College Certificate Outcomes

- Students will have an understanding and knowledge regarding mental health as it relates to aging, later life transitions, mental illness and treatment.
- Effectively use written, oral and listening skills when following care plans, providing appropriate documentation and working collaboratively with all stakeholders e.g. multidisciplinary teams, medical and healthcare professionals, family and community members.

### Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer semesters. Students must have the Programs’ approval, a completed application, and other required information submitted by the due date.

If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis to qualified applicants. Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Declare intent to enter the Gerontology Program on the WCCCD Application for Admission or change intent at the Admissions office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Applications during the semester they are enrolled in the GER 110, Introduction to Study of Aging course and submit to the Campus Academic Officer.

### Gerontology: College Certificate

#### Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tr>
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<tr>
<td>GER 110</td>
<td>Introduction to the Study of Aging</td>
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<tr>
<td>GER 115</td>
<td>Program/Services to the Aged</td>
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<td>GER 120</td>
<td>Health and Physical Processes of Aging</td>
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<td>GER 125</td>
<td>Mental Health and Aging</td>
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### SEMESTER 2

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<td>Counseling and Communication</td>
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<td>GER 140</td>
<td>Legal Issues of Aging</td>
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<td>GER 155</td>
<td>Seminar for Gerontology: Field Placement I</td>
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<td>GER 156</td>
<td>Gerontology Field Placement I</td>
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Note: Certificate total hours may not include prerequisites.

Continued on next page.
### PROGRAM CURRICULA

#### GERONTOLOGY continued

Gerontology: Associate of Applied Science

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<td>ENG 120</td>
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<td>SOC 100</td>
<td>Introduction to Sociology</td>
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<td>SPH 101</td>
<td>Fundamentals of Speech</td>
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<td>OIS 100</td>
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<td>Legal Issues of Aging</td>
<td>3</td>
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<tr>
<td>RL 110</td>
<td>Recreational Leadership Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>EMT 101</td>
<td>First Aid</td>
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<td>Seminar for Gerontology: Field Placement I</td>
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<td>GER 156</td>
<td>Gerontology Field Placement I</td>
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<td>PROGRAM TOTAL</td>
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</tr>
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</table>

Note: Program total hours may not include prerequisites.

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### GRAPHIC DESIGN TECHNOLOGY

**College Certificate**

#### About the Program

The Graphic Design Technology College Certificate program has been developed to prepare students for entry level positions in a variety of industries that require computer aided desktop publishing and graphic design applications. This program gives each student a solid foundation in basic concepts, and parallel today’s latest graphic design technology. After receiving the foundations in art, computer literacy and basic math, the student will receive extensive training in all aspects of Adobe Creative Suite 2.

#### College Certificate Goals

- To develop student’s oral, written and visual communication skills in graphic design technology.
- To provide a basic foundation of the principles of computer aided desktop publishing design in print and visual media.

#### College Certificate Outcomes

- Students will be able to demonstrate sound principles of basic visual perception evident in their graphic design work.
- Define, identify and produce denotative and connotative messages in graphic designs, logos, illustrations and photographs.
- Define, identify and implement design strategy and critical thinking techniques for visual problem solving in visual communication that addresses client needs.
- Demonstrate proficiency in various graphic design, publishing and Web design technologies.

<table>
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<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<td>ART 101</td>
<td>Drawing I</td>
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<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
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<td>HUM 110</td>
<td>Introduction to Visual Arts</td>
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<tr>
<td>PRN 101</td>
<td>Introduction to Print Technology</td>
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<tr>
<td>SEMESTER TOTAL</td>
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</table>

#### Admission Requirements

- Fulfill all WCCCD admissions requirements.
- Possess a high school diploma or GED.
- Submit a transcript (copy) of grades earned for transfer in any course completed at WCCCD.
- Submit a Program Application form with a declaration of intent for the career option in Graphic Design.
- Fulfill course placement requirements based on the COMPASS Test.

### HEATING, VENTILATION, AIR CONDITIONING (HVAC)

**College Certificate**

#### About the Program

The Heating, Ventilation and Air Conditioning (HVAC) Associate of Applied Science degree and College Certificate degree program provides an opportunity for students to develop their skills and competencies for entry-level positions in a variety of related fields. The curriculum focuses on the ability to maintain, install and repair climate control devices in residential, industrial and commercial buildings. The program provides students with training in the layout and design of cooling and heating systems, the use of the latest tools, gauges and testing equipment used in the field, troubleshooting and inspection of equipment. The program prepares students for state and local licensing exams. Students with prior HVAC training and experience background may be eligible to waive certain courses.

This program offers:

- Associate of Applied Science: 67 credit hours
- College Certificate: 30 credit hours

#### Program Goals

- To teach students the principles and technical application of installing heating, air and cooling systems according to Energy Service Company (ESCO) industry standards.

#### Program Outcomes

- Students will be able to exhibit knowledge of basic principles of electricity, electrical current, circuitry and air conditioning devices.
- Complete the Environmental Protection Agency certification to handle refrigerants.
- Describe and apply refrigeration theory and refrigeration cycle, troubleshoot, diagnose and repair sealed systems.

Note: Certificate total hours may not include prerequisites.

Continued on next page.
HEATING, VENTILATION, AIR CONDITIONING (HVAC)

continued

• Demonstrate proper application and use of tools, test equipment, safety procedures, safety techniques of basic shop tools used in the refrigeration and air conditioning industry.
• Apply mathematical, reading, and communication skills essential to the HVAC service industry.
• Apply and describe the sequence of operation for industrial systems.
• Exhibit knowledge and hands-on ability to perform electrical repairs in an efficient and safe manner.
• Demonstrate proper application and use of tools, test equipment, safety procedures, safety techniques of basic shop tools used in the refrigeration and air conditioning industry.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Declare intent to enter the HVAC Program on the WCCCD Application for Admission or change intent at the Admissions office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application during the semester they are enrolled in any HVA course to the Campus Academic Officer.

College Certificate Goals
• Provide students a foundation of the basic principles associate with installing heating, air and cooling systems according to Energy Service Company (ESCO) industry standards.

College Certificate Outcomes
• Students will be able demonstrate knowledge of basic principles of electricity, electrical current, circuitry and air conditioning devices.
• Describe and apply refrigeration theory and refrigeration cycle, troubleshoot, diagnose and repair sealed systems.

• Operate and describe the sequence of operation for industrial systems.

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS
SEMESTER 1
HVA 101 Basic Refrigeration 4
HVA 102 Hermetic Systems 2
HVA 106 Basic Heating 4
HVA 107 Heating Controls 2
SEMESTER TOTAL 12

SEMESTER 2
CAREER COURSES
(Select 12 credit hours from the Career Course List below)
SEMESTER TOTAL 12

SEMESTER 3
CAREER COURSES
(Select 6 credit hours from the Career Course List below)
SEMESTER TOTAL 6
CERTIFICATE TOTAL 30

Note: Certificate total hours may not include prerequisites.
HEMODIALYSIS PATIENT CARE SPECIALIST

- College Certificate

About the Program

The Hemositis Patient Care Specialist College Certificate program is offered as a certificate option for students admitted into the HPCS program.

Students will be trained to help patients with chronic kidney disease (CKD) receive safe and effective dialysis. Students will learn what dialysis is, how it was developed, how to ensure high-quality care for patients and how to perform and carry out their duties in a professional manner.

A student’s educational experience includes both classroom course work (didactic) and practical (clinical) instruction in a peri-operative environment. Upon successful completion of the Hemositis Patient Care Specialist Program, students will also receive a certificate from WCCCD and be eligible to sit for the national certification exam.

Note: Enrollment in the Hemositis Patient Care Specialist Program is limited to 15 students per year due to the number of clinical - learner positions available at each of the clinical settings.

Career Potential

Hemositis Patient Care Specialist in either a hospital or out-patient center including ambulatory surgical centers.

College Certificate Goals

- To prepare students for patient care roles in a Hemodialysis unit.

College Certificate Outcomes

- Students will be able to assist in the care of patients undergoing Hemodialysis treatment under the proper supervision of an attending health care professional.
- Students will be able to apply proper techniques to successfully handle and monitor patients undergoing Hemodialysis therapy.
- Proficiently perform basic laboratory testing procedures under appropriate supervision.
- Effectively utilize appropriate personal protective devices and techniques to operate safely in a healthcare environment.
- Effectively use computer software programs and technology, in a healthcare setting, to accomplish tasks of the profession.
- Effective use of written, oral and interpersonal communication skills when interacting with patients, clients and healthcare professionals.
- Understand, articulate and adhere to all ethical standards, moral and legal practices governing the profession.

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>Course Title</th>
<th>Credits</th>
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<td>BUS 225</td>
<td>Computer Application in Business</td>
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</tr>
<tr>
<td>EMT 105</td>
<td>Medical First Responder</td>
<td>3</td>
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<tr>
<td>PLB 100</td>
<td>Phlebotomy Fundamentals</td>
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</tr>
<tr>
<td>HMD 110</td>
<td>Hemodialysis Terms &amp; Principles</td>
<td>3</td>
</tr>
<tr>
<td>HMD 120</td>
<td>Anatomy and Physiology of the Kidney &amp; Urinary System</td>
<td>3</td>
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<tr>
<td>HMD 130</td>
<td>Surgical Principles of Peritoneal &amp; Vascular Access</td>
<td>3</td>
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<td>HMD 140</td>
<td>Hemodialysis Patient Care Management</td>
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<td>HMD 150</td>
<td>Hemodialysis Machine Setup &amp; Maintenance (Laboratory)</td>
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<td>ALH 230</td>
<td>Medical Ethics</td>
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<td>HMD 160</td>
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* Certificate total hours may not include prerequisites.

HOMELAND SECURITY

- College Certificate

About the Program

The Homeland Security College Certificate Program is designed to provide a comprehensive overview of the roots of terrorism and various international and national historic examples to understand this complex problem. Focusing on converting theory and awareness into pragmatic strategies designed to help practitioners develop informed responses to the threat of terrorism.

The program will emphasize on the public, private, and legal responses to this threat and specific skills designed to help students respond strategically to real situation emergencies. Students will apply their knowledge and skills to develop specific plans at the local level to enhance public awareness and local security.

The Homeland Certificate Program in Homeland Security is designed for managers, administrators, officers and those responsible for developing and implementing strategies and procedures in Homeland Security.

College Certificate Goals

- To educate and prepare students and in-service emergency management providers on how to mitigate human physical consequences of natural and technological disasters.
- To teach and provide a general foundation of the field of homeland security management as a precursor towards the associate in applied science degree.

College Certificate Outcomes

- Students will be able to apply critical thinking and decision-making concepts to emergency and disaster management issues.

Continued on next page.
Homeland Security Certificate Program
Recommended Sequence of Courses

<table>
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<td>HLS 201</td>
<td>Introduction to Intelligencia</td>
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<td>HLS 202</td>
<td>Homeland Security Emergency Management</td>
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<td>HLS 203</td>
<td>Counterterrorism for First Responders</td>
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**SEMMETER 2**

**CAREER COURSES**

(Select 15 credit hours from the list below)

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<td>HLS 201</td>
<td>Introduction to Intelligence</td>
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<td>HLS 204</td>
<td>Terrorism and Emergency Management</td>
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<td>HLS 205</td>
<td>Counterterrorism in First Responders</td>
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**CERTIFICATE TOTAL**                          **30**

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Note: Certificate total hours may not include prerequisites.

HOTEL AND RESTAURANT MANAGEMENT

- **College Certificate**

**About the Program**

The Hotel and Restaurant Management College Certificate program prepares students for immediate employment in the hospitality industry. Students will learn about the different departments within the hotel. The areas of front desk, food and beverage, housekeeping, facility management, catering and sales will be explored. The course objectives are reached by the use of case analysis, technology, leadership and marketing training. The Hotel and Restaurant Management Program is designed to prepare students for a broad range of positions across the hospitality industry. This is a 31 credit hour college certificate.

**College Certificate Goals**

- To prepare students for careers in the hospitality field by providing a foundation for advancement and professional development.

**College Certificate Outcomes**

- Students will be able to perform all entry-level functions in the rooms division, housekeeping area and food and beverage service departments.
- Apply knowledge of the hospitality industry, within a specific career track within the industry, and demonstrate the unique professional requirements pursuant to a successful career.
- Communicate effectively using written, oral and nonverbal skills including the use of technology in the gathering and presenting of information.
- Interpret and analyze information to engage critical thinking and problem solving with regard to business performance of hospitality operations and budgeting.

- Understand, articulate and demonstrate the practice of ethical, legal and safe professional behavior.
- Demonstrate effective and competent use of necessary computer and software systems specific to the industry.
- Knowledge and application of accounting principles, including, but not limited to budgets, labor, menu planning and inventories.
- Demonstrate knowledge of and proficiency in completing security audits.
- Demonstrates and presents an image of a self-confident, knowledgeable employee with excellent interpersonal skills interacting with guests, clients, and colleagues.

**Admission Requirements**

Students are required to do the following:

- Fulfill all WCCCD admission requirements.
- Possess a high school diploma or GED.
- Submit a transcript (copy) of grades earned for transfer in any course completed at WCCCD.
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Fulfill course placement requirements based on COMPASS test.

Continued on next page.
**INDUSTRIAL COMPUTER GRAPHICS TECHNOLOGY**

- **College Certificate**  
  Associate of Applied Science Degree

**About the Program**

The Industrial Computer Graphics Technology program provides students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical education base, the program also includes education and training in applied technical mathematics, engineering drafting, and geometric dimensioning and tolerance skills. Basic training in computer technology is included to prepare students for the two-dimensional, three-dimensional and solid modeling computer-aided design technology in the program.

All technical manufacturing and engineering design in today’s high-technology business and industry uses computer-based, computer-aided design technologies that integrate the design, engineering and manufacturing design analysis, and manufacturing of complex products and product parts, subassemblies, and assemblies into a single, technically coherent process.

The Industrial Computer Graphics Technology program provides the skills and knowledge required for entry-level employment in industrial drafting, computer-aided drafting, and mechanical design fields. Emphasis is placed on the applications, procedures and techniques of principles involved in industrial drafting and design techniques. Areas include layouts and detailing in product design, tool design, die design, machine design, and advanced computer-aided design. Laboratory work in an integral part of the program for all technical courses.

**This program offers:**

- **Associate of Applied Science:** 63 credit hours  
  **College Certificate:** 30 credit hours

**Program Goals**

- To provide students a foundation of the basic principles of mechanical design technology utilizing computer integration in the manufacturing industry.  
- To teach students knowledge in producing engineering drawings related to manufacturing.

**Program Outcomes**

- Students will be able to utilize computer based simulation and programming tools for system design and analysis.  
- Demonstrate and apply knowledge of machines’ principles and operation, tools and materials, requisite mathematics and physics, to select operations parameters in order to program, setup, and operate production manufacturing equipment.  
- Demonstrate and apply knowledge of machines’ principles and operation, tools and materials, requisite mathematics and physics, to select operations parameters in order to program, setup, and operate production manufacturing equipment.  
- Demonstrate and apply knowledge of machines’ principles and operation, tools and materials, requisite mathematics and physics, to select operations parameters to troubleshoot and diagnose both numerically/computer numerically (NC/CNC) controlled machines and programmable logic controlled (PLC) equipment.  
- Demonstrate and apply knowledge of material science, machining tolerances, blueprint/schematics, and hands on skills in welding, burning, pipefitting, rigging, the use of basic hand tools and mobile equipment for the fabrication of designed parts incorporating accepted industry methods.

- Demonstrate knowledge and application of the principles of drafting, the communication of ideas, designs and visualization skills as the language of the engineering field, including the creation and interpretation of drawings using proper dimensioning and tolerancing for size and geometry. Use of computer-aided drawing programs to incorporate proper industry acceptable standards and conventions.
- Apply the basic principles of equipment maintenance, troubleshooting and problem solving techniques to maintain industrial machines that ensures the production of quality products.
- Incorporate safety awareness, principles and practices of machine safety, environmental safety, chemical safety and personal/employee protection.

**College Certificate Outcomes**

- Demonstrate and apply knowledge of machines’ principles and operation, tools and materials to program, setup, and operate production manufacturing equipment.  
- Demonstrate and apply knowledge of machines’ principles and operation, tools and materials, requisite mathematics and physics, to select operations parameters to troubleshoot and diagnose both numerically/computer numerically (NC/CNC) controlled machines and programmable logic controlled (PLC) equipment.  
- Apply the basic principles of equipment maintenance, troubleshooting and problem solving techniques to maintain industrial machines that ensures the production of quality products.  
- Incorporate safety awareness, principles and practices of machine safety, environmental safety, chemical safety and personal/employee protection.
### INDUSTRIAL COMPUTER GRAPHICS TECHNOLOGY

**Admission Requirements**
Individuals interested in the Industrial Computer Graphics Technology program are required to fulfill the following requirements:
- Fulfill all WCCCD college admission requirements
- Declare intent to enter the Computer Graphics Technology program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Students must complete WCCCD Program Application and submit to the Campus Academic Office during the semester they are enrolled in CAD 101, Fundamentals of Computer Aided Drafting (4 credits) or CAD 110, Introduction to NX CAD/CAM (4 credits).

**Industrial Computer Graphics Technology: College Certificate**

**Recommended Sequence of Courses**

<table>
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<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<td>DRT 101</td>
<td>Blueprint Reading</td>
<td>3</td>
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<td>CAD 101</td>
<td>Fundamentals of Computer Aided Drafting</td>
<td>4</td>
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<tr>
<td>CAD 110</td>
<td>Introduction to NX CAD/CAM</td>
<td>4</td>
</tr>
<tr>
<td>MAT 121</td>
<td>Technical Mathematics I</td>
<td>3</td>
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<td>MAN 110</td>
<td>Manufacturing Processes I</td>
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<td>SEMESTER TOTAL</td>
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**SEMESTER 2**

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<th>CR. No.</th>
<th>COURSE TITLE</th>
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<td>DRT 102</td>
<td>Fundamentals of Mechanical Drawing</td>
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<td>CAD 102</td>
<td>Advanced Computer Aided Drafting</td>
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<td>CAD 222</td>
<td>NX Solids Modeling</td>
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**SEMESTER 3**

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<td>DRT 112</td>
<td>Technical Drawing Applications</td>
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<td>DRT 113</td>
<td>Descriptive Geometry</td>
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<td>DRT 115</td>
<td>Geometric Dimensioning and Tolerancing</td>
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<td>Tool &amp; Fixture Detailing</td>
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<td>CAD 203</td>
<td>CAD Applications</td>
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<td>Unigraphics Assembly/Components/Drafting</td>
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*Program total hours may not include prerequisites.

**INTERNATIONAL BUSINESS**

**About the Program**
The International Business College Certificate program provides students with the technical skills for entry-level positions as specialists in exporting and importing for the significant and growing international trade community. Most students pursue a career in import-export trading, international transportation and logistics, global supply chain management, international marketing, or various international business support services. The program offers courses that can prepare students to take the National Association of Small Business International Trade Educators Certified Global Business Professional Exam.

**College Certificate Goals**
- To teach students an applied knowledge of global concepts to assist an organizations international strategy.
- To prepare students to successfully pass the National Association of Small Business International Trade Educators Certified Global Business Professional Exam.

**College Certificate Outcomes**
- Students will be able to apply knowledge of global concepts including geography, current affairs, history, travel and infrastructures to assist an organization’s international strategy.
- To prepare students to successfully pass the National Association of Small Business International Trade Educators Certified Global Business Professional Exam with proficiency score of 70% or higher.
- Use listening, verbal, non-verbal, written and appropriate cross-cultural communication skills utilizing appropriate technology with internal and external stakeholders to meet an organization’s global objectives.

Continued on next page.
international business continued

- Effectively utilize personal management skills such as project management, organization, leadership, professionalism, networking and time management to meet or exceed an organization’s global objectives.
- Use various international systems, certification, standards and software to maximize the efficiency of today’s global trade environment.
- Use listening, verbal, non-verbal, written and appropriate cross-cultural communication skills utilizing appropriate technology with internal and external stakeholders to meet an organization’s global objectives.

Admission Requirements
Students are admitted to the program each year for the Fall, Spring and Summer semesters. Students must have the Programs’ approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, any remaining openings will be filled on a “first-come” basis to qualified applicants. Students are required to do the following:
- Fulfill all WCCCD admission requirements.
- Declare intent to enter the International Business Program.
- Fulfill course placement requirements based on the COMPASS test.
- Must be 18 years of age and possess a high school diploma or GED (copy required).

Library Technology: College Certificate
Recommended Sequence of Courses

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<td>BUS 150</td>
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<td>BUS 225</td>
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<td>ACC 110</td>
<td>Principles of Accounting I</td>
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Note: Certificate total hours may not include prerequisites.

Library Technology: College Certificate
Recommended Sequence of Courses

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<td>LBT 105</td>
<td>Library Technical Services and Acquisitions</td>
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<td>Evaluating Information Sources</td>
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<td>Children’s Literature</td>
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<td>Introduction to Media Management and Service</td>
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Note: Certificate total hours may not include prerequisites.
LOGISTICS MANAGEMENT

About the Program
Logistics Management College Certificate program is a unique business management program that prepares graduates for employment in the areas of logistics management, inventory control, materials management, and distribution. The field of logistics management includes occupations such as supervisors and/or managers of transportation, storage, and/or distribution; helpers, laborers, and/or hand material movers; and transportation / machine and vehicle material movers.

The program combines core education courses with specific occupational courses in the area of customer service, supervision, supply chain management and logistics which are designed to provide an overview of the process from product idea conception to the delivery of the product to the consumer.

College Certificate Goals
• To provide foundational understanding of the logistics support process as it pertains to product management and consumer distribution.

College Certificate Outcomes
• Students will be able to utilize purchasing vocabulary and marketing concepts related to source selection, pricing, quality, and negotiating strategies to effectively procure goods and services.
• Demonstrate, establish and maintain systems to track and control inventory.
• Evaluate and effectively translate oral, written and electronic communication in a variety of business and manufacturing environments.

Admission Requirements
Students are admitted to the program each year for the Fall, Spring, and Summer semesters. Students must have the Director’s approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, they will be filled on a “first come” basis by qualified applicants.

• Fulfill all WCCCD admission requirements.
• Declare intent to enter the Logistics Management Technology program on the WCCCD Application for Admission.
• Must be 18 years old on the first day of class.
• Fulfill course placement requirements based on COMPASS test or completed 12 credits or more of college courses with a grade of a “C” or better.

Logistics Management: College Certificate Recommended Sequence of Courses

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<td>LOG 101</td>
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<td>MGT 205</td>
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<td>Information Systems</td>
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<td>Chain Management</td>
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<td>LOG 105</td>
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<td>Management</td>
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<td>LOG 110</td>
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<td>Distribution</td>
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<td>LOG 200</td>
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Note: Certificate total hours may not include prerequisites.

MACHINE TOOL TECHNOLOGY

About the Program
The Machine Tool Technology Associate of Applied Science degree and College Certificate programs are designed for students who will be employed in metal manufacturing related occupations. Program content will cover orientation to manufacturing, industrial blueprint reading, basic math, measurement, bench work and material science. Industrial safety will be emphasized. Operation of lathes, mills, saws, drill presses and other machine tools will be included.

Program Goals
• To prepare students for employment in the manufacturing and machine tool industry through applied knowledge of machine capabilities, material properties and manufacturing technology.
• To prepare students for individual credentialing by recognized skill standards established by companies involved in various metal manufacturing trades.

College Certificate Goals
• To teach students the basic principles of industrial safety as it applies to tool operations.
• To prepare students for individual credentialing by recognized skill standards established by companies involved in various metal manufacturing trades.

Program Outcomes
• Students will be able to read, interpret and apply blueprints for production and inspection of manufactured work pieces with a 70% or better accuracy rate.
• Demonstrate setup and operation of conventional machine tools.

• Describe and demonstrate the correct application and use of precision measuring equipment commonly found in a manufacturing setting.
• Accurately perform technical math calculations (algebra, trigonometry) to establish machining conditions.
• Plan and produce accurate work pieces on a manual drill press, manual engine lathe and milling machine to required blueprint specifications.
• Read and comprehend technical manuals and written work instructions.
• Describe and apply occupational health and safety standards (OSHA) related to the safe work habits related to the machine tool and manufacturing industry.
• Evaluate machined components utilizing current ASME standards.

College Certificate Goals
• To teach students the basic principles of industrial safety as it applies to tool operations.
• To prepare students for individual credentialing by recognized skill standards established by companies involved in various metal manufacturing trades.

College Certificate Outcomes
• Students will be able to read, interpret and apply blueprints for production and inspection of manufactured work pieces with a 70% or better accuracy rate.
• Demonstrate setup and operation of conventional machine tools.
• Describe and demonstrate the correct application and use of precision measuring equipment commonly found in a manufacturing setting.

Continued on next page.
## MACHINE TOOL TECHNOLOGY

**Recommended Sequence of Courses**

- Individuals interested in the Machine Tool Technology program are required to fulfill the following requirements:
  - Complete all College Admission Requirements.
  - Declare their intent to enter the Machine Tool Technology program on the WCCCD Application for Admission or Change their intent within the Admission Office.
  - Course placement requirements based on COMPASS test results.
  - Students must complete WCCCD Program Application during the semester they are enrolled in MAN 100, Shop Equipment & Tools and submit to the Campus Academic Officer.

### Admission Requirements

- All students are exposed to occupations in the manufacturing phase of industry. Students are also exposed to occupations in the manufacturing field. Program courses cover structure of industry, elements of manufacturing, mass production and automation, primary metals industry, casting metal, forging and forming metal, measuring and layout (English and/or metric), machining and finishing metal, fastening and finishing metal, cutting and shaping, assembling and finishing, and opportunities in manufacturing. Each unit includes specific objectives, student competencies and related student activities.

### Program Goals

- **To teach the skills necessary for the interpretation of blueprints and efficient production of manufactured parts using both numerically/computer numerically (NC/CNC) controlled production manufacturing machines and programmable logic controlled (PLC) equipment.**

### Program Outcomes

- **Students will be able to demonstrate and apply knowledge of machining principles to operate, troubleshoot, diagnose both numerically/computer numerically (NC/CNC) controlled production manufacturing machines and programmable logic controlled (PLC) equipment.**
  - Read, interpret and apply knowledge of blueprint reading for production and inspection of manufactured work pieces with a 70% or better accuracy rate.

### Machine Tool Technology: College Certificate

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<td>ENG 119</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>MAN 100</td>
<td>Shop Equipment &amp; Tools</td>
<td>3</td>
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<tr>
<td>CAD 101</td>
<td>Fundamentals of Computer-Aided Drafting</td>
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<td>Fundamentals of Mechanical Drawing</td>
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<td>MAN 110</td>
<td>Molding Processes I</td>
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<td>MAT 121</td>
<td>Technical Mathematics I</td>
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<td>Numerical Control Concepts</td>
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<td>CNC Machining &amp; Programming I</td>
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Note: Certificate total hours may not include prerequisites.

### SEMESTER 4

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<td>Machine Shop I</td>
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<td>NC 230</td>
<td>CNC Machining Center</td>
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<td>American Government</td>
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### Associate of Applied Science Degree

**About the Program**

The Manufacturing Technology Associate of Applied Science program provides instruction that allows students to become familiar with and use the tools, materials, and processes needed in the manufacturing phase of industry. Students are also exposed to occupations in the manufacturing field. Program courses cover structure of industry, elements of manufacturing, mass production and automation, primary metals industry, casting metal, forging and forming metal, measuring and layout (English and/or metric), machining and finishing metal, fastening and finishing metal, cutting and shaping, assembling and finishing, and opportunities in manufacturing. Each unit includes specific objectives, student competencies and related student activities.

**Program Goals**

- To teach the skills necessary for the interpretation of blueprints and efficient production of manufactured parts using both numerically/computer numerically (NC/CNC) controlled production manufacturing machines and programmable logic controlled (PLC) equipment.

**Program Outcomes**

- Students will be able to demonstrate and apply knowledge of machining principles to operate, troubleshoot, diagnose both numerically/computer numerically (NC/CNC) controlled production manufacturing machines and programmable logic controlled (PLC) equipment.
  - Read, interpret and apply knowledge of blueprint reading for production and inspection of manufactured work pieces with a 70% or better accuracy rate.

Continued on next page.
Manufacturing Technology continued

- Demonstrate applied knowledge of material science, use of basic hand tools and mobile equipment for the fabrication of designed parts incorporating accepted industry methods.
- Demonstrate applied knowledge of drafting principles, interpretation of drawings and use of computer-aided drawing programs to incorporate proper industry acceptable standards and conventions.
- Perform diagnostic troubleshooting and problem solving techniques to repair and maintain industrial machines that ensures the production of quality products.
- Utilize quality systems, principles, concepts and measurement and statistical tools and technology to improve quality control production and processes.
- Effective use of written, oral and interpersonal communication skills operating as a member of a diverse team of individual support and management.
- Incorporate the safety principles, practices and standards regulations as governed by the profession.

Admission Requirements
Individuals interested in the Manufacturing Technology program are required to fulfill the following requirements:
- College admission requirements.
- Declare their intent to enter the Manufacturing Technology program on the WCCCD Admission Application or change their intent within the admission office.
- Fulfill course placement requirements based on COMPASS test results.
- Course placement requirements based on COMPASS test results.
- Students must complete WCCCD Program Application during the semester they are enrolled in MAN 100, Shop Equipment & Tools and submit to the Campus Academic Officer.

Manufacturing Technology: Associate of Applied Science

Recommended Sequence of Courses

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<tr>
<td>MAN 110</td>
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<td>Programmable Logics Controllers</td>
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<td>MAN 200</td>
<td>Quality &amp; Inspection</td>
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<td>EHS 204</td>
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<td>MAN 120</td>
<td>Survey of Material Science</td>
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Note: Program total hours may not include prerequisites.

MECHATRONICS TECHNOLOGY

- College Certificate

About the Program
The Mechatronics Technology College Certificate is designed to prepare technicians through cross-training to work in the diverse fields of mechanical, electrical, and industrial automation. Mechatronics technology and industrial automation is a combination of mechanical systems, electrical systems, fluid power control systems and computer control technology with sensors, transducers and actuators which are integrated to perform some facet of manufacturing. Robot sensors, conveyor systems and software are all components of Computer Integrated Manufacturing (CIM) which is an outcome of Mechatronics. Students with this diverse set of skills are better prepared for the evolving manufacturing industry and will be trained to manufacture a product or perform a task with minimal human intervention through automation that best meets the changing needs of a global economy.

Students who complete the program are prepared for work in a variety of industries to include food processing, pulp and paper metals manufacturing and automated warehousing.

College Certificate Goals
- To prepare students for employment in the manufacturing industry through applied knowledge of manufacturing a product and/or perform a task with minimal human intervention through automation.

College Certificate Outcomes
- Students will be able demonstrate their knowledge and application of mechanical systems, electrical systems, thermal systems and computer control technology to manufacturing technology design problems.
- Identify and demonstrate the ability to analyze and interpret the behavior of a physical system through experimentation.
- Utilize computer software and hardware tools to create, predict and develop solutions to manufacturing industrial engineering problems.
- Design, model and manufacture components, systems and/or processes necessary to meet product specifications for a competitive industrial industry.

Admission Requirements
Students are required to do the following:
- Fulfill all WCCCD admission requirements.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

Mechatronics Technology: College Certificate

Recommended Sequence of Courses

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<td>CT 205</td>
<td>Introduction to Microprocessors</td>
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<td>EE 101</td>
<td>Circuit Analysis I</td>
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<td>Circuit Analysis II</td>
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<td>EE 111</td>
<td>Solid State Devices</td>
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<td>Math for E/E II</td>
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<td>MCT 202</td>
<td>Introduction to Robotics</td>
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</tr>
<tr>
<td>MCT 208</td>
<td>Programmable Logic Controllers</td>
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<tr>
<td>SEMESTER TOTAL</td>
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<tr>
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<tr>
<td>MCT 203</td>
<td>Electrical Machinery and Controls</td>
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<td>MCT 207</td>
<td>Introduction to Hydraulics and Pneumatics</td>
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<tr>
<td>MCT 212</td>
<td>Advanced Robotics</td>
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<td>MCT 215</td>
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Note: Certificate total hours may not include prerequisites.
MENTAL HEALTH

• College Certificate
  Associate of Science Degree

About the Program
The Mental Health Associate of Science degree and College Certificate programs studies the fundamentals of mental health with a concentration in such areas as group process, social science, psychopathology and preventive and rehabilitative therapies. Clinical and classroom training familiarizes students with the delivery of services to adult clients. Students also study interviewing techniques and the dynamics of interpersonal relationships. The curriculum is designed for those who desire employment in human service settings.

This program offers:
Associate of Science: 66 credit hours
College Certificate: 47 credit hours

Program Goals
• To prepare students to effectively serve Human Service clients and/or support human service agencies as paraprofessionals.

Program Outcomes
• Students will be able to demonstrate an applied understanding of the mental health profession to include trends in the delivery of human services and effective practices.
• Identify, analyze and suggest appropriate strategies, services or intervention strategies when developing proper case evaluation plans.
• Effectively communicate in written, verbal and interpersonal skills when managing information and utilizing data to support client services.
• Understand, articulate and adhere to the professional and ethical care standards and regulations governing the human services profession.

College Certificate Goals
• Provide a basic foundation for students to serve Human Service clients and/or support human service agencies as paraprofessionals.

College Certificate Outcomes
• Students will be able to demonstrate an applied understanding of the mental health profession to include trends in the delivery of human services and effective practices.
• Identify, analyze and suggest appropriate strategies, services or intervention strategies when developing proper case evaluation plans.
• Effectively communicate in written, verbal and interpersonal skills when managing information and utilizing data to support client services.

Admission Requirements
Students are required to do the following:
• Fulfill all WCCCD admission requirements
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application and submit to the Campus Academic Advisor.

Mental Health: College Certificate
Recommended Sequence of Courses

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<tr>
<th>CR. No.</th>
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<tr>
<td>ENG 119</td>
<td>English I</td>
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<tr>
<td>HUS 105</td>
<td>Group Expression For Self Growth I</td>
<td>3</td>
</tr>
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<td>HUS 110</td>
<td>Introduction to Human Services</td>
<td>3</td>
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<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
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<td>HUS 135</td>
<td>Professionalism in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>MEH 110</td>
<td>Individual &amp; Group Techniques I</td>
<td>3</td>
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<td>HUS 206</td>
<td>Recreational &amp; Creative Activities</td>
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<td>Mental Health Legal Information</td>
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<td>MEH 144</td>
<td>Field Work I: Placement</td>
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<td>GER 125</td>
<td>Mental Health and the Aging</td>
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<td>Field Work II: Agency Placement</td>
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Note: Certificate total hours may not include prerequisites.

Mental Health: Associate of Science
Recommended Sequence of Courses

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<td>Fundamentals of Speech</td>
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<td>Elective: Natural Science w/Lab</td>
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<td>Elective: Social Science</td>
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Note: Program total hours may not include prerequisites.
NUMERICAL CONTROL TECHNOLOGY
Associate of Applied Science Degree

About the Program
The Numerical Control Technology Associate of Applied Science degree program prepares students for entry level positions as CNC operators or programmers. Progressive, technologically modern companies need well-trained operators and programmers. Students learn modern technological methods of computer numerical control (CNC) machine tool operation, as well as in writing and editing of CNC machine programs. They also learn practical skills such as: machine setup, cutter diameter and length compensation setting, and on-site modification of existing programs. This program offers extensive hands-on machine shop training demanded by industry.

Program Goals
• To prepare students for professional employment in the product development and manufacturing field.
• To instruct students on how to apply critical thinking and analytical problem solving as a machine and tools operator and/or programmer.

Program Outcomes
• Students will be able to accurately interpret and apply blueprint readings.
• Accurately and efficiently operate, write and edit CNC machine programs with a 70% or higher proficiency rate.
• Demonstrate basic knowledge of manufacturing processes.
• Integrate CNC programming and computer-aided drafting graphics and drawings.

Program Requirements
Individuals interested in the Numerical Control Technology program are required to fulfill the following requirements:
• Complete all College admission requirements.
• Declare their intent to enter the Numerical Control Technology program on the WCCCD Application for Admission or change their intent within the Admission Office.
• Course placement requirements based on COMPASS test results.

Numerical Control Technology:
Associate of Applied Science Degree
Recommended Sequence of Courses

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<td>English I</td>
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<td>MAN 100</td>
<td>Shop Equipment &amp; Tools</td>
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<td>NC 111</td>
<td>Numerical Control Concepts</td>
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<td>Manufacturing Processes I</td>
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<td>CNC Machining &amp; Programming I</td>
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<td>SEMESTER 3</td>
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<td>MAT 121</td>
<td>Technical Mathematics I</td>
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<td>NC 230</td>
<td>CNC Machining Center Operation &amp; Graphics I</td>
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<td>NC 231</td>
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<td>PS 101</td>
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</tr>
<tr>
<td></td>
<td>SEMESTER TOTAL</td>
<td>12</td>
</tr>
</tbody>
</table>

Note: Program total hours may not include prerequisites.

PROGRAM CURRICULA
NURSING continued

Admission Requirements
The WCCCD Nursing program admits students twice a year in the Spring and Fall semesters. Admission is competitive and is based on the following:
- High School transcript, copy of High School diploma or Certified GED scores.
- Official transcripts* from ALL colleges and universities previously attended, including WCCCD.
- Students who attended other colleges must submit an “Evaluation of Advanced Standing”. This document provides a transfer credit evaluation of classes completed at other colleges that are being transferred to WCCCD. The student’s request for this evaluation must be reviewed by WCCCD District Records Department by the deadline dates of: January 15th if applying for Fall admissions and May 1st if applying for Spring admissions.
- Two (2) original Reference Letters; one from employer and one personal reference, signed and dated within 30 days. If unemployed, submit two personal references. Letters written by family and faculty members are not accepted.
- Admission test results.
- Essay on Topics: “Why I Wish to Become a Nurse” and “How I Foresee Nursing in the Future.” The signed, original copy of essay, dated within 30 days must be turned in with application.
- Background Check via www.certifiedbackground.com Code is ay20. Report must be dated within 30 days.

Students are also required to complete the following:
- Fulfill all of WCCCD admission requirements.
- Fulfill WCCCD’s Nursing program admission requirements.
- Pass a background check, drug screen, and other health requirements.

Admission into the Nursing program is contingent upon all requirements being successfully met.

Degree Requirements
- Students must complete all coursework with a grade of “C” or better to meet graduation requirements.

Nursing: Associate of Applied Science Degree
Recommended Sequence of Courses

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<td>BIO 240</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>BIO 250</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
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<td>BIO 295</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>ENG 120</td>
<td>English II</td>
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Program Goals
- To teach student’s fundamental marketing and management strategies pertaining to e-business.
- To teach students proficiency in operating key e-business technologies.
- To provide students knowledge of the financial, legal and regulatory issues in e-business.

Continued on next page.
OFFICE INFORMATION SYSTEMS: E-BUSINESS continued

Program Outcomes
- Students will be able to demonstrate knowledge and competency in marketing and management strategies of e-business.
- Understand and demonstrate proficiency in operating software and equipment related to e-business.
- Demonstrate competency in applying Internet and Web search engine tools for locating information for selected projects.
- Articulate and apply knowledge of marketing and management principles and the ethical, legal and regulatory compliance of e-business practices.
- Demonstrate appropriate competency in interpersonal skills and attitudes for working in a business office environment.

College Certificate Goals
- To teach fundamental marketing and management concepts pertaining to e-business.
- Understand issues related to e-business.
- Compare and contrast e-business with traditional business.
- Identify, classify and demonstrate management activities for e-business.
- Identify legal and ethical issues for e-business.

Program Requirements
- Students for the Office Information Systems program must have the academic preparedness and commitment to meet the rigorous course work for the program.
- Students should follow the Recommended Sequence of Courses.

Office Information Systems: E-Business
OIS: E-Business College Certificate
Recommended Sequence of Courses

<table>
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<tr>
<td>SEMESTER 2</td>
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<tr>
<td>BUS 228</td>
<td>Internet Web Page Design for Business Applications</td>
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<td>CIS 250</td>
<td>E-Commerce Strategies and Practices</td>
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<td>MGT 205</td>
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Note: Certificate total hours may not include prerequisites.

OIS: E-Business – Associate of Applied Science Degree
Recommended Sequence of Courses

<table>
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<tr>
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<td>Introduction to Computer Information Systems</td>
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<td>BUS 150</td>
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<td>CIS 241</td>
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<td>BUS 225</td>
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<td>PS 101</td>
<td>American Government</td>
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<td>BL 201</td>
<td>Business Law I</td>
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<td>Elective: Other</td>
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<td>Elective: Humanities</td>
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<tbody>
<tr>
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<tr>
<td>CIS 250</td>
<td>E-Commerce Strategies and Practices</td>
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</tr>
<tr>
<td>MGT 200</td>
<td>Principles of Marketing</td>
<td>.3</td>
</tr>
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<td>Elective: Natural Science w/Lab</td>
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<td>Elective: Other</td>
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</table>

Note: Program total hours may not include prerequisites.
**OFFICE INFORMATION SYSTEMS: OFFICE SPECIALIST**

- **College Certificate**
  Associate of Applied Science Degree

**About the Program**
The Office Information Systems Office Specialist Associate of Applied Science degree and College Certificate programs are designed to prepare students for a variety of certifications in the computer related industries. Students currently employed in this field can obtain the skills needed to advance in management positions in their career.

**This program offers:**
- Office Specialist Associate of Applied Science: 61 credit hours
- Office Specialist College Certificate: 30 credit hours

**Program Goals**
- To prepare students as skilled office information specialist, proficient in the operation of state-of-the-art equipment and software.
- To teach students to appropriately utilize and accomplish work-related tasks accurately and proficiently in an office environment.
- To provide students knowledge of the finance and legal aspects of the office environment.
- To provide the foundation to prepare students to successfully pass the Microsoft Office Specialist certification exam administered by an independent Microsoft Office contractor.

**Program Outcomes**
- Students will be able to successfully pass the Microsoft Office Specialist certification exam, given by an independent Microsoft Office contractor, with a proficiency score of 70% or higher.
- Understand and demonstrate proficiency in applying basic application of Microsoft Office suite applications to manage information and solve problems.

**College Certificate Goals**
- To prepare students to be proficient in and understand the functionality of Microsoft Office suite applications to manage information and solve problems.

**College Certificate Outcomes**
- Understand and demonstrate competency in applying basic application of Microsoft Office suite applications.
- Apply critical thinking skills to solve problems through creative and appropriate methods.
- Demonstrate knowledge of and ability to implement Internet and Web search engine tools for locating information.

**Admission Requirements**
Students are required to do the following:
- Obtain an Education Development Plan (Plan of Work), outlining the student’s plan for program completion from an academic advisor.
- Complete 15 credits of required program courses, including BUS 150 or BUS 225.
- Fulfill all WCCCD admission requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
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<tbody>
<tr>
<td>CR. No.</td>
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<td>CR. No.</td>
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<tr>
<td>BUS 150</td>
<td>Introduction to Business</td>
<td>3</td>
<td>BUS 228</td>
</tr>
<tr>
<td>OIS 227</td>
<td>Desktop Publishing I</td>
<td>3</td>
<td>OIS 252</td>
</tr>
<tr>
<td>BUS 225</td>
<td>Computer Application in Business</td>
<td>3</td>
<td>OIS 253</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Business Communication</td>
<td>3</td>
<td>OIS 254</td>
</tr>
<tr>
<td>OIS 280</td>
<td>Office Administration and Professional Development</td>
<td>3</td>
<td><strong>SEMESTER TOTAL</strong></td>
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</table>

**Note:** Certificate total hours may not include prerequisites.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
<th>SEMESTER 4</th>
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<td>CR. No.</td>
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<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3</td>
<td>OIS 227</td>
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<tr>
<td>BUS 225</td>
<td>Computer Application in Business</td>
<td>3</td>
<td>OIS 252</td>
</tr>
<tr>
<td>BUS 150</td>
<td>Introduction to Business</td>
<td>3</td>
<td>PS 101</td>
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<td>OIS 228</td>
<td>Desktop Publishing I</td>
<td>3</td>
<td>Elective: Other</td>
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<td>OIS 254</td>
<td>Microsoft Access Specialist</td>
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<td><strong>SEMESTER TOTAL</strong></td>
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</tbody>
</table>

**Note:** Program total hours may not include prerequisites.
**Paralegal Technology:**

**Associate of Applied Science Degree**

**About the Program**
The Paralegal Technology Associate of Applied Science degree program provides students with the educational background and training required to become a paralegal, legal assistant or legal aide, able to assist a licensed attorney in providing legal services to their clients. The program provides the knowledge and skills regarding the legal system and substantive and procedural law necessary to perform many routine legal processes under the supervision of a licensed attorney.

**Program Goals**
- To teach students to articulate the needs and goals of clients relevant to the skills required for a paralegal assistant meeting current and future needs and practices.
- Provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings.

**Program Outcomes**
- Define and properly use terminology of substantive laws.
- Apply knowledge, critical thinking and skills in legal research, writing, concepts and terminology to interpret and process simple legal documents.
- Critically evaluate and identify legal problems and procedures in various areas of substantive laws.
- Evaluate and respond appropriately to situations requiring legal, moral and ethical judgment, evidence, facts and legal issues.
- Ability to use electronic software programs and technology, relevant to the profession, to conduct research and develop strategies for legal interpretation.
- Understand, articulate and adhere to the ethical regulations and guidelines governing the legal profession.

**Admission Requirements**
- To be admitted into the Paralegal Technology program students must:
  - Fulfill all WCCCD admission requirements.
  - Declare program intent on the WCCCD admission application or change program goals of clients relevant to the skills required for a paralegal assistant meeting current and future needs and practices.
  - Provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings.

**Program Total**
- Credits: 64
- Program Total: 64

**Paralegal Technology:**

**Associate of Applied Science Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>SEMESTER 1</td>
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<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>MAT 113</td>
<td>Intermediate Algebra</td>
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<tr>
<td>PLT 105</td>
<td>Legal Interviews and Investigation</td>
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<tr>
<td>PLT 120</td>
<td>Legal Research Writing I</td>
<td>3</td>
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<tr>
<td>PLT 135</td>
<td>Professional Responsibility/Legal Ethics</td>
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<tr>
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<tr>
<td>ENG 120</td>
<td>English II</td>
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<tr>
<td>SPH 101</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>SPH 105</td>
<td>Improvising the Speaking Voice</td>
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<tr>
<td>PLT 130</td>
<td>Law Office Procedures and Management</td>
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<td>PLT 140</td>
<td>Business Organization and Corporation Law I</td>
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<td>PLT 150</td>
<td>Legal Comp &amp; Research II</td>
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</tr>
<tr>
<td>SEMESTER TOTAL</td>
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**Program Outcomes**

- Students will be able to:
  - Apply knowledge, critical thinking and skills in legal research, writing, concepts and terminology to interpret and process simple legal documents.
  - Critically evaluate and identify legal problems and procedures in various areas of substantive laws.
  - Define and properly use terminology of substantive laws.
  - Explain, articulate and adhere to the ethical regulations and guidelines governing the legal profession.

**Program Goals**

- To teach students to articulate the needs and goals of clients relevant to the skills required for a paralegal assistant meeting current and future needs and practices.
- Provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings.
- Understand, articulate and adhere to the ethical regulations and guidelines governing the legal profession.

**Program Requirements**

- Fulfill all WCCCD admission requirements.
- Declare program intent on the WCCCD admission application or change program goals of clients relevant to the skills required for a paralegal assistant meeting current and future needs and practices.
- Complete the following courses at WCCCD or obtain equivalent transfer credit for the following courses: ENG 119, PS 101, BUS 225, and SPH 101.

**Program Total**
- Credits: 64
- Program Total: 64

---

**Pharmacy Technology:**

**Associate of Applied Science Degree**

**About the Program**
The Pharmacy Technology Associate of Applied Science degree and College Certificate programs are designed to prepare students for entry-level positions in general pharmaceutical services under the supervision of a licensed pharmacist. The pharmacy technician’s responsibilities may include the preparation of medicines and assisting the pharmacist with the dispensing of medicines in accordance with standard procedures, laws, transcription of physicians orders, preparation of intravenous medications, maintaining inventory and patient profiles, and preparing bulk formulations.

The Pharmacy Technology Associate of Applied Science degree is a two-year degree program that allows for transfer to a four-year institution that offers a Bachelor of Science degree in pharmaceutical sciences. Students may choose to complete the certificate program accredited by the American Society of Health System Pharmacists, secure employment, and/or continue their education.

**This program offers:**
- Associate of Applied Science: 89 credit hours
- College Certificate: 35 credit hours

**Program Goals**

- To teach students the policies and procedures governing hospital, retail and industrial pharmacy, to function and perform routine technical and clerical duties as a certified Pharmacy Technician.

**Program Outcomes**

- Students will be able to demonstrate and apply knowledge of scientific concepts of anatomy, physiology and pharmacology as a pharmacy technician.
PHARMACY TECHNOLOGY continued

• Students must pass coursework with a score of 80% or higher in order to be placed at clinical sites.
• Perform accurate mathematical calculations necessary for the preparation and dispensing of a pharmaceutical product.
• Effectively use computer software and technology, relevant to the pharmacy profession, to gather data, produce documents and process orders.
• Effective use of written, oral and interpersonal communication skills when interacting with a diverse population of healthcare professionals and patients.
• Understand, articulate and adhere to all ethical standards, moral and legal practices governing the profession.
• The student may choose to take the national certification exam given by the Pharmacy Technician Certification Board as an option.

Certificate Goals
• To provide students a foundation into the profession, to gather data, produce documents and process orders.
• The student may choose to take the national certification exam given by the Pharmacy Technician Certification Board as an option.

Certificate Outcomes
• Fulfill all WCCCD admission requirements.
• Possess a high school diploma or GED.
• Declare program intent on the WCCCD application to the program director.
• Submit two letters of reference: professional or personal.
• Show proof of TB test.
• Meet with a Pharmacy Technology Program representative.
• Successfully complete a criminal background check. (Source will be specified).
• Successfully pass a drug screening exam.
• Fulfill either of the following prerequisites: Pass Pharmacy Technician Assessment Test (PTAT) with a score of 85% or higher.
• Possess a high school diploma or GED.
• Declare program intent on the WCCCD application to the program director.
• Fulfill course placement requirements based on the COMPASS Test.
• Submit two letters of reference: professional or personal.

Admission Requirements
Admission is competitive and based on academic performance, test scores and personal interviews. A limited number of students are admitted to the program each semester. Applications and other required information must be submitted prior to the start of class. Formal admission status must be achieved prior to enrollment. To be admitted into the Pharmacy Technology Program, students must complete the following:
• Fulfill all WCCCD admission requirements.
• Possess a high school diploma or GED.
• Declare program intent on the WCCCD admission application or change program intent in the campus admissions office.
• Complete the Pharmacy Technician Admission application and turn in the application to the program director.
• Fulfill course placement requirements based on the COMPASS Test.
• Submit two letters of reference: professional or personal.
• Show proof of TB test.
• Meet with a Pharmacy Technology Program representative.

Pharmacy Technology: College Certificate
Recommended Sequence of Courses

<table>
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<tr>
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<tr>
<td>PHT 100</td>
<td>Introduction to Pharmacy Technology</td>
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<tr>
<td>PHT 105</td>
<td>Orientation to Pharmacy Technology</td>
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<td>PHT 110</td>
<td>Institutional &amp; Community Pharmacy</td>
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<tr>
<td>ENG 120</td>
<td>English II</td>
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Pharmacy Technology: Associate of Applied Science Degree
Recommended Sequence of Courses

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<tr>
<td>CHM 136</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>MAT 155</td>
<td>College Algebra</td>
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<td>ECO 101</td>
<td>Principles of Economics I</td>
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<tr>
<td>PHL 211</td>
<td>Introduction to Logic</td>
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Note: Program total hours may not include prerequisites.

Recommended Sequence of Courses

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<td>BIO 155</td>
<td>Introductory Biology</td>
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<td>ENG 119</td>
<td>English I</td>
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<td>PS 101</td>
<td>American Government</td>
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<tr>
<td>BUS 225</td>
<td>Computer Applications in Business</td>
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Pharmacy Technology: College Certificate
Recommended Sequence of Courses

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<tr>
<td>PHT 100</td>
<td>Introduction to Pharmacy Technology</td>
<td>3</td>
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<tr>
<td>ENG 120</td>
<td>English II</td>
<td>3</td>
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<tr>
<td>BIO 252</td>
<td>Pathophysiology</td>
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<tr>
<td>CHM 145</td>
<td>General Chemistry II</td>
<td>4</td>
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<tr>
<td>MAT 156</td>
<td>Trigonometry</td>
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<td>ENG 120</td>
<td>English II</td>
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<tr>
<td>ENG 270</td>
<td>Professional &amp; Technical Report Writing</td>
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</table>

Note: Program total hours may not include prerequisites.
PHLEBOTOMY TECHNICIAN

• College Certificate

About the Program
The Phlebotomy Technician College Certificate program introduces students to the chief responsibilities of the position to include drawing blood and conducting other specimen collections. The phlebotomist must recognize any conditions that might alter collections, correlate types of lab tests to the written diagnosis, and communicate with both the laboratory and the patients to provide the best care possible. Graduates of the phlebotomy program will be competent in multiple skills of specimen collections. The phlebotomist must recognize any types of lab tests to the written diagnosis, and communicate with both the laboratory and the patients to provide the best care possible.

College Certificate Goals
• To prepare students to successfully pass the national certification exam as a registered phlebotomist.
• Effectively use computer software programs and technology, in a healthcare setting, to accomplish tasks of the profession.
• Effectively use written, oral and interpersonal communication skills when interacting with patients, clients and healthcare professionals.
• Understand, articulate and adhere to all ethical standards, moral and legal practices governing the profession.
• Exhibit proficiency in successfully completing the national certification exam as a phlebotomist with a 75% or better proficiency rate.

Admission Requirements
Students are required to complete the following:
• Fulfill all WCCCD admissions requirements.
• Fulfill course placement requirements based on the COMPASS test.
• Must be 18 years of age and possess a high school diploma or GED (copy required).
• After successfully completing PLB 100 with a “B” or better, the student must complete an Allied Health Application and declare program intent.
• Successfully complete a criminal background check. (Source will be specified).
• Successfully pass a drug screening exam. (Sources will be specified).

College Certificate Requirements
• All science classes must be completed within (5) five years.

Phlebotomy Technology: College Certificate Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>SEMESTER 1 (FALL)</th>
<th>SEMESTER 2 (SPRING)</th>
<th>SEMESTER TOTAL</th>
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<tr>
<td>ALH 110 Medical Terminology  3</td>
<td>ALH 230 Medical Ethics  3</td>
<td>12</td>
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<tr>
<td>ALH 115 Medical Computer Systems  3</td>
<td>BIO 155 Introductory Biology  4</td>
<td><strong>SEMESTER TOTAL  10</strong></td>
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<tr>
<td>PLB 100 Introduction to Phlebotomy  3***</td>
<td>PLB 105 Introduction to Phlebotomy II Practicum  3**</td>
<td><strong>SEMESTER TOTAL  22</strong></td>
</tr>
<tr>
<td><strong>PROGRAM TOTAL  22</strong></td>
<td><strong>Program total hours may not include prerequisites.</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: Certificate total hours may not include prerequisites.

PRE-ENGINEERING

Associate of Science Degree

About the Program
The Pre-Engineering Associate of Science degree program is designed to provide the first two-years of an engineering program whose credits will transfer to a four-year college of engineering program. Adjustments in the listed recommended program may be necessary to meet the requirements of other colleges or universities for special fields of engineering. Students should contact the institution they intend to transfer to ensure that they will have the necessary courses to transfer.

Program Goals
• To provide the foundation and prepare engineering science majors to transfer to a four-year baccalaureate degree program.

Program Outcomes
• Students will be able to understand the basic principles of the physical sciences.
• Demonstrate an understanding of the major concepts of differential and integrated calculus.
• Prepare, write, document and describe a computer program.
• Complete the general education courses in satisfaction of the associate degree requirements with a 70% or higher course average.

Admission Requirements
Students are required to fulfill the following requirements:
• Fulfill all WCCCD admission requirements.
• Declare intent to enter the Pre-Engineering program on WCCCD Admissions Application or change intent at the Admissions Office.
• Fulfill course placement requirements based on COMPASS test.
• Students must complete WCCCD Program Application during the second semester in which they are enrolled and submit to the Campus Academic Officer.

Pre-Engineering Program Associate of Science Degree Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>CHM 136 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 119 English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 171 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAT 172 Calculus II</td>
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<td>PHY 265 Physics for Scientists and Engineers I</td>
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<td>PHY 275 Physics for Scientists and Engineers I</td>
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</table>
Program CURRICULA

PRE-MORTUARY SCIENCE

Associate of Applied Science Degree

About the Program
Pre-Mortuary Science Associate of Applied Science degree program prepares students for entrance into a mortuary science program and an eventual career as a mortician. This program is designed in accordance with the Mortuary Science program at Wayne State University, which is the only institution in Michigan that prepares students for State certification in mortuary science. Because entrance into the WSU program is competitive, a minimum requirement for application is completion of at least 68 credit hours with a grade of 'C' or better as outlined in the WSU graduate bulletin.

Program Goals
• To educate and develop students in all phases of funeral service to meet and exceed the standards of care in dealing with health, safety and welfare associated in the preparation and care of the deceased.
• To provide a general in a Pre-Mortuary Science Associate of Applied Science studies as the precursor for a declared four-year degree

Program Outcomes
• Students will be able to successfully complete the Pre-Mortuary Associate of Applied Science program of study with a “C” average or higher as a foundation to transfer to WSU or other four-year baccalaureate institutions
• Develop and demonstrate proficient and the technical skills in the ethical care and welfare of human remains.
• Articulate, apply and practice federal, state and local regulatory guidelines to situations pertaining to the mortuary science profession.
• Demonstrate applied knowledge of funeral service emphasizing and exhibiting high ethical, moral, community and personnel performance and integrity standards as they apply to the profession.

Admission Requirements
Students are required to fulfill the following requirements:
• Fulfill all WCCCD admission requirements
• Declare intent to enter the Pre-Mortuary Science Program on the WCCCD admission application or change intent at the campus admission office
• Fulfill course placement requirements based on COMPASS test
• Students must complete WCCCD Program admission and submit to the Campus Academic Administrator
• Complete prerequisite coursework with a “C” or better and a grade point average (GPA) of 2.50 on a 4.00 scale

Pre-Mortuary Science: Associate of Applied Science

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tr>
<td>ENG 119</td>
<td>English I</td>
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<td>SOC 100</td>
<td>Introduction to Sociology</td>
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<td>BIO 155</td>
<td>Introductory Biology</td>
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<tr>
<td>Elective: Humanities</td>
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</table>

| SEMESTER 2 |                                      |         |
| ENG 120   | English II                            | 3       |
| SOC 120   | Death and Dying                       | 3       |
| BIO 240   | Human Anatomy and Physiology I        | 4       |
| BUS 150   | Introduction to Business             | 3       |
| SEMESTER TOTAL |                                | 13      |

| SEMESTER 3 |                                      |         |
| SPH 101   | Fundamentals of Speech                | 3       |
| ACC 110   | Principles of Accounting I            | 4       |
| BIO 250   | Human Anatomy and Physiology II       | 4       |
| BUS 240   | Business Communications               | 3       |
| SEMESTER TOTAL |                                | 14      |

Note: Program total hours may not include prerequisites.

PRE-PHYSICIAN ASSISTANT

Associate of Applied Science Degree

About the Program
The Pre-Physician Assistant program is designed to prepare students for transfer to a Physician Assistant program at a four-year college or university. The curriculum is academically rigorous and provides the knowledge base necessary to complete the baccalaureate degree and continue to the master’s degree level physician assistant curriculum.

Program Goals
• To prepare the student with the knowledge and foundation in preparation of a four year baccalaureate degree.
• To prepare a student as an entry level Paramedic.
• To serve as a vital link in the chain of the health care team.
• To deliver the knowledge and skills necessary to provide medical care
• To prevent and reduce mortality and morbidity due illness and injury for emergency patients in the out-of-hospital setting.

Program Outcomes
• Recognize the nature and seriousness of the patient’s condition or extent of injuries to assess requirements for emergency medical care.
• Administer appropriate emergency medical care based on assessment findings of the patient’s condition.
• Properly and safely lift, move, position and handle the patient to minimize discomfort and prevent further injury.
• Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation and record keeping.
• Perform safely and effectively the expectations of the position description.
• Commitment to life-long learning.

Continued on next page.
PRE-PHYSICIAN ASSISTANT ASSOCIATE OF APPLIED SCIENCE

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

**SEMESTER 1**

ALH 110 Medical Terminology 3
ENG 119 English I 3
Elective: Humanities 3
SAC 100 Introduction to Sociology 3
**SEMESTER TOTAL** 12

**SEMESTER 2**

ALH 230 Ethics for Allied Health 3
BIO 155 Introductory Biology 4
ENG 120 English II 3
Elective: Social Science 3
**SEMESTER TOTAL** 13

**SEMESTER 3**

BIO 240 Human Anatomy and Physiology I 4
CHM 136 General Chemistry 4
DT 130 Fundamentals of Nutrition 3
SPH 101 Fundamentals of Speech 3
**SEMESTER TOTAL** 13

**SEMESTER 4**

BIO 250 Human Anatomy and Physiology II 4
CHM 145 General Chemistry II 4
Elective: Humanities 3
PS 101 American Government 3
**SEMESTER TOTAL** 14

**SEMESTER 5**

BIO 295 Microbiology 4
CHM 155 Survey Organic and Biochemistry 4
**SEMESTER TOTAL** 8
**PROGRAM TOTAL** 61

Note: Program total hours may not include prerequisites.

Special Note: Students without health care experience are recommended to participate in Emergency Medical Technology certificate programs in addition to Pre-Physician Assistant transfer degree curriculum.

PRE-SOCIAL WORK

Associate of Arts Degree

About the Program

The Pre-Social Work Associate of Arts degree program provides a broad based two year Associate of Arts (A.A.) degree curriculum. The Pre-Social Work program is designed to:

- Provide a foundation in liberal arts coursework leading to a BSW degree at select four-year institutions.
- Prepare students for culturally competent, ethical, effective and accountable generalist social work practice.
- Provide academic support for the successful completion of the Pre-Social Work Associate of Arts degree while preparing for future educational and employment opportunities.
- Instill a knowledge base of the basic foundations of social work practice: purpose and mission, sanctions, values and ethics, knowledge and methods and skills.

Program Goals

- To teach students to use the Social Work Mission while improving the social functioning and well-being of clients.
- To teach students the Code of Ethics according to the National Association of Social Workers.
- To instill in students the value and knowledge of advocacy for their clients.

Program Outcomes

- Students will be able to implement themes of the Social Work Mission while assessing clients.
- Students will be able to navigate through the Code of Ethics, while employing the most appropriate ethics.
- Students will learn about various social programs, services, activities, agencies, organizations, and institutions which will be useful in advocating for clients.

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Complete all prerequisite requirements
- Possess a high school diploma or GED
- Declare intent to enter the Pre-Social Work Program on the WCCCD Application for Admission
- Fulfill course placement requirements based on COMPASS test.
- Complete prerequisite courses with a grade of “C” or better
- Submit a human service program application to the assistant dean or designate who administers the Pre-Social Work Program before the ninth week of the Fall or Winter semesters.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Complete an Individual Education Plan

Pre-Social Work: Associate of Arts Degree

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

**SEMESTER 1**

ENG 119 English I 3
PS 101 American Government 3
SOC 103 Social Problems 3
**SEMESTER TOTAL** 13

**SEMESTER 2**

ENG 120 English II 3
MAT 156 Trigonometry 4
PSY 101 Introductory Psychology 3
SW 101 Introduction to Field Practice of Social Work – Practicum 5
**SEMESTER TOTAL** 15

Continued on next page.
PROGRAM CURRICULA

PRE-SOCIAL WORK continued

<table>
<thead>
<tr>
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<td>Introduction to General Anthropology</td>
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<td>Foreign Language 100</td>
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<td>HUM 101</td>
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<td>Introduction to the Visual Arts</td>
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<td>HUM 102</td>
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<td>Introduction to the Performing Arts</td>
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<td>Ethnic Minorities</td>
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<td>Foreign Language 100</td>
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<td>ECO 101</td>
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<td>Principles of Economics</td>
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<td>PSY 220</td>
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<td>Child Growth and Development</td>
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<td>Introductory Biology</td>
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<td>PHIL 211</td>
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<td>Introduction to Logic</td>
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<td>Foreign Language 100</td>
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</table>

Note: Program total hours may not include prerequisites.

PROJECT MANAGEMENT

- College Certificate

About the Program
The Project Management Certificate will provide students with the information and skills necessary to secure an entry level position managing projects in business and industries such as IT, business, health care and others. The courses will provide the required contact hours and information needed to take the Project Management Professional (PMP) exam. Upon completion of the certificate program students will understand beginning, intermediate and advance project management software.

Students will learn skills necessary for the occupational positions which include, but are not limited to: Associate Project Manager, Project Manager, Program Manager, Scheduling Technician, and IT Specialist/Project Manager.

College Certificate Goals
- To provide students with a basic foundation of theory and practice of project management as it relates to project management positions in business, IT, healthcare and others.

College Certificate Outcomes
- Students will be able to initiate, plan, execute, monitor, control and close a specified project to completion.
- Meet the educational requirements to become certified by taking the Project Management Professional (PMP) exam with a 70% or higher proficiency score.
- Identify, describe and explain appropriate techniques for oral, written and electronic communication vehicles when communicating with team members and stakeholders.

Project Management: College Certificate Recommended Sequence of Courses

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<td>CIS 110</td>
<td>Introduction to Computer Information System Services</td>
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<td>Introduction to Project Management</td>
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<td>Business Communication</td>
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<td>CIS 112</td>
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<td>PRM 105</td>
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<td>Project Management Tools</td>
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<td>PRM 210</td>
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<td>CIS 285</td>
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<td>Introduction to Database Concepts</td>
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<td>College Algebra</td>
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<td>Advanced Concepts in Project Management</td>
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Note: Certificate total hours may not include prerequisites.

RENEWABLE ENERGY

- College Certificate

About the Program
The Renewable Energy College Certificate is designed to provide students with the theoretical knowledge necessary for a career in energy management and renewable energy technology fields. Students acquire hands-on skills in troubleshooting, maintenance, installation, operation and repair and replacement of related equipment. The program addresses the need for an alternative career track for students to pursue careers in the renewable energy field.

The certificate requires a minimum of 25 credits of coursework. Students may choose from online and face-to-face courses in several areas of emphasis including, photovoltaic, solar thermal, and wind.

Certificate credits may be combined with additional coursework to enhance traditional degree, transfer and associate programs at WCCCD. The credits also may be combined with additional training, job experience and/or professional examinations to qualify for certification by national renewable energy institutions.

College Certificate Goals
- To provide current practitioners with additional coursework to enhance traditional degree or four-year baccalaureate programs at WCCCD.
- To provide students currently employed in the industry with knowledge and skills relevant to technology as well as a broader understanding of the scientific, economic and political context of the industry.
- To provide current practitioners with continued learning education in renewable energy/energy efficiency field as a precursor to a two-year associate's degree.

Continued on next page.
RENEWABLE ENERGY continued

College Certificate Outcomes

- Students will be able to demonstrate basic principles of energy efficiency and conservation.
- Identify, troubleshoot and repair and maintain equipment efficiently.

Admission Requirements

Students are required to do the following:
- Fulfill all WCCCD admissions requirements.
- Declare intent to enter the Renewable Energy Certificate program by completing a program application.
- Indicate intent on the college application form.
- Fulfill course placement requirements based on the COMPASS test.
- Fulfill all prerequisites with a grade of “C” or better.
- Must be 18 years of age and possess a high school diploma or GED (copy required).

Renewable Energy: College Certificate Recommended Sequence of Courses

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<td>RET 140</td>
<td>Energy and Electricity</td>
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<td>RET 142</td>
<td>Wind Power</td>
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<td>SED 100</td>
<td>Principles of Sustainable Environmental Design</td>
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<td>RET 120</td>
<td>Conventional Energy Sources &amp; Application</td>
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<td>RET 144</td>
<td>Solar Power</td>
<td>3</td>
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<tr>
<td>RET 146</td>
<td>Geothermal and Hydropower</td>
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<td>SED 148</td>
<td>Sustainable Systems</td>
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</table>

Program Goals

- To prepare students with the knowledge and technical skills to effectively perform as a team member of the surgical team unit under the direct supervision of a doctor or registered nurse.
- To prepare students to proficiently exercise the duties and responsibilities including peri-operative preparation, equipment supply, sterilization and post-operative procedures.
- To prepare students to successfully pass the National Certifying Examination for Surgical Technologists.

Program Outcomes

- Students will be able to demonstrate and apply technical competency as it applies to the surgical technology profession.
- Exhibit proficiency in successfully completing the National Certifying Examination for Surgical Technologists with a 80% or better proficiency rate.
- Demonstrate expertise in the application of sterile and aseptic technique.
- Apply principles of pharmacology as related to the Surgical Technologist.
- Demonstrate critical thinking skills during peri-operative procedural management according to the facility policies, procedures and surgeon preferences.
- Perform competently in the Scrub and Circulator role in accordance with AST standards.
- Maximize patient safety by facilitating a safe surgical environment.
- Demonstrate self-direction and responsibility for maintaining surgical competency.
- Effective use of written, oral and interpersonal communication skills operating as a member of a diverse team of medical professionals.
- Incorporate the safety principles, practices and standards regulations as governed by the profession.

Based on Michigan Law

Students applying for admission to the Surgical Technology Program will be subject to a criminal background check, the results of which could preclude an applicant from admission to Wayne County Community College District’s Surgical Technology Program on the basis of any of the following:

- Must complete criminal background check, physical exam, HBV shots, and other health requirements.
- Complete all prerequisites with a grade of “B” or better.
- Possess current BLS/CPR card
- Pass required sections of the Health Occupations Basic Entrance Test (HOBET)
- Submit official transcripts from previous institutions.
- Submit three letters of recommendation: two professional and one personal.
- Valid State Picture I.D.
- Meet with the Program Director to review and complete paperwork.

Note: If COMPASS scores are lower in any area, provide a transcript of the recommended course(s) completed with a “B” or better. All program applications are reviewed by the Surgical Technology Department Admissions Committee. Students who have completed the Central Service Technician program prior to application to the Surgical Technology Program are given preference. Students must submit all paperwork by June 15th for the start of the Fall Semester. Students beginning the program in the Spring Semester should submit all paperwork by November 15th. The COMPASS minimum passing composite score is 60. The reading comprehension sections must be at least 50. Test scores are considered valid for two (2) years if scores meet current requirements. Check the appropriate campus location for adherence to the above submission dates.

PROGRAM CURRICULA
SURGICAL TECHNOLOGY continued

- A felony conviction, or conviction for an attempt or conspiracy to commit a felony within the past 15 years.
- Any misdemeanor conviction involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years.
- Any misdemeanor conviction involving fraud or theft against a vulnerable individual.

Degree Requirements

- Students must complete all course work with a grade of “B” or better to meet graduation requirements.

Surgical Technology: Associate of Applied Science Degree

Recommended Sequence of Courses

**PREREQUISITE COURSES**

- ENG 119 English I ......................... 3
- ENG 120 English II .......................... 3
- BIO 135 Introductory Biology ............. 4*
- BIO 240 Human Anatomy & Physiology I . 4
- BIO 250 Human Anatomy & Physiology II . 4
- BIO 295 Microbiology ........................ 4
- PSY 101 Introductory Psychology ......... 3
- ALH 110 Medical Terminology ............ 3
- SUR 100 Orientation to Surgical Technology ............... 3

**PREREQUISITE TOTAL .................. 27**

**PROGRAM CURRICULA**

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<td>PS 101 American Government ............. 3</td>
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<td>ALH 230 Ethics for Allied Health .......... 3</td>
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<td>SUR 110 Surgical Technology Principles  3</td>
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<td>SUR 120 Surgical Specialties &amp; Techniques I ........... 4</td>
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<td>SUR 125 Surgical Technology Clinical I ..... 4</td>
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<td>ALH 115 Medical Computer Systems ......... 3</td>
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<td>SUR 130 Surgical Specialties &amp; Techniques II .......................... 4</td>
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<td>SUR 140 Surgical Pharmacology ............. 3</td>
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<td>SUR 145 Surgical Technology Clinical II ..... 4</td>
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<td>SUR 155 Surgical Technology Clinical III ... 6</td>
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<td>SUR 160 Surgical Seminar and Certification Preparatory ................... 4</td>
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<td><strong>PROGRAM TOTAL ...................... 68</strong></td>
</tr>
</tbody>
</table>

*Note: Program total hours may not include prerequisites. Program totals do not include remedial courses.

* Only if needed.

**SURGICAL TECHNOLOGY: ACCELERATED ALTERNATE DELIVERY**

**College Certificate**

About the Program

The purpose of the Surgical Technology Accelerated Alternate Deliver (AAD) Program is to prepare professionals working in the Surgical Technology field to sit for the Accreditation Review Committee on Education in Surgical Technology’s national certification examination. The instructional format for this program is online delivery. The Surgical Technologist delivers care in the operating room before, during and after surgery as a member of the surgery team (Surgeon, Surgical First Assistant, Anesthesiologist, Registered Nurse and other surgical personnel). The Surgical Technologist’s primary responsibility is to maintain a sterile field in the operating room.

The Surgical Technologist must be constantly vigilant to make sure that every member of the surgical team follows aseptic procedures. Duties of a Surgical Technologist include: Setting up sterile supplies, equipment, instruments and drapes for surgical procedures; preparing specimens for laboratory analysis.

Certificate Goals

- To prepare students with the knowledge and technical skills to effectively perform as a team member of the surgical team unit under the direct supervision of a doctor or registered nurse.
- To prepare students to proficiently exercise the duties and responsibilities including peri-operative preparation, equipment supply, sterilization and post-operative procedures.
- To prepare students to successfully pass the National Certifying Examination for Surgical Technologists.

**Certificate Outcomes**

- Students will be able to demonstrate and apply technical competency as it applies to the surgical technician profession.
- Exhibit proficiency in successfully completing the National Certifying Examination for Surgical Technologists with a 80% or better proficiency rate.
- Demonstrate expertise in the application of sterile and aseptic technique.
- Apply principles of pharmacology as related to the Surgical Technologist.
- Demonstrate critical thinking skills during peri-operative procedural management according to the facility policies, procedures and surgeon preferences.
- Perform competently in the Scrub and Circulator role in accordance with AST standards.
- Maximize patient safety by facilitating a safe surgical environment.
- Demonstrate self-direction and responsibility for maintaining surgical competency.
- Effective use of written, oral and interpersonal communication skills operating as a member of a diverse team of medical professionals.
- Incorporate the safety principles, practices and standards regulations as governed by the profession.

Admission Requirements

An applicant for Surgical Technology Accelerated Alternate Delivery (ADD) Certificate Program is required to:

- Fill out a Wayne County Community College District admission application.
- Submit two letters of recommendation from current or former supervisors attesting to competency in surgical technology.
- Complete an online course provided by Distance Learning Department of Wayne County Community College District.
- Contact distance learning@wcccd.edu or (313) 496-2734 for more information.
- Show proof of a current CPR card.

Continued on next page.
Submit documentation verifying clinical experiences for at least 125 surgical procedures in the first scrub role or that two of the last four years of OR experience were performed in the first scrub role. Upon submission of the documentation, a student will prepare the appropriate paperwork so that experiential credit can be granted as part of the AAD curriculum. Credit will be recorded on the student’s academic record, without a grade as follows:

- Surgical Technology (SUR) 125 – Surgical Technology Clinical I 4 credits hours. Experiential learning credit is given to a student who has participated in 30 surgery cases, primarily in the specialty areas of general surgery; gynecology and obstetrics surgery; orthopedic surgery; vascular surgeries; and endoscopic surgery.
- Surgical Technology (SUR) 145 – Surgical Technology Clinical II – 4 credits hours. Experiential learning credit is given to a student who has participated in 30 surgery cases, primarily in the specialty areas of general surgery; and neck and thyroid surgery.
- Surgical Technology (SUR) 155 – Surgical Technology Clinical III – 6 credit hours. Experiential learning credit is given to a student who has participated in 65 surgery cases, primarily in the specialty areas of orthopedic surgery; thoracic surgery; cardiovascular surgery; neurological surgery; plastic/reconstruction surgery; endoscopic surgery; geriatric/pediatric surgery; and dental surgery.

**NOTE:** A Student who is applying for this experiential credit is required to pay a processing fee. The student is also required to pay a fee for each course of an amount that is equal to half the normal tuition for the courses he or she is seeking credit for.

**College Certificate Requirements**

- Students must complete all course work with a grade of “B” or better to meet graduation requirements.

**SURGICAL TECHNOLOGY: CENTRAL SERVICE TECHNICIAN**

**College Certificate**

**About the Program**

The Surgical Technology Central Service Technician College Certificate is accredited by the Association of Surgical Technologist (AST). The curriculum is designed to enable the students to perform a variety of duties, as well as provide technical support to the surgical team in the operating room before, during and after surgery.

The Central Service Technician is responsible for the procurement of surgical supplies and equipment. Central Service Technicians provide support to all patient care services in the health care facility. They are responsible for decontaminating, cleaning, processing, assembly, sterilizing, storing and distributing the medical supplies needed in patient care, especially during surgery.

With the ever-expanding technological advancements in medical supplies, instrumentation, medical devices and equipment, highly trained individuals are needed in the field of central service. Central service technicians are trained in principles, methods and control of sterilization processes; and the cleaning, processing, packaging, distributing, storing and inventory control of sterile supply, instruments, trays and equipment.

**College Certificate Goals**

- To prepare students with knowledge and technical skills to effectively perform duties that may include, but are not limited to principles, methods and control of sterilization processes; cleaning, processing, packaging, distributing, storing and inventory control of sterile supply, instruments, tray and equipment.

- To prepare students to successfully pass the National Certifying Examination for a Central Service Technician.

**College Certificate Outcomes**

- Exhibit proficiency in successfully completing the National Certifying Examination for Central Service Technicians with a 80% or better proficiency rate.
- Demonstrate expertise in the application of sterile and aseptic technique.
- Demonstrate self-direction and responsibility for maintaining central sterilization competency.
- Effective use of written, oral and interpersonal communication skills operating as a member of a diverse team of medical professionals.
- Incorporate the safety principles, practices and standards regulations as governed by the profession.

**Admission Requirements**

- To be admitted into the Central Service Technician program, students are required to complete the following:
  - Fulfill all WCCCD admission requirements.
  - Be 18 years of age or older and have a high school diploma or GED
  - If required, fulfill course placement requirements based on the COMPASS scores.
  - Declare intent to enroll in the Surgical Technician program by submitting an Allied Health Department application to the program director.
  - Must complete criminal background check, physical exam, HBV shots, and other health requirements.
  - Complete all prerequisites with a grade of “B” or better.
  - Pass required sections of the Health Occupations Basic Entrance Test (HOBET).
  - Submit official transcripts from previous institutions.

Continued on next page.
SURGICAL TECHNOLOGY: CENTRAL SERVICE TECHNICIAN continued

- Submit three letters of recommendation: two professional and one personal.
- Valid State Picture I.D.
- Meet with the Program Director to review and complete paperwork.

Note: If COMPASS scores are lower in any area, provide a transcript of the recommended course(s) completed with a “B” or better. All program applications are reviewed by the Surgical Technology Department Admissions Committee. Students who have completed the Central Service Technician program prior to application to the Surgical Technology Program are given preference.

- Students must submit all paperwork by July 15th for the start of the Fall Semester, or by November 15th for the start of the Spring Semester, or by March 15th for the start of the summer semester. The COMPASS minimum passing composite score is 60. The reading comprehension sections must be at least 50. Test scores are considered valid for two (2) years if scores meet current requirements.

Based upon Michigan Law

Students applying for admission to the Central Service Technician Program will be subject to a criminal background check, the results of which could preclude an applicant from admission to Wayne County Community College District’s Surgical Technology Program on the basis of any of the following:

- A felony conviction or conviction for an attempt or conspiracy to commit a felony within the past 15 years.
- Any misdemeanor conviction involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years.
- Any misdemeanor conviction involving fraud or theft against a vulnerable

College Certificate Requirements
- Students must complete all course work with a grade of “B” or better to meet graduation requirements.

Surgical Technology: Central Service Technical Program College Certificate Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>SEMESTER 1</td>
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<tr>
<td>SUR 100</td>
<td>Orientation to Surgical Technology</td>
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<td>SUR 101</td>
<td>Central Service Technician</td>
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<tr>
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<td>SEMESTER 2</td>
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<tr>
<td>SUR 102</td>
<td>Central Service Technician Lab and Clinical</td>
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<td>SEMESTER TOTAL</td>
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<td>CERTIFICATE TOTAL</td>
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</tbody>
</table>

Note: Certificate total hours may not include prerequisites.

SURGICAL TECHNOLOGY: SURGICAL FIRST ASSISTANT

- College Certificate

About the Program

The Surgical First Assistant (SFA) College Certificate program is offered as one of four career options for students admitted into the Surgical Technology program. Enrollment in the program is limited due to the number of clinical-learner positions available at each of the clinical settings. A student’s educational experience in the program includes both classroom course work (didactic) and practical (clinical) instruction in a peri-operative environment. Upon successful completion of the SFA Certificate program, students will also receive a Certificate of Completion and will be eligible to sit for the national certification examination.

A Surgical First Assistant works under the direction and supervision of the surgeon and in accordance with hospital policy and appropriate laws and regulations. The SFA provides aid in exposure, homeostasis, and other technical functions that help the surgeon carry out a safe operation with optimal results for the patient. A SFA must be knowledgeable in surgical procedures and the use of surgical instruments on tissues.

College Certificate Goals
- To prepare students with the knowledge and technical skills to effectively perform as a team member of the surgical team unit under the direct supervision of a doctor or registered nurse.
- To prepare students to proficiently exercise the duties and responsibilities including peri-operative preparation and post-operative procedures.
- To prepare students to successfully pass the National Certification Examination for Surgical First Assistants.

College Certificate Outcomes
- Students will be able to demonstrate and apply technical competency as it applies to the duties and technical responsibilities of the position.
- Exhibit proficiency in successfully completing the National Certification Examination for Surgical First Assistants with a 80% or better proficiency rate.
- Demonstrate critical thinking skills during peri-operative and post-operative procedural management according to the facility policies, procedures and surgeon preferences.
- Operate all equipment safely, effectively while using appropriate protocols.
- Demonstrate self-direction and responsibility for maintaining surgical competency.
- Accurately and effectively demonstrate information literacy skills, written, oral and interpersonal communication skills operating as a member of a diverse team of medical professionals.
- Incorporate the safety principles, practices and ethical standards and regulations as governed by the profession.

Admission Requirements

To be admitted into the Surgical First Assistant program, students must complete the following requirements for admissions prior to acceptance into the program:
- Must complete criminal background check, physical exam, HBV shots, TB test and other health requirements.
- Fulfill course placement requirements based on COMPASS test.
- Pre-requisite courses may be required depending upon COMPASS assessment.
- Students must complete WCCCD Allied Health application.
- Current CPR/BLS certification

Continued on next page.
Surgical Technology: Surgical First Assistant

College Certificate

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| SEMESTER 1
| BIO 252 | Pathophysiology             | 4       |
| SFA 200 | Fundamentals of Surgical First Assisting | 3       |
| SFA 210 | Advance Surgical Pharmacology | 3       |
| SEMESTER TOTAL |                       | 10      |
| SEMESTER 2
| SFA 253 | Surgical Anatomy            | 4       |
| SFA 220 | Surgical Patient Management Techniques | 3       |
| SFA 230 | Surgical First Assistant    | 3       |
| SEMESTER TOTAL |                   | 10      |
| SEMESTER 3
| SFA 235 | Clinical Preceptorship      | 8       |
| SEMESTER TOTAL |               | 8       |
| SEMESTER 4
| SFA 245 | Clinical Preceptorship II   | 8       |
| SEMESTER TOTAL |                  | 8       |
| CERTIFICATE TOTAL |                   | 36      |

Note: Certificate total hours may not include prerequisites.

Sustainable Environmental Design: Building and Sites

College Certificate

About the Program
The Sustainable Environmental Design Sustainable Buildings and Sites College Certificate is designed to prepare students for careers that integrate sustainable construction applications in a variety of business, allied health and industrial environments. Students will gain knowledge on principles of sustainable practices in alternative energy, business, construction, energy usage and natural resource management. This curriculum prepares students to fully understand the Leadership in Energy and Environmental Design (LEED) green building rating system which is the standard for environmentally sustainable construction.

Graduates of the certificate program may complement their studies by pursuing an Associate of Applied Science degree in Environmental Design, and obtain needed knowledge in order to sit for the U.S. Building Council’s Leadership in Energy and Environmental Design Accredited Professional (LEEDAP) exam.

College Certificate Goals
- Prepare students to understand the moral and ethical implications of environmental design decisions that impact land use, the environment and society as a whole.
- Prepare students to enter a rapidly changing and growing workforce of Green Technology professionals in the Renewable Energy and Sustainable Construction.
- Demonstrate knowledge of basic concepts and principles of sustainable design, green building practices and alternative energy production.
- Apply critical and analytical thinking skills to determine where sustainable designs, technologies and practices are appropriate and effective.
- Demonstrate the concept of green building basics and how to move from traditional practices towards sustainable design principles.
- Analyze and evaluate energy use patterns for residential and commercial buildings.
- Apply critical thinking and problem solving skills to measure, monitor and recommend actions to reduce and innovate energy in commercial settings.

Admission Requirements
Students are required to do the following:
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

College Certificate Outcomes
- Prepare practicing professionals or individuals in career change situations to gain needed knowledge in order to sit for the LEED rating system.
- Allow students with work experience in related fields (such as HVAC, Construction Project Management, Architecture, Landscape Architecture, Interior Design and Energy Development) the opportunity to obtain needed knowledge and skills in sustainable design and energy efficiency.

About the Program
Students are required to do the following:
- Prepare for residential and commercial buildings.
- Apply critical thinking and problem solving skills to measure, monitor and recommend actions to reduce and innovate energy in commercial settings.

About the Program
Students are required to do the following:
- Prepare practicing professionals or individuals in career change situations to gain needed knowledge in order to sit for the LEED rating system.
- Allow students with work experience in related fields (such as HVAC, Construction Project Management, Architecture, Landscape Architecture, Interior Design and Energy Development) the opportunity to obtain needed knowledge and skills in sustainable design and energy efficiency.
SUSTAINABLE ENVIRONMENTAL DESIGN: BUILDING AND SITES continued

Sustainable Environmental Design: Sustainable Buildings and Sites College Certificate

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
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<tr>
<td>SED 100</td>
<td>Principles of Sustainable Environmental Design</td>
<td>3</td>
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<tr>
<td>SED 120</td>
<td>Residential and Commercial Sustainable Design</td>
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<tr>
<td>SEMESTER 2</td>
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<td></td>
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<tr>
<td>SED 140</td>
<td>Sustainable Materials</td>
<td>3</td>
</tr>
<tr>
<td>SED 142</td>
<td>Sustainable Sites</td>
<td>3</td>
</tr>
<tr>
<td>SED 144</td>
<td>Ecologically Aware Interiors</td>
<td>3</td>
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<td>SEMESTER TOTAL</td>
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<tr>
<td>SEMESTER 3</td>
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<td></td>
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<tr>
<td>SED 146</td>
<td>Sustainable Project Management</td>
<td>3</td>
</tr>
<tr>
<td>SED 148</td>
<td>Sustainable Systems</td>
<td>3</td>
</tr>
<tr>
<td>SED 160</td>
<td>Sustainable Community Principles</td>
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<td>SEMESTER TOTAL</td>
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<tr>
<td>SEMESTER 4</td>
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</tr>
<tr>
<td>SED 200</td>
<td>LEED Certification Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>SED 220</td>
<td>Sustainable Environmental Design Capstone</td>
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<tr>
<td>CERTIFICATE TOTAL</td>
<td></td>
<td>33</td>
</tr>
</tbody>
</table>

Note: Certificate total hours may not include prerequisites.

TEACHER EDUCATION: ELEMENTARY EDUCATION

Associate of Arts Degree

About the Program

The Teacher Education Associate of Arts degree in elementary education offers career opportunities to complete the first two years of the baccalaureate degree requirements leading to teacher certification in special, elementary and secondary education. The program is designed to prepare prospective teachers to be innovative role models and leaders in academic environments. In order to acquire the skills and abilities necessary for excellence in teaching, students will participate in classes, fieldwork, support services and workshops.

Program Goals

- To prepare students with the knowledge and foundation necessary as the precursor for a declared four-year degree in Elementary Teacher Education.
- To teach students the social, philosophical, historical perspectives and best practices in educational methodology that impact elementary education.

Program Outcomes

- Students will be able to describe the policies, issues, and trends in the field of elementary education.
- Analyze and identify major historical events in education and its impact with current educational trends.
- Identify the psychological, cognitive, emotional, and physical characteristics of typically developing children, children with disabilities, and children who are culturally and linguistically diverse.
- Demonstrate knowledge of and critically evaluate current instructional practices in elementary education to compare and contrast instructional strategies based on students’ learning style.
- Design and implement individual development learning plans that include cognitive processes associated with critical thinking, creative thinking, problem solving, invention, memorization and recall that are appropriate for all students across the learning continuum.
- Identify and explain the models of classroom and behavior management.
- Identify strategies for working and advocating for families of culturally and linguistically diverse (CLD) students and students with disabilities in order to facilitate a child’s educational program.
- Identify community resources serving students with special needs and their families.
- Demonstrate excellent written, verbal, critical thinking, and problem solving skills, which will allow them to effectively make connections between prior knowledge/experience and new learning.

Admission Requirements

Students are required to complete the following:

- Fulfill all WCCCD admission requirements.
- Successfully complete 18 credit hours on the COMPASS test.
- Schedule a personal interview with a TEP staff member.
- Participate in a TEP orientation workshop.

Students are required to do the following:

- Fulfill all WCCCD admission requirements.
- Fulfill course placement requirements based on COMPASS test.
- Complete WCCCD Program Application and submit to the Campus Academic Officer.

Teacher Education: Associate of Arts Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ENG 119</td>
<td>English I</td>
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<tr>
<td>ENG 120</td>
<td>English II</td>
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<td>ENG 285</td>
<td>Children’s Literature</td>
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<tr>
<td>Elective: English</td>
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<tr>
<td>GEG 202</td>
<td>World Geography</td>
<td>3</td>
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<tr>
<td>GEL 210</td>
<td>Physical Geology</td>
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<tr>
<td>HIS 151</td>
<td>World Civilization I: Prehistory to 1650</td>
<td>3</td>
</tr>
<tr>
<td>HIS 152</td>
<td>World Civilization II: 1650 to Present</td>
<td>3</td>
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<tr>
<td>HIS 249</td>
<td>History of the United States I</td>
<td>3</td>
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<tr>
<td>HIS 250</td>
<td>History of the United States II</td>
<td>3</td>
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<tr>
<td>HUM 101</td>
<td>Introduction to the Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Introduction to the Performing Arts</td>
<td>3</td>
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<tr>
<td>MAT 113</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>MAT 128</td>
<td>Math for Elementary Teachers I</td>
<td>3</td>
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<tr>
<td>PS 101</td>
<td>American Government</td>
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<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
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**TEACHER EDUCATION: ELEMENTARY EDUCATION continued**

<table>
<thead>
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<td>SPH 101</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>PHL 211</td>
<td>Introduction to Logic</td>
<td>.3</td>
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<tr>
<td>ED 110</td>
<td>Introduction to Education with Practicum</td>
<td>.4</td>
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<tr>
<td>ED 111</td>
<td>Introduction to Teaching Education and Practicum</td>
<td>.4</td>
</tr>
<tr>
<td>ED 202</td>
<td>Earth Science with Practicum (Program admission or approval)</td>
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<tr>
<td>BIO 151</td>
<td>Human Ecology</td>
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<td>OBS 100</td>
<td>Keyboarding</td>
<td>.3</td>
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<td>EMT 101</td>
<td>First Aid</td>
<td>.2</td>
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<tr>
<td>MAT 129</td>
<td>Math for Elementary Teachers II</td>
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**PROGRAM TOTAL** .................................................. .70

Note: Program total hours may not include prerequisites. MAT 155/156 may also be required by a transfer institution. CIS 110 or BUS 225 may be substituted when computer proficiency and transferability warrant. ED 110 program admission or approval needed.

**VETERINARY TECHNOLOGY**

Associate of Applied Science Degree

**About the Program**

The Veterinary Technology Program (VTP) offers a well-rounded two year curriculum in veterinary technology. It has the full accreditation status of the American Veterinary Medical Association. Graduates are eligible to take state and national examinations to become Licensed Veterinary Technicians (LVT). Subjects of study include anatomy and physiology of animals, small animal hospital techniques, laboratory animal medicine, small animal disease, large animal medicine, regulatory veterinary medicine, anesthesia, radiology, surgical assisting, pharmacology, and clinical pathology (hematology, urinalysis, and parasitology). The program offers hands-on experience with a wide variety of animals including dogs, cats, rats, mice, hamsters, ferrets, gerbils, rabbits, chickens, horses, sheep, guinea pigs, goats, and cattle. For student’s convenience, classes for the program are held on weekday evenings to accommodate those who work while attending college. The non-VTP courses may be taken at any WCCCD campus. The program is located at Wayne State University in the Applebaum College of Pharmacy and Health Sciences Building.

**Program Goals**

- To provide students with entry-level skills in veterinary technology allowing them to enter the field in a wide variety of areas.

**Program Outcomes**

- Students will be able to provide proficient services to support the health and well-being of animals.
- Identify and understand the pharmacology and effects of drugs and therapeutic substances in various animal species.
- Understand the role and responsibilities in operating and maintaining a veterinary facility.
- Apply organizational principles and practices that provide quality veterinary care and client service.
- Demonstrate knowledge of, ensure compliance with and act in a professional and ethical manner in accordance with State and Federal regulations, American Veterinary Medical Association (AVMA) and National Association of Veterinary Technicians in America (NAVTA) guidelines.

**Admission Requirements**

Admission is granted through a selection process prior to the Fall semester. The program staff will review all applications of admission and will interview qualifying candidates. Written confirmation of admission will be issued to the applicant.

To be admitted into the Veterinary Technology Program students must:

- Declare program intent on the WCCCD admission application or change program intent in the campus admissions office.
- Complete a program application packet by June 1st of the year you are planning to enter the program. (Includes resume, health form, proof of health insurance)
- Receive a grade of “C” or better in prerequisite courses.
- Fulfill course placement requirements based upon the COMPASS test results.
- Submit transcript of prerequisite coursework, and proof of high school graduation or GED to the program office.
- Applicants are required to spend a minimum of 40 hours in a work or volunteer situation within veterinary clinics, humane societies, nature centers, farms or other animal related areas where veterinary technicians may be observed in a work environment.
- All candidates for the Veterinary Technology Program would need to take the Health Occupations Aptitude Examination (HOAE). Results are used in conjunction with GPA and other factors in the admission process.

**Degree Requirements**

- Students must complete all course work with a grade of “C” or better to meet graduation requirements.

**VETERINARY TECHNOLOGY: Associate of Applied Science**

**Recommended Sequence of Courses**

<table>
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<td>VTP 103</td>
<td>Laboratory Animal Medicine – Lecture</td>
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<td>VTP 104</td>
<td>Laboratory Animal Medicine – Lecture</td>
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<tr>
<td>VTP 123</td>
<td>Veterinary Technology Practicum I</td>
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<tr>
<td>CHM 105</td>
<td>Introduction to Chemistry – Lec/Lab</td>
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**SEMESTER 1**

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<td>BIO 155</td>
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<td>ENG 119</td>
<td>English I</td>
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<tr>
<td>ALH 105</td>
<td>Medical Math</td>
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**SEMESTER TOTAL** .................................................. .13

**SEMESTER 2**

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<td>VTP 105</td>
<td>Small Animal Technology I – Lecture</td>
<td>.2</td>
</tr>
<tr>
<td>VTP 106</td>
<td>Small Animal Technology I – Lecture</td>
<td>.2</td>
</tr>
<tr>
<td>VTP 107</td>
<td>Small Animal Disease – Lecture</td>
<td>.3</td>
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<tr>
<td>VTP 108</td>
<td>Clinical Pathology – Lec/Lab</td>
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<tr>
<td>VTP 233</td>
<td>Veterinary Technology Practicum II</td>
<td>.4</td>
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</table>

**SEMESTER TOTAL** .................................................. .13

Continued on next page.
### PROGRAM CURRICULA

#### SEMESTER 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>VTP 201</td>
<td>Small Animal Technology II Lecture</td>
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<td>VTP 202</td>
<td>Small Animal Technology II Laboratory</td>
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</tr>
<tr>
<td>ENG 120</td>
<td>English II — OR —</td>
<td>3</td>
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<tr>
<td>ENG 134</td>
<td>Technical Communications</td>
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<tr>
<td>BIO 295</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PS 101</td>
<td>American Government</td>
<td>3</td>
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</tr>
</tbody>
</table>

#### SEMESTER 4

<table>
<thead>
<tr>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>VTP 209</td>
<td>Large Animal Medicine — Lecture</td>
<td>2</td>
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<tr>
<td>VTP 210</td>
<td>Large Animal Medicine — Laboratory</td>
<td>2</td>
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<tr>
<td>VTP 211</td>
<td>Regulatory Veterinary Medicine</td>
<td>1</td>
</tr>
<tr>
<td>VTP 212</td>
<td>Issues in Veterinary Technology</td>
<td>3</td>
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<tr>
<td>VTP 243</td>
<td>Veterinary Technology Practicum III</td>
<td>2*</td>
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<tr>
<td>VXT 300</td>
<td>Veterinary Technology Practicum IV (Optional)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

**PROGRAM TOTAL 67-68**

*Note: Program total hours may not include prerequisites.*

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### WATER AND ENVIRONMENTAL TECHNOLOGY

**About the Program**

The Water Environment Technology Program (WET) College Certificate Program offers the intellectual exposure and on-the-job experience, required to operate and manage a wide range of water treatment technologies. The program recognizes that the efficient application of water treatment technologies is essential for the survival of earth’s population and ecosystems, and that the technologist is largely responsible for the day-to-day compliance with treatment requirements. WET students study water and wastewater treatment processes, and are introduced to topics that include water chemistry, microbiology, toxicity and pollution prevention. Coursework and hands-on experience in utility equipment maintenance completes the technical program.

Completion of the program will help prepare graduates to write the entry level water and wastewater certification examinations administered by the Michigan Department of Environmental Quality.

**Certificate Goals**

- Prepare students with an understanding of methods related to the production of clean water and pollution control.
- Understand and articulate knowledge of occupational health and safety standards and requirements related to environmental laws, statutes and regulations that govern water quality.
- Demonstrate critical thinking skills when applying knowledge of common water and wastewater production facilities related to pollution control.
- To prepare students for individual credentialing by the Michigan Department of Environmental Quality (MDEQ) wastewater certification examinations with a 70% or better proficiency rate.

**Certificate Outcomes**

- Students will be able to demonstrate an applied understanding of the basic principles of pollution assessment, management and control related to water quality.
- Demonstrate knowledge of the main types and categories of pollution treatment processes and treatment systems.

**Admission Requirements**

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

**Certificate Goals**

- Students will be able to demonstrate an applied understanding of the basic principles of pollution assessment, management and control related to water quality.
- Demonstrate knowledge of the main types and categories of pollution treatment processes and treatment systems.

---

**SEMESTER 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WET 220</td>
<td>Water Quality Analysis and Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>WET 224</td>
<td>Water/Waste Water Utility Equipment Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>WET 265</td>
<td>Practicum</td>
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</table>

**SEMESTER TOTAL 8**

**CERTIFICATE TOTAL 32**

*Note: Certificate total hours may not include prerequisites.*

---

### SEMESTER 3

<table>
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<tbody>
<tr>
<td>CHM 105</td>
<td>Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121</td>
<td>Technical Math</td>
<td>3</td>
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<tr>
<td>WET 101</td>
<td>Water Treatment Technologies</td>
<td>3</td>
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<td>WET 102</td>
<td>Waste Water Treatment Technologies</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SEMESTER TOTAL 12**
### WELDING TECHNOLOGY

**• College Certificate**  
Associate of Applied Science Degree

**About the Program**  
The Welding Technology Associate of Applied Science degree and College Certificate programs are designed to provide students with in-depth instruction in the field of welding. Core program courses provide students with experience related to design, theory, and use of welding equipment. Course learning objectives include: an introduction to welding; safe welding practices; identification of metals; oxygen fuel gas welding; hydrogen arc welding; gas tungsten arc welding; gas metal arc welding; and fabrication. Each welding course consists of an introduction; competencies; general performance goals/objectives; specific performance objectives and mastery criteria.

**This program offers:**  
Associate of Applied Science: **61** credit hours  
College Certificate: **33** credit hours

**Program Goals**  
- To teach students proficiency and apply technical skills required in fabrication, construction, maintenance, apprenticeship, and other metal working industries.
- To prepare students to successfully register and pass the certification exam for Welders.

**Program Outcomes**  
- Students will be able to demonstrate competence in solving welding design problems and creating welding joints and steel welds by applying American Welding Society economic justification and welding connection performance measures and methods.
- Exhibit proficiency in successfully completing the certification exam for Welders with a proficiency score of 75% or better.

**Certificate Goals**  
- To teach students proficiency and apply technical skills required in fabrication, construction, maintenance, apprenticeship, and other metal working industries.

**Certificate Outcomes**  
- Students will be able to demonstrate competence in solving welding design problems and creating welding joints and steel welds by applying American Welding Society economic justification and welding connection performance measures and methods.

**Admission Requirements**  
Students are required to do the following:  
- Fulfill all WCCCD admission requirements  
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.

**Recommended Sequence of Courses**

**Welding Technology: College Certificate**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>SEMESTER 1</td>
<td>ENG 119 English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT 121 Technical Mathematics I</td>
<td>3</td>
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<tr>
<td></td>
<td>DRT 101 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WLT 101 Welding &amp; Fabrication I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>WLT 102 Welding &amp; Fabrication II</td>
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**SEMMESTER 2**

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<tbody>
<tr>
<td>MAN 120 Survey of Material Science</td>
<td>3</td>
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<tr>
<td>MAT 122 Technical Mathematics II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAN 100 Shop Equipment &amp; Tools</td>
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<tr>
<td>Elective</td>
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<td>DRT 102 Fundamentals of Mechanical Drawing</td>
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<td><strong>SEMMESTER TOTAL</strong></td>
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**CERTIFICATE TOTAL** **33**

**Note:** Certificate total hours may not include prerequisites.

**Welding Technology: Associate of Applied Science**

<table>
<thead>
<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>SEMESTER 1</td>
<td>ENG 119 English I</td>
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<td>MAT 121 Technical Mathematics I</td>
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<tr>
<td></td>
<td>DRT 101 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>WLT 101 Welding &amp; Fabrication I</td>
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</tr>
<tr>
<td></td>
<td>WLT 102 Welding &amp; Fabrication II</td>
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**SEMMESTER 2**

<table>
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<tr>
<th>CR. No.</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>MAN 120 Survey of Material Science</td>
<td>3</td>
<td></td>
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<tr>
<td>MAT 122 Technical Mathematics II</td>
<td>3</td>
<td></td>
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<tr>
<td>MAN 100 Shop Equipment &amp; Tools</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DRT 102 Fundamentals of Mechanical Drawing</td>
<td>4</td>
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<tr>
<td>EHS 204 Occupational Safety &amp; Health</td>
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<tr>
<td>Elective: Natural Science</td>
<td>3</td>
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<tr>
<td>Elective: Humanities</td>
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<tr>
<td><strong>SEMMESTER TOTAL</strong></td>
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</table>

**PROGRAM TOTAL** **61**

**Note:** Program total hours may not include prerequisites.
COURSE INDEX

Accounting ................................ ACC
Addiction Studies ........................ ADD
African-American Studies .......... AAS
Allied Health ............................. ALH
American Sign Language .......... ASL
Anthropology ............................. ANT
Arabic ...................................... ARA
Art ........................................... ART
Astronomy ................................ AST
Automotive Service Technology .... AUT
Aviation Technology: Air Science .... ATP
Aviation Technology: Airframe ....... APM
Aviation Technology: Powerplant .... PPM
Biology ..................................... BIO
Business .................................... BUS
Business Law .............................. BL
Career and Professional Development . . CDP
Chemistry .................................. CHM
Childcare Training: Early Childhood Education ......................... CCT
Chinese ..................................... CHN
Community College Orientation ... CCO
Computer Information Systems .... CIS
Computer Technology .................. CT
Corrections ............................... COR
Criminal Justice .......................... CJJ
Dental ....................................... DEN
Dental Assisting .......................... DA
Dental Hygiene ............................ DHY
Dental Laboratory Technology ...... DLT
Dietetic Technology ...................... DT
Digital Media Production .............. DMP
Drafting ..................................... DRT
Economics .................................. ECO
Electrical/Electronics ................... EE
Emergency Medical Technology .... EMT
Emergency Room / Multi-skilled ... ERT
Health Care Technology ............... EHC
English ...................................... ENG
Entrepreneurship ......................... ENT
Environmental, Health, and Safety Technology . EHS
Extended Learning Opportunities in Nursing . XNR
Facility Maintenance Program ...... FM
Fire Protection Technology .......... FPT
Foodservice Systems Management ... FSM
Forensic Photography ................... VDP
French ...................................... FRE
Geography ................................. GEO
Geology ..................................... GEL
German Language ........................ GEM
Gerontology ................................ GER
Geothermal Systems Technology .... GTT
Health ...................................... HEA
Health Science ............................ HSC
Heating, Ventilation and Air Conditioning . HVA
Hemodialysis ................................ HMD
History ...................................... HIS
Homeland Security ....................... HSL
Hotel Management ....................... HTM
Humanities ................................ HUM
Human Services ........................... HUS
Industrial Computer Graphics Technology . CAD
Japanese ..................................... JPN
Labor Studies ............................. LS
Language Arts ............................. LA
Law Enforcement Administration .... LEA
Library Technology ........................ LBT
Logistics Management ................. LOG
Machine Tool Technology ............. MHT
Management ................................ MGT
Manufacturing Technology .......... MAN
Marketing .................................... MKT
Mathematics ............................... MAT
Mechatronics ............................. MCT
Mental Health Work ..................... MEH
Music ........................................ MUS
Muslim World Studies ................. MWS
Numerical Control ....................... NC
Nursing ...................................... NUR
Nursing Assistant ........................ NHS
Office Information Systems: (Formerly: Business Information Technology) . . OIS
Paralegal Technology .................... PLT
Pharmacy Technology ................... PHT
Philosophy ................................ PHL
Phlebotomy ................................ PLB
Physics ....................................... PHY
Physical Science .......................... PSC
Political Science .......................... PS
Print Technology .......................... PRN
Project Management ................... PRM
Project Management ................... PRM
Psychology ................................ PSY
Recreational Leadership ............... RL
Renewable Energy Technology ....... RET
Sustainable Environmental Design ... SED
Social Work ............................... SW
Sociology ................................... SOC
Spanish ...................................... SPA
Speech ....................................... SPH
Surgical First Assistant ............... SFA
Surgical Technology ..................... SUR
Teacher Education ........................ ED
Telecommunications ..................... TCM
Veterinary Technology ................ VTP
Video Game Design & Animation ... VGD
Welding ..................................... WLT
Water and Environmental Technology . WET
ACCOUNTING (ACC)

ACC 100 3 C/45 CH
Introduction to Accounting
Fundamental accounting techniques as related to small business firms. The accounting equation and account classification, journalizing, posting, adjustments and preparation of financial statements. For students desiring a single course in accounting or for students who need to strengthen a limited background prior to pursuing ACC 110.

ACC 105 3 C/45 CH
Income Tax Accounting
Practical approach to fundamental tax laws affecting individuals. Development of proficiency in the preparation of individual, federal, state and municipal tax returns. Some attention given to partnership and corporate returns.

ACC 110 4 C/60 CH
Principles of Accounting I
Current accounting theories and practices, presented from a financial and managerial viewpoint. Journal and ledger techniques, working papers, financial statements, inventory evaluation, depreciation methods, financial resources and cost/revenue matching.

ACC 111 4 C/60 CH
Principles of Accounting II
Prerequisite: ACC 110

ACC 112 3 C/45 CH
Computerized Accounting Software
Prerequisite: ACC 110
Designed to introduce the student to applying their accounting knowledge to at least two software programs used by bookkeepers, accountants and other accounting personnel in the industry. Software programs that could be used in this course include Peachtree and Quick Books Pro. The class is taught in a computer classroom with 75% - 85% of the course being hands-on. Accounting skills applied to the software programs utilized include accrual accounting, non-customer cash receipts, sales and cash receipts, payroll expenses, journal entries, etc.

ACC 210 3 C/45 CH
Intermediate Accounting I
Prerequisite: ACC 111
In depth study of accounting theory, analysis of stockholder’s equity (capital stock, retained earnings, dividends) and assets cash, receivables, inventories, investments.

ACC 211 3 C/45 CH
Intermediate Accounting II
Prerequisite: ACC 210
Analysis of fixed assets, liabilities, and reserves, statements, reorganizations, income tax allocations, pension, accounting, parent and subsidiary accounting, and business combinations.

ADDICTION STUDIES (ADD)

ADD 102 3 C/45 CH
Addictions Counseling: Theories and Techniques
Prerequisite: ADD 110
This course provides theory and skill acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse.

ADD 110 3 C/45 CH
Introduction to Addiction
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addiction to food, sex, alcohol, drugs, work, gambling, and relationships. This course provides foundational knowledge for counseling persons with addictive disorders. The student is introduced to working definitions of substance abuse, addiction, chemical dependency, and process addiction. Competencies and requirements for MCBAP & IC&RC certification are explained.

ADD 130 3 C/45 CH
Assessment, Diagnosis and Treatment of Addictions
This is the first course in the methods sequence with the primary focus on human service delivery to individual clients. Attention will be given to the development and enhancement of professional skills in social history taking, diagnostic assessment, and the relation of assessment to treatment planning/intervention with clients from various, diverse populations, and populations at risk.

ADD 135 4 C/60 CH
Addiction Field Practicum Methods Seminar I
This is the second clinical course required for the addiction counseling program. Students will have the opportunity to work in community clinical settings that serve clients with addiction problems. They will gain first-hand experience and develop clinical competency in group facilitation, case-management, and system approaches to addiction treatment in a community setting. The course will consist of seminar and clinical experiences. Students will have supervision on-site, and then de-brief their experiences in class, sharing both their learning and their challenges. Students will also prepare for state certification and employment.

ADD 214 3 C/45 CH
Pharmacology of Addiction
This course will acquaint the student with traditional and contemporary African people. The role of the black family in the struggle for equality and liberation is explored.

ADD 235 4 C/60 CH
Addiction Field Practicum/Methods Seminar II
This is the second clinical course required for the addiction counseling program. Students will have the opportunity to work in community clinical settings that serve clients with addiction problems. They will gain first-hand experience and develop clinical competency in group facilitation, case-management, and system approaches to addiction treatment in a community setting. The course will consist of seminar and clinical experiences. Students will have supervision on-site, and then de-brief their experiences in class, sharing both their learning and their challenges. Students will also prepare for state certification and employment.

AFRICAN-AMERICAN STUDIES (AAS)

AAS 120 3 C/45 CH
Sociology and the African-American Community
A survey of basic sociological concepts and theories of social organization from the African-American perspective. Emphasis on the nature of society and the factors affecting the development of culture, groups, and African-American institutions.

AAS 131 4 C/45 CH
American Government & African-American Struggle
Structure and function of American government. Critical inspection of city, state, and federal government operations and their responsiveness to the needs of African-Americans and other minorities.

AAS 140 3 C/45 CH
The Psychology of the African-American Struggle
A course designed to give the student an historical perspective of the development of Michigan with emphasis on the accomplishments and roles the African-American has played in the development of the State and the surrounding region.

AAS 150 3 C/45 CH
African-American People in Michigan History
Continued on next page.
**AFRICAN-AMERICAN STUDIES (AAS) continued**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AAS 175</td>
<td>3</td>
<td>C/45 CH</td>
<td>History of African-American Music. This course traces the development of African-American music in America. An analysis of African music and its influence on the western world as well as the contributions and development of the blues, gospel, jazz and classical artists, such as Mahalia Jackson, Marion Anderson, William Grant Still, Charlie Parker, John Coltrane, Duke Ellington, etc.</td>
</tr>
<tr>
<td>AAS 180</td>
<td>3</td>
<td>C/45 CH</td>
<td>Introduction to African Politics. Examination of dynamics of African politics and nation-building and a comparison of various post-colonial African governments.</td>
</tr>
<tr>
<td>AAS 237</td>
<td>3</td>
<td>C/45 CH</td>
<td>Illegal Drug Traffic and the African-American Community. Overview of illegal drug traffic and its impact upon the African-American community and the majority community, as well as the criminal justice system. Concentration on the development and functions of local and federal programs, the role of law enforcement and the courts, the rights of the accused, the trafficker and the current situation in the United States.</td>
</tr>
<tr>
<td>AAS 253</td>
<td>3</td>
<td>C/45 CH</td>
<td>African Caribbean Literature. Study of African Caribbean literature encompassing the West Indian islands and adjacent countries South America; Guyana, Suriname, French Guiana and Belize in Central America. Emphasis will be on the linguistic and cultural influences on the prose and poetry of Caribbean literature.</td>
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**ALLIED HEALTH (ALH)**

<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Description</th>
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<tbody>
<tr>
<td>ALH 105</td>
<td>3</td>
<td>C/45 CH</td>
<td>Medical Math. Prerequisite: MAT 100 or placement test. Mathematical concepts for the health profession. Application of mathematical principles relative to computations/calculations in the health professions.</td>
</tr>
<tr>
<td>ALH 110</td>
<td>3</td>
<td>C/45 CH</td>
<td>Medical Terminology. Introduction to the terminology of health professions. Usage, definition, pronunciation and spelling of terms common to the health professions. Computerized study guides and audio cassette tapes are used to enhance student learning.</td>
</tr>
<tr>
<td>ALH 214</td>
<td>3</td>
<td>C/45 CH</td>
<td>Pharmacology. Introduction to Pharmacology.</td>
</tr>
<tr>
<td>ALH 230</td>
<td>3</td>
<td>C/45 CH</td>
<td>Medical Ethics. Ethical principles and consideration for the allied health professional. Guidelines for practice and conduct relative to legal, moral and ethical duties and responsibilities.</td>
</tr>
<tr>
<td>ALH 240</td>
<td>3</td>
<td>C/45 CH</td>
<td>Health &amp; Wellness Services in the Community. This course is designed to provide students with an introduction to community health. Community health issues and the causes of health inequality will be examined. Power relations among racial, social, cultural and economic groups will also be discussed.</td>
</tr>
<tr>
<td>ALH 250</td>
<td>3</td>
<td>C/45 CH</td>
<td>Community Health Issues. This course will examine social, behavioral and environmental community health-related issues and the controversies that surround them. Group and class presentation work will be emphasized.</td>
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**AMERICAN SIGN LANGUAGE (ASL)**

<table>
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<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ASL 101</td>
<td>3</td>
<td>C/45 CH</td>
<td>American Sign Language I. F This introductory course is designed to develop the basic skills of American Sign Language. It consists of a preparatory phase to attune students to communication in the manual-visual mode, followed by instruction and practice in vocabulary, sentence structure, elementary conversation, and literature.</td>
</tr>
<tr>
<td>ASL 102</td>
<td>3</td>
<td>C/45 CH</td>
<td>Structure of American Sign Language. F An examination of ASL phonetics, phonology, morphology, syntax and semantics is reviewed. Linguistic facial expressions and uses of physical space in verb agreement, aspectual morphology, and classifier constructions; an exploration of acquisition, psycholinguistics and historical change will also be discussed. Class activities include drills where students will analyze their own production of ASL phonological parameters.</td>
</tr>
<tr>
<td>ASL 107</td>
<td>4</td>
<td>C/60 CH</td>
<td>Introduction to the American Deaf Culture. Sp This course is designed to introduce the students to the Deaf community as a complex and diverse community with a rich heritage and prosperous future. This course focuses on three aspects of the deaf community and culture: 1) historical perspectives and cultural norms within the Deaf community, 2) diversity within the Deaf community and 3) artistic expression and humor.</td>
</tr>
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</table>

**ANTHROPOLOGY (ANT)**

<table>
<thead>
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<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Description</th>
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<tr>
<td>ANT 150</td>
<td>1</td>
<td>C/15 CH</td>
<td>Introduction to Global Studies. This is an international study course that provides students an opportunity to explore many aspects of globalization as a driving force in human life. This interactive class is designed to engage students in a public intellectual conversation that contributes to our common life together and to our understanding of the wider world. This course prepares students for travel overseas after which two to three weeks are spent in the cultural context of a country with opportunities to participate in research, journal writing, creative projects and group sessions. Travel destinations will vary. <strong>Continued on next page.</strong></td>
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ANTHROPOLOGY (ANT) continued

ANT 151  2 C/30 CH
Introduction to Genealogical Research
This course provides an overview of the principles, ethics and technology utilized to conduct a personal genealogical search. Students will learn ethical best practices, establish a genealogical proof standard, employ and execute basic search techniques and exhibit an understanding of genealogical records associated with the research process.

ANT 152  3 C/45 CH
Introduction to General Anthropology
The physical and cultural nature and development of humans in relationship to their environment. Race and human variation, archaeology and its uses, the nature and function of culture and the relevance and application of anthropology in modern society.

ANT 153  4 C/60 CH
Introduction to Physical Anthropology
A study of humans from a biological perspective: genetics, comparative behavior of human and nonhuman primates, human growth and development, the concept of “race” and racial variation, fossil evidence concerning human evolution. (Satisfies non-lab natural science requirement.)

ANT 154  3 C/45 CH
Introduction to Cultural Anthropology
A comparative study of different cultures and lifestyles throughout the world. From a cross-cultural perspective, such concepts as kinship, sex roles, taboos, food and eating customs, folklore, magic and religious practices are studied.

ANT 201  3 C/45 CH
Urban Life and Culture
Prerequisite: One Course in ANT or SOC
Using the city and its cultural settings as a classroom and field laboratory, this course is designed to help students develop an awareness and understanding of the nature and diversity of cultural patterns and life-styles within urban America in general and metropolitan Detroit in particular. Various ethnic, religious, social and sexual life-styles and traditions are studied through field experiences and cultural informants.

ARABIC (ARA)

ARA 101  4 C/60 CH
Introduction to Arabic I
Prerequisite: ARA 100 or equivalency test
Grammatical construction, vocabulary, simple idioms, oral and written drills to illustrate the linguistic pattern of the Arabic language.

ARA 102  4 C/60 CH
Introductory Arabic II
Prerequisite: ARA 101
Continuing the study of grammatical construction, vocabulary, simple idioms, oral and written drills to illustrate the linguistic pattern of the Arabic language.

ARA 105  4 C/60 CH
Conversational Arabic I
Prerequisite: ARA 102 or departmental approval
Application of skills learned in ARA 101 and 102 to conversation and dialogue. Attention given to various links between modern classical Arabic and the spoken language.

ARA 106  4 C/60 CH
Conversational Arabic II
Prerequisite: ARA 102 or departmental approval
Application of skills learned in ARA 101 and 102 to conversation and dialogue. Attention given to various links between modern classical Arabic and the spoken language. (May be taken independently of ARA 105).

ARA 201  4 C/60 CH
Intermediate Arabic I
Prerequisite: ARA 101, ARA 102
An in-depth study of grammatical construction, composition and idioms with emphasis on the use of modern Arabic language in literature, newspaper and radio.

ARA 202  4 C/60 CH
Intermediate Arabic II
Prerequisite: ARA 201
An extended development of Arabic 201.

ART (ART)

ART 101  3 C/90 CH
Drawing I
Supplies Cost Extra
Introduction to perspective, composition, rendering and other fundamental techniques and elements of drawing. Explores the potentials working with various media with emphasis on drawing, value, perspective, rendering, proportion, color, and composition. All of the subject matter areas including still life, the figure and landscape are explored.

ART 102  3 C/90 CH
Drawing II
Supplies Cost Extra
Prerequisite: ART 101
An introduction to advanced techniques in drawing. Explores the potentials working with various media with emphasis on drawing, value, perspective, rendering, proportion, color, and composition. All of the subject matter areas including still life, the figure and landscape are explored. Greater emphasis on personal expression.

ART 103  3 C/90 CH
Drawing III
Supplies Cost Extra
Prerequisite: ART 102
This course explores the potentials working with various media with emphasis on drawing, value, perspective, rendering, proportion, color, and composition. All of the subject matter areas including still life, the figure and landscape are explored. Continued on next page.
ART (ART) continued

ART 122 3 C/90 CH
Painting II
Supplies Cost Extra
Prerequisite: ART 121
Continuation of ART 121 with emphasis upon new techniques and materials and more complex subject matter. Explores the potentials of painting media with emphasis on drawing, value handling, color, and composition. All of the subject matter areas including still life, the figure and landscape are explored.

ART 123 3 C/90 CH
Painting III
Supplies Cost Extra
Prerequisite: ART 122
Continuation of ART 122 with emphasis upon personal expression. Composition, individual painting techniques and development of a painting portfolio will be important aspects of the course.

ART 131 3 C/90 CH
Ceramics I
Lab fee
Introduction to fundamental techniques of creating ceramics. Course covers hand-constructed clay objects, glaze preparation, glaze application, the kiln and firing. Supplies cost extra. (Meets six hours per week)

ART 132 3 C/90 CH
Ceramics II
Lab fee
Prerequisite: ART 131
Continuation of ART 131 with emphasis upon the use of the potter’s wheel and related skills. Supplies cost extra. (Meets six hours per week)

ART 151 3 C/90 CH
Sculpture I
Lab fee
Introduction to the fundamental techniques of sculpture. (Meets six hours per week)

ART 152 3 C/90 CH
Sculpture II
Lab fee
Prerequisite: ART 151
Continuation of ART 151 with emphasis upon new techniques and materials. (Meets six hours per week)

ART 171 3 C/90 CH
Printmaking I
Lab fee
Introduction to basic printmaking, multi-color silkscreen printing, relief printing and engraving.

ART 172 3 C/90 CH
Printmaking II
Lab fee
Prerequisite: ART 171
Additional printmaking methods including multi-color reductive woodcut and linocut, multi-etched etching, photo silk screen and paper lithography.

ART 173 3 C/90 CH
Printmaking III
Lab fee
Prerequisite: ART 172
Advanced printmaking techniques and methods including stone lithography, photo silk screen, collagraph and other printing processes.

ART 174 3 C/90 CH
Printmaking IV
Lab fee
Prerequisite: ART 173
Emphasis will be placed on individual expression and concentration in one or two printmaking methods.

ASTRONOMY (AST)

AST 101 3 C/45 CH
Astronomy I: New Solar System
A survey course including a study of the solar system, stars and constellations as well as some topics of current astronomical interest.

AUTOMOTIVE SERVICE TECHNOLOGY (AUT)

AUT 114 3 C/60 CH
Electrical/Electronic Systems I
Lab fee
Prerequisite: Program Approval
This course is a required course in the Automotive Technology certificate and associate degree programs. This fundamental course provides students with the necessary skills and understanding to identify, describe, and locate basic parts of major electrical/electronic automotive systems. Electrical theory, operating principles, construction, and maintenance of various components will be applied in this class. Introduction to on-vehicle testing procedures and inspection of electrical components will be performed by students. There will be discussion and testing of on-board computers included. ASE certification requirements will be introduced in this course.

AUT 115 3 C/60 CH
Electrical/Electronic Systems II
Lab fee
Prerequisite: AUT 114
This course is a required course in the Automotive Technology certificate and associate degree programs. This advanced course provides students with the necessary skills and understanding of system diagnosis and repair. The student will perform vehicle testing, diagnoses and repair. Students will be expected to perform the necessary service of OBD I & II vehicles with the use of scan tools and analyzers. In addition, ASE certification testing procedures will be implemented and applied in this course.

AUT 116 3 C/60 CH
Engine Performance I
Lab fee
Prerequisites: AUT 114, AUT 115, AUT 116
This is a required course in the Automotive Technology certificate and associate degree programs. This introductory course is designed to help the student identify engine and computer control systems on the modern automobile. Basic troubleshooting procedures will be used to diagnose the engines electrical, ignition, fuel and emissions systems. Other areas such as ASE certification techniques will also be introduced in this course.

This advanced course provides students with the necessary skills and understanding of system diagnosis and repair. The student will perform vehicle testing, diagnoses and repair. Students will be expected to perform the necessary service of OBD I & II vehicles with the use of scan tools and analyzers. In addition, ASE certification testing procedures will be implemented and applied in this course.
AUTOMOTIVE SERVICE TECHNOLOGY (AUT) continued

AUT 119 3 C/60 CH
Engine Performance II
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 118
This course is a continuation of AUT 118 and is designed to help the student identify the complex engine and computer control systems on the modern automobile. Basic troubleshooting procedures will be used to diagnose the engines electrical, ignition, fuel and emissions systems. Other areas such as ASE certification techniques will also be introduced in this course.

AUT 120 3 C/60 CH
Brakes I
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
This course is designed to provide students with the necessary skills and understanding to research, diagnose, repair and maintain the automotive braking systems. In addition, it will provide the necessary skills to be prepared for the ASE certification brakes exam. Hydraulic theory, brake operating principles, anti-locking brake theory & systems, construction maintenance, and inspection will be performed by the student.

AUT 121 3 C/60 CH
Steering & Suspension I
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
This course is designed to introduce the student to basic components and operations of the automotive suspension & steering systems. Troubleshooting, inspection, and diagnosing of suspension & steering problems will be applied in this course. The student is expected to perform these techniques to show competency in this area. In addition, ASE principles for certification will be highly stressed and applied in this course.

AUT 122 4 C/75 CH
Automatic Transmission & Transaxle I
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 126, AUT 129
This course is designed to provide students with the necessary skills and understanding to research, diagnose, repair, overhaul and maintain automatic transmissions, operating principles, hydraulics, power flow, testing and overhaul procedures for transmissions and transaxles. On-vehicle inspection, diagnosis and repair are performed by the student.

AUT 123 3 C/60 CH
Heating and Air Conditioning I
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
This course is designed to provide students with the necessary skills and understanding to research, diagnose, repair and maintain the automotive Heating, Ventilation, and Air Conditioning systems. In addition, it will provide the necessary skills to be prepared for the ASE certification exam.

AUT 124 4 C/75 CH
Engine Repair I
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
Engine repair is the study of basic theory, design, service, and diagnosis of live automotive engines. Practical application of diagnosis, removal, inspection, measurement, repair, installation, and safety procedures will also be taught.

AUT 125 3 C/60 CH
Introduction to Hybrid Fuel Technology
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
This intermediate course is designed to help the student diagnose and repair the complex engine and computer control systems on the modern automobile. Basic diagnostic procedures will be used to troubleshoot and diagnose the engines electrical, ignition, fuel and emissions systems. Other areas such as ASE certification techniques will also be explained. In addition, ASE principles for certification will be introduced to the student.

AUT 126 3 C/60 CH
Manual Drive Train & Axles
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117
This course is designed to provide students with the necessary skills and understanding to identify basic characteristics and components of the manual drive train and axle design. On-vehicle inspection, diagnosis, and repair are performed by the student. Identification of special tools used on these systems will also be explained. In addition, ASE principles for certification will be introduced to the student.

AUT 127 3 C/60 CH
Introduction to Alternative Fuels
Prerequisite: AUT 117
Students will use various sources in the alternative fueled vehicle industry to learn what alternative fuels are available, which include an overview of alternative fuel engine technology, compressed natural gas technology, electronic diagnostic and integration methods, system specific electronics, emission testing, cylinder inspection, and driver orientation/safety/vehicle inspection.

AUT 128 4 C/60 CH
Light Duty Diesel Engines
Prerequisite: AUT 117
This course covers the operation of light duty diesel engines. Students will diagnosis and repair mechanical and electronic fuel injection systems, air induction and exhaust systems, and perform general engine diagnosis according to engine manufacturer standards.

AUT 129 4 C/60 CH
Introduction to Electric and Fuel Cells
Prerequisite: AUT 117
This course is designed to help prepare the student to enter the automotive repair and service industry in the area of alternative fuels and advance technology vehicle. It is an intensive study of vehicle electric and fuel cell theory, application, installation, diagnosis, service and safety regulations.

AUT 130 4 C/60 CH
Introduction to Gaseous Fuels
Prerequisite: AUT 117
This course is designed to help prepare the student to enter the auto repair and service industry in the area of alternative fuels and advanced technology vehicles. It is an intensive study of three gaseous fuels - natural gas, propane and hydrogen. Theory, application, installation, diagnosis and safety regulations will be covered.

AUT 131 4 C/60 CH
Introduction to Hybrid Fuel Technology
Prerequisite: AUT 117
This course covers the fundamentals of hybrid vehicle technology. The course is intended to give the student an understanding of the types of hybrid vehicles, hybrid vehicle components, how hybrid vehicles operate and basic service procedures; this will enable the student to obtain employment as an advanced technology vehicle technician.

AUT 132 4 C/60 CH
Introduction to Hydrogen
Prerequisite: AUT 117
This course will give the student an understanding of the properties of hydrogen, it's use as a fuel for internal combustion engines and fuel cells, and the storage, transportation and safety considerations, enabling the student to obtain employment as an alternative fuel or advanced technology vehicle technician.

AUT 133 3 C/60 CH
Engine Performance III
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 118, AUT119
This intermediate course is designed to help the student identify the complex engine and computer control systems on the modern automobile. Basic diagnostic procedures will be used to diagnose the engines electrical, ignition, fuel and emissions systems. Other areas such as ASE certification techniques will also be utilized in this course.

AUT 134 3 C/60 CH
Engine Performance IV
Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 118, AUT119, AUT 200
This advanced course is designed to provide the student with hands-on techniques to inspection, diagnose and repair of complex engine and computer control systems on modern automobiles. Advanced diagnostic procedures will be used to troubleshoot and diagnose the engines electrical, ignition, fuel and emissions systems. An understanding of employment opportunities, “pertaining to engine performance”, continued on next page.
AUTOMOTIVE SERVICE TECHNOLOGY (AUT) continued

will be discussed. While utilizing these tasks, ASE certification principles will be highly stressed and applied in this course.

AUT 203
Brakes II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 120
This course is a continuation of Brakes I and will be used to exercise the student’s abilities to perform theory, diagnosis and operations of automotive braking systems. The student will inspect, remove & replace braking system components, perform machining techniques, overhaul and repair braking systems. This automotive brakes class is a combination of (70%) laboratory experiences and (30%) lecture. Every student will be expected to participate in lab exercises and will be evaluated on an individual basis. The ASE certification requirements will be highly stressed in this course.

AUT 204
Steering & Suspension II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 121
This course is a continuation course of Steering and Suspension I. This course is designed to provide the student with the knowledge and skills to inspect, diagnose and perform repair procedures on automotive steering and suspension systems, as well as introduction to basic inspection and diagnosing of steering and suspension problems will be applied in this course. Identification of special tools used on these systems will also be explained. In addition, ASE principles for certification will be introduced to the student.

AUT 205
Automatic Transmission & Transaxle II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 126, AUT 208, AUT 122
This course is a continuation of Automatic Transmission and Transaxle I and will be used to exercise the student’s abilities to perform research, diagnose, repair, overhaul and maintain automatic transmissions, operating principles, hydraulics, power flow, testing and overhaul procedures for transmissions and transaxles. On-vehicle inspection, diagnosis and repair are performed by the student.

AUT 206
Engine Repair II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 124
This course is a continuation of Engine Repair I and will be used to exercise the student’s abilities to perform theory, diagnosis and operations of automotive engines. Students measure, inspect, recondition, disassemble, and assemble various engine components.

AUT 207
Heating, Ventilation, & Air Conditioning II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 125
This course is a continuation of Heating, Ventilation, and Air Conditioning I and will be used to exercise the student’s abilities to perform theory, diagnosis and operations of automotive engines, heating, ventilation, and air conditioning systems. In addition, it will provide the necessary skills to be prepared for the ASE certification exam.

AUT 208
Manual Drive Train & Axles II

Lab fee
Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 126
This course is a continuation of AUT 126 and is designed to provide students with the necessary skills and understanding to diagnose, disassemble, and reassemble a manual transmission. On-vehicle inspection, diagnosis, and repair are performed by the student.

AVIATION TECHNOLOGY: AIR SCIENCE (ATP)

ATP 101
Introduction to Aviation I

The Introduction to Aviation is comprised of the following four components: Aircraft History, Mathematics, Aircraft Drawings and Physics. Students will learn basic computer and software application, study skills and the history of aviation with early balloons and gliders through modern transport jet aircrafts. An introduction to basic math formulas used by aviation technicians in performing daily tasks and elements necessary for effective understanding and interpretation of aircraft drawings will also be reviewed.

ATP 102
Introduction to Aviation II

This course will provide a solid foundation in the Federal Aviation Administrator’s (FAA) acceptable publications to include maintenance manuals, privileges and limitations of an Airframe and Powerplant license. Additional subjects include weight and balance, tools, safety and grounds operations and fluid lines and fittings skills based on industry standard practices.

ATP 103
Basic Electricity

Students will be introduced to electrical theory and principles, and their application to aircraft systems. Aircraft electrical circuit diagrams, including solid state devices and logic functions, DC/AC circuit operation and electrical fundamentals will prepare the student for advanced electrical functions and troubleshooting.

ATP 104
Materials, Fuel, Fire and Corrosion

Students will learn and practice the process for cleaning aircraft parts and structures as well as methods employed to protect them from corrosion. Additional topics include aircraft repair and maintenance, aircraft fuel systems and all associated components and fire detection warning and protection systems related to the airplane and powerplant.

AVIATION TECHNOLOGY: AIRFRAME (AFM)

AFM 201
Basic Sheet Metal

Students receive a general introduction to the FAA’s requirements for sheet metal fabrication and repair.

AFM 202
Non-Metallic Structures and Finishes

This course is designed to introduce the student to composite materials used in aircraft construction. Rules regarding installation of aircraft registration numbers will also be reviewed.

AFM 203
Airframe Electrical

This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting.

AFM 204
Aircraft Navigation and Communications

This course will instruct students on the theory of all instruments and instrument systems used for flight navigation of an aircraft to include inspection, installation, service and FAA regulations.

AFM 205
Assembly and Rigging and Aircraft Systems

An in-depth study of cabin atmosphere control systems, assembly rigging hydraulics and pneumatics will be covered.

Continued on next page.
AVIATION TECHNOLOGY: AIRFRAME (AFM) continued

AFM 206 8 C/120 CH
Landing Gear Systems and Airframe Inspections
Students will learn aircraft landing gear systems, position and warning systems and airframe inspection.

AVIATION TECHNOLOGY: POWERPLANT (PPM)

PPM 201 8 C/120 CH
Reciprocating Engine Operation
Students will learn the theory and operation of reciprocating engine theory, powerplant instrument systems and reciprocating engine fuel metering systems.

PPM 202 8 C/120 CH
Reciprocating Engine Systems
Students will learn “how to” identify, inspect, troubleshoot and service powerplant systems, engine induction, exhaust and ignition systems.

PPM 203 8 C/120 CH
Reciprocating Engine Overhaul and Troubleshooting
This course will provide theory and hands-on experience on reciprocating engine inspection, troubleshooting and overhaul systems.

PPM 204 8 C/120 CH
Propellers and Turbine Engine Operation
Students will learn the theory of aircraft propellers and be introduced to the future technician to gas turbine engines from the development of gas turbines and jet propulsion followed by a study of the major sections of a typical gas turbine engine.

PPM 205 8 C/120 CH
Turbine Engine Designs, Accessories and Instruments
This course is designed to develop an understanding of turbine engine accessories and design used on aircrafts to include turbojet, turboprop and turboprop engines.

BIOLOGY (BIO)

BIO 125 4 C/60 CH
Biology for Non-Science Majors
Lab fee
A lecture and laboratory course designed for students who have had little or no prior instruction in biology. Four major topic areas will be studied; (1) ecology; (2) cells and genetics; (3) human biology; and (4) hands-on biological methods. Course highlights include using the Internet to reinforce biological concepts and engaging in exciting laboratory-based and lecture-based activities. Strategies to help students apply biology to their everyday life will also be emphasized.

BIO 151 4 C/60 CH
Human Ecology
Lab fee
A course which develops interrelationships among living things and their environment, with emphasis on these interrelationships in the human community including environmental organization, life processes and conservation in everyday life. The student will be encouraged to offer solutions for environmental problems created by technology.

BIO 155 4 C/60 CH
Introductory Biology
Lab fee
Lecture and laboratory introductory course for the non-science as well as the pre-professional transfer student. Biological concepts covering the chemical and cellular basis of life will be presented, including such topics as cell structure and function, DNA, bioenergetics, reproduction, metabolic principles, genetics, plant and animal anatomy, ecology and evolution. (Meets six hours per week; four hours lecture and two hours laboratory.)

Prerequisite: BIO 155

BIO 175 4 C/60 CH
Zoology
Lab fee
Prerequisite: BIO 155
Lecture and laboratory course emphasizing principles of plant biology, including a survey of the plant kingdom with representative life cycles and relationships between plant groups. Emphasis is placed on the development, anatomy, physiology and evolution of gymnosperms and angiosperms. (Meets six hours per week; four hours lecture and two hours laboratory)

BIO 176 4 C/60 CH
Botany
Lab fee
Prerequisite: BIO 155
Lecture and laboratory course emphasizing principles of plant biology, including a survey of the plant kingdom with representative life cycles and relationships between plant groups. Emphasis is placed on the development, anatomy, physiology and evolution of gymnosperms and angiosperms. (Meets six hours per week; four hours lecture and two hours laboratory)

BIO 204 4 C/60 CH
Life Science for Elementary School Teachers
Lab fee: $20.00
Prerequisite: ED 111 and BIO 125
Lecture and laboratory course dealing with life science concepts and the variety of strategies used to teach these concepts in elementary schools. Current State of Michigan life science teaching objectives and associated learning activities will be emphasized. In addition, students will develop a life science lesson and teach it to children in an elementary (K-8) school.

Prerequisite: BIO 250

This course is designed to introduce mechanism and manifestation of different human diseases. The basic science of pathology is concerned with the etiology and pathogenesis of disease. Essential information is provided for understanding the diagnosis of disease in the clinical setting.

Continued on next page.
COURSE DESCRIPTIONS

BIOLOGY (BIO) continued

BIO 295  4 C/60 HL/30 HLB
Microbiology  
Lab fee  
Prerequisite: BIO 155
Lecture and laboratory course studying the biology of microorganisms. Lecture topics survey the microbes, their uniqueness of cell structure and function, growth, physiological characteristics, genetics, physical and chemical control and selected communicable diseases. The laboratory emphasizes the use of the microscope, staining procedures, cultural and physiological techniques, use of keys to identify representatives of the various microbes. (Meets six hours per week; four hours lecture and two hours laboratory)

BUSINESS (BUS)

BUS 112  3 C/45 CH
Personal Business Affairs  
F, Sp, Sm
Phases of business activity in which the individual or family is normally involved: consumer rights, banking, taxation, among others.

BUS 150  3 C/45 CH
Introduction to Business  
F, Sp, Sm
An examination of the legal, economic and organizational environments in which modern business operates, including the global dimension of business. A survey approach to the functional areas of business-accounting, information systems, research, finance, management, supervision, human resources and marketing and how they relate to the overall organization.

BUS 175  3 C/45 CH
Small Business Management  
F, Sp
General business concepts with special application to small businesses. Detailed treatment of credit practices, franchising, location, inventory and other topics particularly crucial in a small business setting. Cases will be used to develop the student’s analytical.

BUS 177  3 C/45 CH
Small Business Financing  
Sp
Prerequisite: BUS 150
This course is a survey of financing policy for small business. Purchase discounts, borrowing, credit purchases, finance charges, consumer credit, financial management, financial statements, financial ratios and equity leverage are included.

BUS 221  3 C/45 CH
Business Statistics  
F, Sp, Sm
Prerequisite: MAT 113
Methods of gathering and presenting statistical data will be discussed. Basic concepts of probability, sampling and tests of significance for decision making are emphasized.

BUS 225  3 C/45 CH
Computer Application in Business  
F, Sp, Sm
A study of the computer environment and practice of selected applications on the personal computer. Specific topics include Microsoft applications, the use of word processing with hands-on applications using Microsoft Word, spreadsheets with hands-on applications using Microsoft Access. Other topics of current interest in information processing and office automation will be discussed (Course is 75-80% hands-on).

BUS 228  3 C/45 CH
Internet Web Page Design  
F, Sp, Sm
Prerequisite: CIS 110 Recommended, BUS 225 or BUS 229
A study of the Internet focusing on Web Page Design for Business Applications using software programs such as Microsoft FrontPage as well as the HTML (Hypertext Markup Language). Course content is designed to provide students with hands-on applications using the above software tools.

BUS 240  3 C/45 CH
Business Communications  
F, Sp, Sm
Prerequisite: ENG 120
An examination of the basic elements of oral and written communications applying basic skills already acquired in the business setting. A study and practice of writing letters, memoranda, short papers and a research paper drawing on business sources. Oral Presentations are required.

BUSINESS LAW (BL)

BL 201  4 C/60 CH
Business Law I  
F, Sp, Sm
A survey of the American legal system designed to develop an understanding of the fundamentals of business law. Classes are conducted by using text and actual case studies for the purpose of observing the development and application of legal principles in a business activity. Topics covered include the nature of law, courts and court procedures, crimes and torts, contracts, sales and negotiable instruments.

BUSINESS LAW (BL) continued

BL 202  4 C/60 CH
Business Law II  
F, Sp, Sm
A continuation of Business Law I designed to further develop the student’s understanding of the fundamental principles of business law. Topics covered include intellectual property, unfair competition, employment law, tenancy, secured transactions, torts, real and personal property transfers.

BUS 221  3 C/45 CH
Business Principles  
F, Sp, Sm
Prerequisite: BUS 150
A course designed to assist students in making career choices. Development of self-confidence, motivation, human relation skills and stress reduction in the classroom and the work place are emphasized. Study skills, time management and conflict resolution are emphasized.

CHEMISTRY (CHM)

CHM 105  4 C/60 HL/30 HLB
Introduction to Chemistry  
F, Sp, Sm
Lab fee  
Prerequisites: CHM 105 or CHM 136
An introductory lecture and laboratory course in chemistry for persons without any previous high school chemistry or for those with an inadequate background for CHM 136. Topics include properties of matter, atomic theory and structure, chemical bonds, nomenclature, composition of compounds, chemical equations and calculations from chemical equations and stoichiometry (meets six hours per week; four hours lecture and two hours laboratory).

CHM 136  4 C/60 HL/30 HLB
General Chemistry I  
F, Sp, Sm
Lab fee  
Prerequisites: CHM 105, MAT 112
First lecture and laboratory course in a two semester general chemistry sequence. It includes a study of stoichiometry, solutions and concentrations of solutions, the gaseous state, molecular geometry and chemical bonding theory, reactions in aqueous solutions and a descriptive study of liquids and solids (meets six hours per week; four hours lecture and two hours laboratory).

CHM 145  4/60 HL/30 HLB
General Chemistry II  
F, Sp, Sm
Lab fee  
Prerequisite: CHM 136
This is the second lecture and laboratory course in a two-semester general chemistry sequence. It includes a study of chemical kinetics, chemical equilibrium, acid-base concepts, acid-base equilibria solubility and complexion equilibria, thermodynamics and electrochemistry (meets six hours per week; four hours lecture and two hours laboratory).

CHM 155  4 C/60 HL/30 HLB
Survey Organic & Biochemistry  
F, Sp, Sm
Lab fee  
Prerequisites: CHM 105 or CHM 136
A lecture and laboratory course introducing the student to elementary structural organic chemistry as it relates to understanding biochemical reactions. The structure and function of protein, carbohydrates, lipids and nucleic acids are presented. The major metabolic pathways are explored. The role of food nutrition in optimizing metabolism and energy production is discussed (meets six hours per week; four hours lecture and two hours laboratory).

CHM 250  4 C/60 CH
Organic Chemistry I  
F, Sp
Prerequisite: CHM 145 Corequisite: CHM 252
First lecture course of a one-year sequence in organic chemistry designed for chemistry majors and for students planning to attend professional schools.

Continued on next page.
CHEMISTRY (CHM) continued

Topics include introduction to the nomenclature of organic compounds, stereochemistry, reaction intermediates, spectroscopy, kinetics, and thermodynamics (meets four hours per week).

CHM 252 4 C/60 CH
Organic Chemistry II
Prerequisite: CHM 250 Corequisite: CHM 255
Second course of a one-year sequence in organic chemistry designed for chemistry majors and for students planning to attend professional schools. Topics include aromatic structures and nomenclature, a more extensive study of reaction mechanisms and synthesis. The chemical basis of biological compounds will also be introduced (meets four hours per week; six hours laboratory).

CHILD CARE TRAINING (CCT) EARLY CHILDHOOD EDUCATION

CCT 101 3 C/45 CH
Introduction to Early Childhood Education
Students will be prepared to promote Child Development and Learning from children birth to age eight. Their knowledge base will allow them to understand children’s characteristics and needs and the multiple interacting influences on children’s development and learning to create environments that are healthy, respectful, supportive, and challenging for each child.

CCT 104 4 C/60 CH
Methods & Techniques in Child Care: Infant & Toddler Development
Prerequisite: CCT 101, EMT 101, program admittance, police clearances, FIA clearance, immunizations, physical exam and food handler’s card.
Students will explore methods that meet the needs and stimulate the development of infants and toddlers. Students will learn various child management techniques that ensure an environment that is socially, communicatively, cognitively, creatively, and physically supportive. A multicultural approach to learning is emphasized. Students will be required to complete 45 hour field experience in an infant and toddler setting. Course will meet partial requirements in preparation for the CDA assessment. (One credit hour for practicum and three credit hours for in-class time.) Class recommended for those completing the State of Michigan Child Care Directors’ 12 credit hours requirement and will prepare for assessment. Students will meet with their instructor on a weekly basis for a seminar. Student will be required to complete 180 hours field placement experience in a childcare/pre-school setting.

CCT 110 3 C/45 CH
Child Assessment Techniques
Prerequisites: CCT 101, EMT 101
Students will understand that child observation, documentation, and other forms of assessment are central to the practice of all early childhood professionals. The students will be knowledgeable of effective systematic observation, documentation, and the goals, benefits, and uses/strategies of assessment. Additionally, students will learn how to partner with parents and other professionals in a respectful and responsible manner to positively influence the development of every child.

CCT 111 4 C/64 CH
Child Care Practicum & Seminar I
Prerequisites: ENG 119, HUS 105, HUS 135, CCT 101, CCT 104 or CCT 106, PSTY 101 and EMT 101
A supervised practical learning experience in which students work with children (infant and toddlers or preschool ages) in actual facilities under the direction of certified professional staff. Students preparing for the CDA certification will use the field placement to complete their CDA assessment. Students will meet with their instructor on a weekly basis for a seminar. Student will be required to complete 180 hours field placement experience in a childcare/pre-school setting.

CCT 210 3 C/45 CH
Special Populations
Prerequisites: CCT 101, EMT 101
A survey class with an emphasis on the identification of the cognitive, communicative, creative, emotional, physical and social growth of infants, toddlers and preschoolers with special needs, accelerated, physical, and emotional; and methods used in the address of these needs to stimulate development. Class will aid CDA students in the completion of the CDA portfolio.

CCT 220 3 C/45 CH
Children, Instruction and the Media
Prerequisites: ENG 119, HUS 105, HUS 135, CCT 101, CCT 104 or CCT 106, PSTY 101 and EMT 101
A curriculum design course, students will learn to design curriculum and use content analytical methods to examine various forms of media (i.e., audio recorders, CDs, computers, display boards, film, overhead transparencies, radio, tape recorders, television, text, video and visual), and utilize media to augment and enhance classroom curricula. Class recommended for those meeting the State of Michigan Child Care Directors’ 12 credit hours requirement.
CHILD CARE TRAINING (CCT)  
EARLY CHILDHOOD  
EDUCATION continued

CCT 250  3 C/45 CH  
Program Management & Supervision  E, Sp, Sm  
Prerequisites: PST 101, HUS 105, ENG 119, CCT 101 and EMT 101.  
This course will focus on the administrative program management, and supervision fundamental to the operation of early childhood programs and centers. Includes establishment of an organizational system, budget development and controls, licensing, business proposal writing, staffing, staff evaluation and supervision. CDA course requirement. Class recommended for those who are meeting the State of Michigan Child Care Directors’ 12 credit hours requirement.

CCT 257  3 C/45 CH  
Infant Literature; Birth to 36 Months  E, Sp, Sm  
Prerequisites: ENG 119, CCT 101, PST 101  
The “Infant Literature” course is designed in response to developing literature foundations among infants and toddlers ages two weeks to 36 months, and identifies methods to assist parents. Recommended for CDA students who are seeking certificate upgrade. CCT 104 students must also enroll in this class.

CCT 260  1 C/15 CH  
Portfolio - Methods and Techniques  E, Sp, Sm  
Prerequisites: CCT 101, 104, 106, 110, 120, 157, 210, 220, 230 and ENG 119.  
Students will construct a portfolio using data collected from previous course work and/or practical experiences. The portfolio can be used to meet CDA requirements. It can serve as a demonstration of knowledge and experience when applying to a university and for employment.

CHINESE (CHN)

CHN 101  4 C/60 CH  
Introduction to Chinese Language  E, Sp, Sm  
This course is designed for beginning students and aimed at developing four skills of listening to, speaking, reading, and writing Chinese. Emphasis is on grammatical constructions, vocabulary, basic idioms, and phonetics. Special emphasis will be on development of conversational Chinese.

COMMUNITY COLLEGE ORIENTATION (CCO)

CCO 100  1 C/15 CH  
Community College Orientation  E, Sp, Sm  
This course is designed to assist new students in making a successful adaptation to the college environment and enhancing basic study skills. The course emphasis is on improving students’ academic, social and interpersonal skills through introduction to the life and study skills essential for academic success. This course is designed to increase student’s awareness and use of resources both within and outside of the college (meets two hours per week for seven and one-half weeks).

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 110  4 C/60 CH  
Introduction to Computer Information Systems  
Designed as a first course for Computer Information Systems majors which will introduce the vocabulary and concepts of computer hardware and software. The computer information industry, career paths, systems, concepts, societal impacts and ethical issues will be discussed.

CIS 112  3 C/45 CH  
Structured Design  
Prerequisites: CIS 110  
Designed to introduce problem solving methods, algorithm development and designing, coding, debugging and documenting programs using techniques of top-down, structured programming style.

CIS 203  3 C/45 CH  
Visual Basic Programming Language  
Prerequisites: CIS 110, CIS 112  
This course is designed to introduce the student to Visual Basic programming language. This course covers Visual Basic concepts, tools, and programming methodology to create user friendly Microsoft Windows Application.

CIS 207  4 C/60 CH  
Java Programming Language  
Prerequisites: CIS 110, CIS 112  
This course is designed to introduce the student to Java programming including providing the knowledge and skills necessary for object-oriented programming. The student will learn how to program in JAVA which includes its syntax, its environment and its support for graphical user interface.

CIS 209  4 C/60 CH  
C Programming Language  
Prerequisites: CIS 110, CIS 112  
This course is designed to develop an understanding of the C programming language. C is a general-purpose programming language widely used in both systems programming and application programming. Student will solve programming assignments using C what is a programming known for its brevity of expression, modern control flow and data structures, and a rich set of operators.

CIS 210  3 C/45 CH  
Introduction to Unix Operating Systems  
Prerequisites: CIS 110  
This course is designed as a first course for computer information systems majors, and novice Unix users with computer skills but no experience with any operating system. This course is a comprehensive overview of the Unix Operating System, and the environment in which it functions. Students will use the college’s desktop computers, ubiquitous network, and Unix Server to facilitate their understanding.

CIS 212  4 C/60 CH  
Linux  
Prerequisites: CIS 110, CIS 210  
This course will define and identify origins, benefits, drawbacks, and uses of the Linux operating system. The students will log in, enter commands, shut down and restart your Linux workstation, create and configure users and groups, and manage the file system. The students will use Linux text editors and redirection to create and modify files, archive files with tar, cpio, and other commands. The students will work in the X Window environment, manage print services, and add and update packages through package management utilities.

CIS 213  3 C/45 CH  
Web Design Methodology and Technology  
Prerequisites: CIS 110, CIS 241  
This course teaches students how to create and manage Web sites with Multimedia tools such as Macromedia Dreamweaver and Flash, FrontPage, Dynamic HTML, and various multimedia and CSS standards. Students will also implement strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. This course also focuses on theory, design and Web construction.

CIS 223  3 C/45 CH  
COBOL I  
Prerequisites: CIS 110, CIS 112  
Cobol I is designed to enable the students to learn the COBOL programming language from algorithm development and designing to coding, debugging, and documenting programs using structured programming methodologies.

Continued on next page.
### COURSE DESCRIPTIONS

#### COMPUTER INFORMATION SYSTEMS (CIS) continued

**CIS 237**  
**Cisco CCNA**  
**Prerequisites:** CIS 110, CIS 240  
In this class the students will broaden their working knowledge of routing protocols. Through hands on work with Cisco switches and routers the student will install, configure and operate small networks.

**CIS 240**  
**Networking Essentials**  
**Prerequisite:** CIS 110  
This course will be an introduction to network concepts. The students will describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware. Protocols and standards, network implementation, and network support are also covered in this course.

**CIS 241**  
**Internet Foundations**  
**Prerequisite:** CIS 110  
This course teaches students about internet connection methods, protocols, hypertext markup language, along with networking technologies. Students will learn about how websites are developed, wireless networking, and networking troubleshooting.

**CIS 242**  
**Web Administration**  
**Prerequisites:** CIS 110, CIS 210, CIS 244  
This class is a comprehensive course that teaches students how to install a website and keep it in up and running. Students will also learn how to keep the hosting server working in different operating systems. At the end of this course, students will be able to provide essential services for anyone interested in establishing an effective e-business presence.

**CIS 243**  
**Network Security Fundamentals**  
**Prerequisites:** CIS 110, CIS 210, CIS 240  
This course will teach students the latest security industry recommendations and how to properly protect servers from attacks in a variety of settings. Students will learn how to keep servers reconfigured the operating system to fully protect it, and scan hosts for known security problems. By the end of the course, students will have a solid understanding of the security architectures used by Windows and Linux.

**CIS 244**  
**TCP/IP Concepts and Practices**  
**Prerequisites:** CIS 110, CIS 240  
In this course the students will learn Transmission Control Protocol/Internet Protocol (TCP/IP) key concepts and protocols. Network routing, network troubleshooting and network management also will be addressed.

**CIS 245**  
**Wireless Networking**  
**Prerequisites:** CIS 110, CIS 240  
This course will introduce the student to wireless networking over a range of applications, from local area networks to broadband wide area network links. Students will be able to describe the advantages and disadvantages of wireless communication in general, and understand the difference between radio and infrared. The course will cover WLANs, configuration and security problems.

**CIS 246**  
**Oracle Database Administrator I**  
**Prerequisite:** CIS 285  
In this course the student will gain a conceptual understanding of the Oracle database and how its components work and interact with one another. Students will learn how to create a working database and properly manage it including performance monitoring, database security, user management, and backup/recovery techniques.

**CIS 247**  
**Oracle Database Administrator II**  
**Prerequisite:** CIS 246  
In this class, the students will learn how to configure an Oracle database for multilingual applications. Students will practice various methods of recovering the database, using RMAN, SQL, and Flashback technology. Tools to monitor database performance and improve database performance.

**CIS 248**  
**Computer Support II**  
**Prerequisites:** CIS 110, CIS 240, CT 211  
In this class the student will learn how to resolve end-user operating systems problems by phone or, by connecting to the system remotely. It also gives the students skills needed to support end-users from Microsoft windows in a corporate environment or at home.

**CIS 249**  
**Computer Support I**  
**Prerequisites:** CIS 110, CIS 240, CT 211  
In this course the student will learn how to resolve end-user operating systems problems by phone or, by connecting to the system remotely. The students will also learn how to answer end-user questions and troubleshoot security settings.

**CIS 250**  
**E-Commerce Strategies and Practices**  
**Prerequisites:** CIS 110, CIS 241  
The E-Commerce Strategy and Practices course teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce website. Students will implement a genuine transaction-enabled business-to-consumer website, examine strategies and products available for building electronic-commerce sites, examine how such sites are managed, and explore how they can complement an existing infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions.

**CIS 258**  
**JavaScript /PERL**  
**Prerequisites:** CIS 110, CIS 112  
This course teaches developers JavaScript Fundamentals and how to use the features of the JavaScript language. Students will also learn how to write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies.

**CIS 259**  
**C++ Object Oriented Programming Language**  
**Prerequisite:** CIS 209  
Designed to foster an understanding of object oriented programming and to develop a working knowledge of the C++ programming language, this course stresses the use of objects and designing and implementing individual classes using C++. Students will be using computers to solve programming assignment which practice the syntax of C++.

**CIS 260**  
**System Analysis and Design**  
**Prerequisites:** CIS 110, CIS 112  
This course is designed to introduce the systems design process in designing systems using project management techniques. Emphasis is placed on systems concepts and systematic thinking. Major topics include the basic tools and methods of traditional systems development, traditional analysis, design, and implementation through the data flow analysis and systems development life cycle approach, and methods for structured analysis and design.

**CIS 266**  
**Introduction to Graphic Design**  
**Prerequisite:** CIS 110  
This course is designed to enhance the computer skills of those using graphics programs to prepare images for the Web or for print in 2D. Students will learn to enhance and create digital images using Photoshop; optimize images for speed of download; place and manipulate type in an image; work with layers and masks; use filters for special effects; work with 2D systems concept and how to systematically think. Major topics include the basic tools and methods of traditional systems development, traditional analysis, design, and implementation through the data flow analysis and systems development life cycle approach, and methods for structured analysis and design.

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**C = Credits**  
**CH = Contact Hours**  
**HL = Hours Lecture**  
**HLB = Hours Lab**  
**F = Fall**  
**Sp = Spring**  
**Sm = Summer**
COURSE DESCRIPTIONS

COMPUTER INFORMATION SYSTEMS (CIS) continued

background images and transparent gifs; create image maps; use Image Ready to create animations, slices, web photo gallery, and rollovers.

CIS 267 3 C/45 CH
Understanding and Developing Multimedia
Prerequisite: CIS 110
Recommended: CIS 266
Students in this course will create dynamic media that communicates effectively through the use of sound, images, motion, and text. The students in this course will also examine in detail the concepts and tools necessary for producing their own interactive projects using a number of professional authoring tools, including Macromedia Flash and Dreamweaver.

CIS 285 3 C/45 CH
Introduction to Database Concepts
Prerequisite: CIS 203, CIS 209, CIS 223, or CIS 229
This course is designed to introduce you to the concepts of database design. The student will learn the fundamentals of SQL (Structured Query Language) using one of the most popular database management systems available today: Oracle8. The student will learn to create, query, update, and change tables in a database using SQL commands, as well as create reports, use forms, and embed SQL commands in another programming language.

COMPUTER TECHNOLOGY (CT)

CT 203 4 C/75 CH
Digital Logic I
Prerequisite: CT 209
This course covers Boolean algebra, operation of digital combinational gates, flip-flop circuitry, shift registers and clock circuits and design combinational and sequential circuits. Laboratory is an essential phase of this course, which emphasizes the use of logic probes, logic pulser and logic clips on gating circuits, flip-flops, counters, shift registers and multiplexers.

CT 205 4 C/75 CH
Introduction to Microprocessors
Lab fee
Prerequisite: CT 209
An introduction to microprocessor systems, instruction sets, algorithm development and detail description of microprocessor system hardware. The instruction set of Motorola and Intel family microprocessors are used to write various application programs. Laboratory experience involves program generation and interfacing.

CT 207 3 C/60 CH
Digital Logic II
Prerequisite: CT 203
An advanced course in digital electronics as applied in the modern digital computer. This course covers the various types of memories, ALU’s, interfacing (A/D and D/A), conventional codes and large-scale shift register memories. Laboratory is an essential phase of this course which includes digital counters, multiplexers, memories and multivibrators. Techniques of interfacing and input/output devices are examined.

CT 209 4 C/80 CH
Computer Repair I - CompTIA A+
Prerequisite: CT 209
This course is designed to provide an in-depth study of various areas that are related to servicing computers and peripheral devices. Areas of study include assembly, disassembly of computers, upgrading hardware, troubleshooting hardware, installation and troubleshooting of operating systems such as DOS, Windows 9x, Windows 2000, Windows XP and Vista. This course and CT 210 prepares students for the A+ certification exams.

CT 210 6 C/90 CH
Computer Repair II - CompTIA A+
Prerequisite: CT 209
The student will gain the experience required to build, troubleshoot and repair current microcomputer systems. This course provides in-depth troubleshooting of Windows 2000/XP, VISTA and Windows 7. This course covers introduction to networking. This course and CT 209 prepare students for the A+ certification exams.

CT 211 4 C/60 CH
Computer Networking I
Prerequisite: CT 209
Installing, Configuring, and Administering Microsoft Windows XP Professional. Also include users, group, profiles and policies, security and access controls, network protocols, internetworking with groups, printing and faxing, performance tuning, application support, booting, registry, fault tolerance, and troubleshooting of Windows XP.

CT 213 4 C/60 CH
Computer Networking II
Prerequisite: CT 211
This course covers Managing and Maintaining a Microsoft Windows Server 2003 Environment. Topics include: creating and managing users and groups; administering server and web resources; managing hardware, access to files, disk and data storage, backup and disaster and basic security.

CT 215 4 C/60 CH
Computer Networking III
Prerequisite: CT 211
This course covers Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure. Topics include: networking overview; IP addressing; implementing and managing DHCP, DNS, WINs; configuring name resolution; remote access; routing and security templates and network traffic.

CT 217 4 C/60 CH
Computer Networking IV
Prerequisite: CT 215
This course covers introduction to Microsoft Windows Directory Services Infrastructure. Topics include active directory overview, planning the active directory structure, directory sites, replication, groups, policies and certificates, planning and implementing active directory connectors, upgrading to Windows NT domain models to active directory.

CORRECTIONS (COR)

COR 100 3 C/45 CH
Introduction to Corrections
Prerequisite: CIS 100
Overview of the juvenile justice system; its history, philosophy and interrelationship with other components in the criminal justice system. Evaluation of major court decisions effecting juvenile rights and specific diversion programs. Course is recommended for those enrolled in the “Registered Social Work Technician” program and desire to work with juveniles in the criminal justice system.

COR 105 3 C/45 CH
Introduction to Correctional Counseling
Prerequisite: CIS 100
The course will differentiate between normal and criminal behavior. Discussions will include psychological influences as it relates to behavior as well as the role of environment and the family on behavior. Various correctional intervention strategies will be discussed. Course needed to satisfy the requirements to become a State of Michigan Corrections Officer.

COR 110 3 C/45 CH
Introduction to Deviant Behavior
Prerequisite: CIS 100
Definitions and characteristics of behavior classified as deviant. Overview of theories and schools of thought for understanding deviant behaviors and their effects. Continued on next page.
CORRECTIONS (COR) continued

diagnosis, discrimination of minorities in Michigan, and formation of attitudes, ethics and values.

COR 200 3 C/45 CH Social Science for Correctional Personnel F, Sp
Prerequisite: CJS 100
The course will define the personal, psychological and environmental meanings of culture in contemporary society. The impact and meaning of discrimination will be discussed. The student will be expected to identify ways in which the various environments impact the development of attitude formation. Professional responses in the correctional setting will be discussed.

COR 205 3 C/45 CH Institution Corrections Personnel F, Sp
Prerequisite: CJS 100
This course will review the history and philosophy of correctional institutions’ personnel and human growth and development. Study of institutional administration, management, supervision and personnel in parole, probation, community intervention strategies, treatment and control. Overview of specific problems of substance, medical and mental abuse. Course needed to satisfy the requirements to become a State of Michigan Corrections Officer.

COR 210 3 C/45 CH Correctional Institution Facilities F, Sp
Prerequisite: CJS 100
An in-depth study of the purpose of prisons and correctional institutions. There will be discussion of the management and organization of correctional institutions with specific description of traditional job roles. Custodial care and safety/ security issues will be discussed as well as other institutional concerns in reference to incarceration. Course needed to satisfy the requirements to become a State of Michigan Corrections Officer.

COR 215 3 C/45 CH Correctional Fieldwork F, Sp
Prerequisite: CJS 100
This course will examine interpersonal relationships in correctional systems and the dynamics of attitude change. The course is a supervised work experience in a correctional setting under the direction of a faculty adviser and a field supervisor, in which students will maintain a log of their work activity and meet weekly with their advisor.

COR 218 3 C/45 CH Race Relations - COR Personnel F, Sp
Prerequisite: CJS 100
Examines racial tensions as they relate to correctional personnel, including emphasis on case histories of institutional problems and psychological games. Confrontation tactics for attitude change, economic oppression and competition, educational deprivation and social injustices and their relationship to institutional actions are discussed. Examines the woman’s identity, and life choices and position in society in relation to correctional work in the criminal justice system.

COR 255 3 C/45 CH Legal Issues in Corrections F, Sp
Prerequisite: CJS 100
This course is an overview of the major legal issues, trends and the political and social dimensions of convictions. An analysis of constitutional law, courts decisions, current legislation of the federal and state law affecting prisons and the judicial proceedings. Examines a forum for the legal rights of prisoners and the responsibilities of the legal system and the adjudication of juveniles and the alternatives to incarceration. Course needed to satisfy the requirements to become a State of Michigan Corrections Officer.

CRIMINAL JUSTICE (CJS)

CJS 100 3 C/45 CH Introduction to Criminal Justice F, Sp, Sm
This course is an overview of the criminal justice system, the police, the legislature, the prosecutor, the public defender, the court, corrections, probation and parole techniques that are essential in addition to decision-making within the system. An analysis of the roles, changes and problems of law enforcement in a democratic society will be conducted.

DENTAL (DEN)

DEN 100 3 C/45 CH Professional Development
An introductory course designed to prepare the dental programs student to become a member of today’s dental health team. Along with basic dental and medical terminology, an orientation to the profession of dentistry, the student is instructed in developing skills necessary for success as a member of the dental health team. Emphasis is placed on professional standards, ethics, assertive communication, empathy training, time management, goal setting and job preparation.

DEN 112 2 C/30 CH Dental and Medical Emergencies
Prerequisite: Program Admission
This course will familiarize the student with common medical emergencies in the dental office. Preventive measures and management of these emergencies will be reviewed. Additionally, information on the basic physiology and pathophysiology occurring in common medical emergencies as well as variations in clinical signs will be presented. Reinforcement occurs throughout the students clinical experiences by real or simulated emergencies.

DEN 200 2 C/50 CH Dental Radiology Theory
This course includes lectures on the nature, effects, and use of radiology in dentistry with special emphasis on radiation hazards and protection.

DEN 201 1 C/30 CH Dental Radiology Lab
This course concentrates on the practical aspect of exposing, developing, and mounting diagnostic radiographs with emphasis on the two intra-oral techniques: bisection and paralleling. In addition, students will be able to identify normal radiographs landmarks. It is strongly recommended that this course be taken simultaneously with DEN 200 or after the completion of DEN 200.

DENTAL ASSISTING (DA)

DA 104 3 C/75 CH Dental Materials
Prerequisite: Acceptance into the Dental Assisting Program
This is a lecture and laboratory course with emphasis placed on infection control and chair side four-handed dental assisting skills. Lecture: Provides the study of the properties, composition and manipulation of cements and materials used in the Dental Practice. The characteristics of various restorative and procedural materials will be discussed. Laboratory: Laboratory experiences include the application and manipulation of the various materials and cements and the steps in each procedure. Students will demonstrate how to correctly manipulate dental cements and materials.

DA 106 4 C/60 CH Applied Sciences
Prerequisite: Acceptance into the Dental Assisting Program
This course provides the student with a basic understanding of the structure and function of the body systems and an in-depth knowledge of oral anatomy including: head and neck anatomy, tooth anatomy and function, and embryology and histology of oral tissues.

Continued on next page.
DENTAL ASSISTING (DA) continued

DA 107  2 C/30 CH
Introduction to Expanded Functions
Prerequisite: Acceptance into the Dental Assisting Program
This lecture/laboratory course is designed to prepare the student to sit for the State of Michigan Registered Dental Assistant (RDA) licensure examination. Expanded functions covered as allowed under Michigan law will be taught. Topics to be included but not limited to include: Infection control protocol, Disease Transmission, Hazardous waste management. Using typodonts the placement of intracoronal discolorations, fluorides, periodontal tissues, home considerations for oral health, dental plaque and other disease disturbances, and oral manifestations of various diseases and conditions.

DA 110  3 C/60 CH
Clinical Dental Assisting
Prerequisite: Acceptance into the Dental Assisting Program
This is a lecture and laboratory course with emphasis placed on infection control protocol and chair side four-handed dental assisting skills. Lecture: Presents concepts of the dental health care team including the history of dentistry and the Dental career fields will be discussed. Emphasis is placed on Personal protection equipment, data collection, dental equipment and chairside ergonomics. Dental terminology, professionalism and ethics, and basic four-handed dental assisting procedures. Laboratory: To include the practice of four-handed dental techniques. Instrument identification, instrument tray set-ups. Demonstration of Infection Control procedures in the dental operatory.

DA 115  1 C/15 CH
Preventive Dentistry
Prerequisite: Acceptance into the Dental Assisting Program
This lecture course provides students with a basic understanding of patient education with an emphasis on individualized oral health counseling. The course includes instruction in the following topics: dietary considerations for oral health, dental plaque and other deposits, disclosing agents, tooth stains and discolorations, fluorides, periodontal tissues, home care for appliances and techniques for the prevention of oral diseases.

DA 117  4 C/35 CH
Clinical Practice I
This course is designed to perfect the students’ competencies in performing dental assisting functions. Practice is provided in clinical chairside assisting in a dental setting. There is a one hour weekly seminar in conjunction with the field experience to integrate theoretical, laboratory, and clinical instruction and to provide opportunities for students to share their experiences.

DA 120  2 C/30 CH
Dental Specialties
Prerequisite: DA 110
This is a lecture course designed to expose the dental assisting student to the dental specialties. Areas covered are oral surgery, endodontics, orthodontics, pediatrics, prosthodontics and community dentistry.

DA 125  5 C/75 CH
Clinical Practice II
Prerequisite: DA 117
This course is a continuation of Clinical Practice I. Students will be assigned to a dental practice settings for continued practice in chairside clinical dental assisting. There is a 15 hour seminar in addition to the field experience.

DA 126  3 C/45 CH
Pathology, Pharmacology & Medical/Dental Emergencies
Prerequisite: DA 106
The topics discussed during the course include: emergency carts/kits, administration of oxygen, emergency drugs, allergic reactions, syncope emergencies, circulatory emergencies, respiratory emergencies, epilepsy, diabetes and drug related emergencies. The course provides a basic knowledge of the names, uses, and effects of drugs commonly used in dentistry. The course includes concepts of developmental/growth disturbances, diseases of microbiological origin, injury and repair, metabolic and disease disturbances, and oral manifestations of various diseases and conditions.

DA 127  2 C/30 CH
Dental Office Management
Prerequisite: DA 110
This lecture course is an introduction to basic dental practice management procedures. In addition, telephone management, appointment control, maintaining patient treatment records, bookkeeping, inventory and supplies, recall systems, and third party payment plans will be presented.

DA 129  2 C/30 CH
Legal, Ethical & Communication Issues
Prerequisite: DA 110
This lecture course includes basic concepts in oral and written communication and applied psychology. The purpose of this course is to prepare students to work effectively with patients and the allied health team within the law. Content areas include principles of human behavior, patient anxiety, special patients, coping mechanisms, principles of learning, verbal and nonverbal communications, and listening skills. The course will also explore the state and national dental practice acts as they pertain to members of the dental health team as well as explore the ethical role of team members through role-playing situations. Students will also prepare a resume and job search plan.

DA 202  3 C/45 CH
Expanded Functions for the Dental Assistant
Prerequisite: DA 104, DA 106, DA 107, DA 110
This lecture/laboratory course is designed to prepare the student to sit for the State of Michigan Registered Dental Assisting (RDA) licensure examination. Expanded functions allowed under Michigan law will be taught. Topics to be included but not limited to are: placement and removal of a rubber dam, fabrication and cementation of temporary crowns, removing excess cement from supragingival surfaces, selective coronal polishing prior to application of anticariogenic materials, mouth mirror inspection and charting of the oral cavity, taking final impressions and bite registrations, removal sutures, and the placement and removal of periodontal dressings.

DENTAL HYGIENE (DHY)

DHY 101  3 C/45 CH
Fundamentals of Dental Hygiene
Prerequisite: Program Admission
Corequisite: DHY 120
Fundamentals of dental hygiene focuses on developing the cognitive, affective, and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public. This course will prepare the dental hygiene student with cognitive, psychomotor, and affective skills for entry into clinical dental hygiene practice. Also, this course will expose the student to selected services and skills performed by the dental hygienist. Fundamentals of Dental Hygiene is an introduction to the principles of dental hygiene practice. The students will be presented with topics to prepare them to perform basic skills safely and effectively. Theory of taking a complete medical and dental history; intra/extraoral examination, dental charting, periodontal charting, basic instrumentation, and use of the explorer will be covered. Students will practice procedures in the clinical course DHY 120. Emphasis will also be placed on professional standards, ethics, effective communication and confidentiality.

DHY 110  3 C/60 CH
Oral Anatomy and Physiology
Prerequisite: Program Admission
This course provides an in-depth study of the morphology and function of primary and permanent teeth, including all of the structures involved in the mechanism of mastication, primary and permanent tooth eruption schedules and anatomical forms, function of primary and permanent dentition, vocabulary used to describe teeth and other structures in the oral cavity and the principles of occlusion. Included is a detailed study of the skeletal, muscular, circulatory and nervous systems of the head and neck.

Continued on next page.
## COURSE DESCRIPTIONS

### DENTAL HYGIENE (DHY)

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<th>Course Code</th>
<th>Credits</th>
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</table>

**Histology and Oral Embryology**
- **Prerequisites:** DHY 101, DHY 110, DHY 120
- **Corequisite:** DHY 101
- **Description:** Basic principles of histology and embryology are reviewed with emphasis on tissues of the oral cavity and contiguous structures. Histology and embryology encompasses the development of the oral facial complex including the formation of the enamel, dentin, and pulp, root formation, the attachment apparatus and the eruption and shedding of teeth.

**Clinical Dental Hygiene I – Lecture**
- **Corequisite:** DHY 101, DHY 120
- **Description:** Clinical dental hygiene practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public.

**Clinical Dental Hygiene I – Lab**
- **Corequisite:** DHY 129
- **Description:** The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public.

**Clinical Dental Hygiene II – Lecture**
- **Corequisite:** DHY 129, DHY 130
- **Description:** Clinical dental hygiene is that portion of the dental hygiene curriculum focused on developing the cognitive, affective and psychomotor skills necessary for delivery of preventive, educational and therapeutic services to the public.

**Clinical Dental Hygiene II – Lab**
- **Corequisite:** DHY 129, DHY 130
- **Description:** The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public.

**Pharmacology**
- **Prerequisites:** DHY 129, DHY 130
- **Corequisite:** DHY 210
- **Description:** This course expands on the foundations of clinical dental hygiene. Through the incorporation of case studies students will develop critical thinking skills to review assessment data and formulate a dental hygiene diagnosis for the purpose of developing a dental hygiene care plan including plans for implementation and evaluation. Topics to support the process include limited to, the identification of risk factors for periodontal disease (CAMBRA), advanced power scaling and instrumentation techniques, adjunctive clinical procedures and nutritional counseling.

**Periodontology**
- **Prerequisites:** DHY 129, DHY 130
- **Corequisite:** DHY 210
- **Description:** Periodontology is the scientific study of the periodontium in health and disease. This course covers the diagnosis, treatment, and prevention of pathologic conditions affecting the supporting and surrounding tissues of the teeth, the gingiva, periodontal ligament, alveolar bone and cementum.

**Local Anesthesia and Pain Control**
- **Prerequisites:** Program Approval, DHY 211, DHY 131, DHY 132
- **Corequisite:** DHY 209
- **Description:** This course is designed to provide students with the basic and current concepts of local anesthetics, nitrous oxide sedation and pain control. Systemic effects, tissue diffusion and the toxicity of anesthetics and dental therapeutic agents used in dentistry will be reviewed.
DENTAL HYGIENE (DHY) continued

reviewed. Assessment of the patient’s health status, level of apprehension and pain threshold will be included in determining the indications and contraindications of pain control and alleviation of pain. Selection and administration of appropriate anesthetic agents and evaluation of the proper technique will be evaluated. The student will learn to administer local anesthesia, safely, effectively and painlessly. The student will learn to safely administer and monitor nitrous oxide oxygen sedation in compliance with Michigan Law.

DHY 219 Clinical Dental Hygiene IV – Lecture
Prerequisites: DHY 209, DHY 210
Corequisite: DHY 220
This course is a continuation of Clinical Dental Hygiene III (DHY 209). The role of the dental hygienist in treatment planning and providing preventive care for various population groups will be explored.

DHY 220 Clinical Dental Hygiene IV – Lab
Prerequisites: DHY 209, DHY 210
Corequisite: DHY 219
The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease control. Treatment includes implementation of various clinical dental hygiene services and an evaluation of treatment effectiveness based on the patient and practitioners efforts. Sequential courses are designed to increase the student’s speed and ability. Assessment of student progress in attaining program and clinical competency is ongoing.

DHY 221 Dental Biomaterials
Prerequisites: DHY 101, DHY 120
Biomaterials is the science and technology of materials used in dentistry. Chemical, physical and manipulative characteristics of various restorative and procedural materials will be explored in the prevention and treatment of oral disease. Laboratory experiences develop skills in working with these materials. Laboratory experiences develop skills in working with these materials and illustrate the characteristics and uses of dental materials.

DHY 222 Management of Special Patients
Prerequisites: DHY 209, DHY 210
Corequisite: DHY 221
This course introduces the characteristics and unique dental health needs of patients with medical, physical, mental, social, emotional, the elderly, and selected medical and compromising conditions. Emphasis is placed on modified dental hygiene treatment for these special populations. Dental hygiene care of the individual with special needs deals with the special requirements of persons with developmental and/or acquired conditions.

DHY 223 Dental Health Education
Prerequisites: DHY 130, DHY 131, DHY 132
Dental health education is concerned with the knowledge, attitudes, skills and behaviors necessary to promote oral health and prevent oral disease through educational efforts. This course will explain the principles and theories of education which will enhance the ability of the dental hygiene student as an oral health educator. The approach taken will provide students with the knowledge and skills necessary to meet the needs of community groups as distinct from the traditional clinical approach designed to meet the needs of individual patients.

DHY 224 Dental Hygiene in Preventive Dentistry
Prerequisites: DHY 209, DHY 210
Corequisite: DHY 223
Dental hygienist in promoting oral health and providing intermediates and prophylaxis in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease prevention. This course provides an opportunity for review of topic areas evaluated on these board examinations.

DHY 225 Advanced Periodontology
Prerequisite: DHY 213
Advanced Periodontology is designed to acquaint the dental hygiene student with the clinical diagnosis and treatment of periodontal diseases with special emphasis on the surgical techniques utilized.

DHY 226 Dental Health Education
Prerequisites: DHY 219, DHY 220
Corequisite: DHY 230
This course is a continuation of Clinical Dental Hygiene IV and offers other aspects of clinical practice. This course also examines the practice of dental hygiene from many aspects including business, career alternatives, job seeking skills, resume’ preparation and professional responsibilities.

DHY 227 Dental Hygiene Seminar
Prerequisites: DHY 219, DHY 220
Corequisite: DHY 230
The delivery of comprehensive care is accomplished through adherence to the process of care: assessment of patient needs, formulation of a dental hygiene diagnosis, planning for the prevention and treatment of oral disease, implementation of various dental hygiene interventions (services) and evaluation of both the patient and practitioner efforts and oral health outcomes. Clinical dental hygiene focuses on developing the cognitive, affective and psychomotor skills necessary for the delivery of preventive, educational and therapeutic services to the public. Clinical practice is provided in collaboration with the clinical dental hygiene faculty through an assessment of patient needs, planning for treatment and disease prevention. This course is designed to apprise students of national and regional state board requirements, strengthen test-taking skills and provide an opportunity for review of topic areas evaluated on these board examinations.
### DIETETIC TECHNOLOGY (DT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT 130</td>
<td>3</td>
<td>45</td>
<td>Prerequisite: BIO 155</td>
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### DIGITAL MEDIA PRODUCTION (DMP)

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<tr>
<td>DMP 101</td>
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<td>Story Elements for a Digital Environment</td>
</tr>
<tr>
<td>DMP 102</td>
<td>3</td>
<td>45</td>
<td>Digital Video Production I</td>
</tr>
<tr>
<td>DMP 103</td>
<td>3</td>
<td>45</td>
<td>Digital Video Production II</td>
</tr>
<tr>
<td>DMP 104</td>
<td>3</td>
<td>45</td>
<td>Digital Audio Production and Broadcasting</td>
</tr>
<tr>
<td>DMP 105</td>
<td>3</td>
<td>45</td>
<td>Media Programming</td>
</tr>
<tr>
<td>DMP 107</td>
<td>3</td>
<td>45</td>
<td>Digital Audio Production II</td>
</tr>
<tr>
<td>DMP 111</td>
<td>3</td>
<td>45</td>
<td>Television</td>
</tr>
<tr>
<td>DMP 112</td>
<td>3</td>
<td>45</td>
<td>Broadcast Operations</td>
</tr>
<tr>
<td>DMP 113</td>
<td>3</td>
<td>45</td>
<td>Acting For The Camera</td>
</tr>
<tr>
<td>DMP 114</td>
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<td>45</td>
<td>Writing for the Media</td>
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### DRAFTING (DRT)

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<th>Course Code</th>
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<tbody>
<tr>
<td>DRT 101</td>
<td>3</td>
<td>45</td>
<td>Blueprint Reading</td>
</tr>
<tr>
<td>DRT 102</td>
<td>4</td>
<td>90</td>
<td>Fundamentals of Mechanical Drawing</td>
</tr>
</tbody>
</table>
| DRT 112     | 3       | 45            | Technical Drawing Applications | Prerequisite: DRT 102 This course is focused on detailed drawings of a variety of parts, based on projection techniques, sectional views, threads and fasteners, dimensional fundamentals and other conventional drawing practices. Students will execute charts and graphs for data display and analysis and practice required instrument skills to produce ink drawings. Continued on next page.
COURSE DESCRIPTIONS

DRAFTING (DRT) continued

DRT 113
Descriptive Geometry
3 C/45 CH
Sp
Prerequisite: DRT 102
Occupational oriented solutions to descriptive geometry problems involving points, lines, planes and single and double curved surfaces and their intersections.

DRT 115
Geometric Dimensioning and Tolerancing
2 C/30 CH
F, Sp
Prerequisites: DRT 101, DRT 102
The theoretical and practical application of dimensioning and tolerance, as used in the world wide industry for the production of parts. GDT is the standard that defines clear and consistent application for precise interpretation of tolerances on geometric and characteristics. The standard is intended for the more advanced engineer, drafter, product designer, machinist, or inspector. At present, this is a Prerequisite in the Automotive Industry for employment in design, engineering, or manufacturing. Emphasis is placed upon building a solid foundation in understanding dimensioning and tolerance terms, as well as definitions and concepts as stated in ANSI Y 14.5 M 1982 and ASME Y 14.5 M 1994 (two CH).

ECONOMICS (ECO)

ECO 101
Principles of Economics I
3 C/45 CH
F, Sp, Sm
This course is the study of microeconomics. The following topics are discussed: operation of the national economy, unemployment, inflation, money and banking and international economic relations.

ECO 102
Principles of Economics II
3 C/45 CH
F, Sp, Sm
Prerequisite: ECO 101
This course is a continuation of Economics 101, Microeconomics. Supply and demand, theory of the firm, price determination and resource allocation is discussed.

ECO 232
Consumer Economics Sp
3 C/45 CH
This course is an analysis of consumer oriented issues; the economics of the cost and availability of consumer credit, insurance options, personal investments, housing and personal income taxation.

ECO 272
Money and Banking
3 C/45 CH
Prerequisite: ECO 102
This course is an analysis of the factors influencing bank reserves and the money supply: The ability of the Federal Reserve System to shape these factors; monetary policy and the determination of national income are discussed.

ELECTRICAL/ELECTRONICS (EE)

EE 101
Circuit Analysis I
4 C/90 CH
F, Sp, Su
Co-requisite: EE 107
The fundamentals of direct current (DC) as applied to all aspects of the electrical/ electronic field. Direct current electron flow theory, OHMS’s law, series and parallel and compound circuits, networks theories, capacitors, magnetic circuits, inductors, American Wire Gauge, and different type of cables will be covered. The course also includes introduction to sinusoidal waveforms and ac circuits. Students experimentally verify the fundamental discussed in the course by constructing and testing circuits. Instruments such as multimeters, power supplies, signal generators, and oscilloscope are used.

EE 102
Circuit Analysis II
4 C/90 CH
F, Sp, Su
Prerequisite: EE 101
Co-requisite: EE 115
This course deals with fundamental concepts of AC waveforms, effective and average values of both current and voltage, series parallel and compound circuits, inductive and capacitive time circuits, time constants, resonance, passive filters bandwidth, Q of a circuit, polyphase systems and transformers.

EE 103
Residential Wiring
3 C/45 CH
F
Prerequisite: EE 101
This course covers electrical symbols, schematic diagram, terms, series and parallel circuits, Ohm’s Law, repair and operation of single phase motor and three phase motor controls. Also, lightning both incandescent and fluorescent, lighting and Ballast specifications, safety precaution and troubleshooting techniques, identification of load and control circuits, load common and ground connection. Use of electrical lighting instruments, multimeters, other circuit testing instruments. Ground fault circuit interrupters (GFCI), receptacles and circuit breakers.

EE 105
Electronic Fabrication & Design
2 C/45 CH
F, Sp
Prerequisite: EE 102
An introduction to electronic fabrication and design techniques. It includes circuit drafting, PCB design and etching, assembly, soldering and use of hand tools. Students are required to build circuits assigned by the instructor.

EE 107
Math for EE I
4 C/60 CH
F, Sp, Sm
Co-requisite: EE 101
Provides detailed coverage of areas of introductory algebra needed by the technician to solve Electrical/Electronics circuits. The course includes fundamental of algebra, ratio, proportion, variation, basic geometry and trigonometry, linear systems, determinants and matrices, factoring and quadratic equations, exponents and radicals, exponential, and logarithmic function. Emphasis is placed on practical application to the solution of DC circuits.

EE 111
Solid State Fundamentals
3 C/60 CH
F, Sp, Sm
Prerequisite: EE 101
This course will cover diodes, transistors, power supplies, limiters, clippers, clamps, voltage multipliers, biasing, amplifiers and frequency effects. Students will assemble and test electronic circuits discussed in the course. Instruments such as DC power supplies, multimeters, oscilloscope, signal generators, transistors and diode testers will be used.

EE 115
Math for EE II
4 C/60 CH
Sp
Co-requisite: EE 107
Prerequisite: EE 107
Trigonometry, trigonometry identities and equation, complex numbers are used to analyze and solve AC circuits. Also include analytic geometry and quadratic systems, polynomial function, series and polynomial formula, and introduction to derivative and integral will be covered.

EE 205
Linear Integrated Circuits
2 C/45 CH
F, Sp
Prerequisite: EE 111
This course will cover the fundamental of linear integrated circuits and their application. It will be concentrated on the design analysis of basic op-amps and their applications to comparators, integrators, differentiators, oscillators, amplifiers, timers, function generators, filters and phase circuits. Students will test the above circuits and devices in the lab using DC power supplies, signal generators, multimeters and oscilloscope.

EMERGENCY MEDICAL TECHNOLOGY (EMT)

EMT 101
First Aid
2 C/30 CH
F, Sp, Sm
This course is designed to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional help arrives.

Continued on next page.
### EMERGENCY MEDICAL TECHNOLOGY (EMT) continued

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>EMT 105</td>
<td>3</td>
<td>3/6.5</td>
<td>F, Sp, Sm</td>
<td>This course is an overview of emergency medical services, including Basic Life Support (BLS), patient assessment, triage, patient handling and management, bleeding and shock control, management of fractures, childbirth and other medical emergencies. This is a State of Michigan approved course. If all comprehensive written and practical examinations and corequisites are passed successfully the students are eligible to apply for licensure exams.</td>
</tr>
<tr>
<td>EMT 114</td>
<td>4</td>
<td>3/90</td>
<td>F, Sp, Sm</td>
<td>Basic EMT II</td>
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<tr>
<td>EMT 124</td>
<td>4</td>
<td>3/90</td>
<td>F, Sp, Sm</td>
<td>Basic EMT II</td>
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<tr>
<td>EMT 126</td>
<td>1</td>
<td>1/30</td>
<td>F, Sp, Sm</td>
<td>Basic EMT Clinical Experience</td>
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<tr>
<td>EMT 128</td>
<td>5</td>
<td>2/75</td>
<td>F, Sp, Sm</td>
<td>Emergency Medicine Preparatory</td>
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<tr>
<td>EMT 211</td>
<td>10</td>
<td>1/150</td>
<td>F</td>
<td>Paramedic I</td>
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<tr>
<td>EMT 221</td>
<td>10</td>
<td>1/150</td>
<td>F</td>
<td>Paramedic II</td>
</tr>
<tr>
<td>EMT 223</td>
<td>10</td>
<td>1/150</td>
<td>F</td>
<td>Paramedic III</td>
</tr>
<tr>
<td>EMT 231</td>
<td>10</td>
<td>1/150</td>
<td>F</td>
<td>Paramedic IV</td>
</tr>
<tr>
<td>EMT 241</td>
<td>3</td>
<td>1/45</td>
<td>F</td>
<td>Paramedic V</td>
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<tr>
<td>EMT 242</td>
<td>2</td>
<td>2/30</td>
<td>F</td>
<td>Paramedic VI</td>
</tr>
<tr>
<td>EMT 243</td>
<td>2</td>
<td>2/30</td>
<td>F</td>
<td>Paramedic VI</td>
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</table>

### EMERGENCY ROOM/MULTI-SKILLED HEALTH CARE TECHNOLOGY (ERT)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ERT 210</td>
<td>6</td>
<td>6/90</td>
<td>F, Sp</td>
<td>Emergency Room Technology</td>
</tr>
</tbody>
</table>

### Additional Notes
- The lectures and lab sessions of this course include current principles and techniques in EMS operations, medical/legal issues, anatomy and physiology, patient assessment, respiratory emergencies, oxygen therapy, airway management, cardiovascular disease, CPR, triage, patient handling, and a State of Michigan approved course. If all comprehensive written and practical examinations and corequisites are completed successfully the students are eligible to apply for licensure exams. Students are required to complete an orientation session prior to attending the clinical experience.
- This course provides the Basic EMT with the principles and techniques necessary to provide additional patient care within a hospital, urgent care, or primary health care environment.
- This course is designed for paramedic students to practice their assessment skills in a hospital and EMS setting needed for entry level work. These skills may include but are not limited to EKG, phlebotomy, insertion of Foley catheters and sterile procedures.
COURSE DESCRIPTIONS

ENGLISH (ENG)

PLEASE NOTE: ENG 100 is now ENG 111, ENG 101 is now ENG 112, ENG 102 is now ENG 113, ENG 108 is now ENG 114, ENG 109 is now ENG 115, ENG 110 is now ENG 119.

ENG 111 3 C/45 CH
Introduction to Reading Skills
Prerequisite: Admission by referral only through assessment.
This is the first course in reading development. It is designed to assist students in developing reading skills and becoming efficient and effective readers. The student concentrates on the major components of reading skills; visual and auditory discrimination, alphabet recognition, word attack, vocabulary and comprehension, the student will apply these skills.

ENG 112 3 C/45 CH
Career and Technical Reading I
Prerequisite: ENG 111
This is an intermediate course in reading, designed to assist students in developing college reading skills and becoming efficient and effective readers. The student concentrates on the major categories of reading skills, comprehension, vocabulary and speed applying these skills in career and technical areas and resources.

ENG 113 3 C/45 CH
Career and Technical Reading II
Prerequisite: ENG 112
This course focuses on the development of effective and efficient reading and study skills for college work. Emphasis is on the acquisition of study habits and skills such as test-taking, note taking, outlining, vocabulary, speed-reading and critical thinking and on the mastery of reading materials of all kinds used in various professional fields and disciplines.

ENG 114 3 C/45 CH
Career and Technical Writing I
Prerequisite: ENG 112
This course is designed to assist students in basic writing skills. The student will learn to recognize and produce units of clear writing, beginning with simple, compound and complex sentences. Through the use of reading selections, the student learn to identify and formulate topic sentences and organize groups of sentences into a larger unit of meaning, the paragraph. At the same time, attention is given to the mechanics of sentence formation, grammar, spelling and vocabulary.

ENG 115 3 C/45 CH
Career and Technical Writing II
Prerequisite: ENG 114
This course is designed to assist students in developing writing skills. The student learns to recognize and produce units of written communication. It focuses on the paragraph as the basis for larger units of expression. Beginning with the paragraph, the student progresses to the short essay (three paragraphs) by the end of the semester. Grammar, diction and organization are stressed.

ENG 119 3 C/45 CH
English I
Prerequisite: ENG 111
This course will provide opportunities for students to work with a variety of forms that will lead to the mastery of effective organization, topic development and appropriate styles, including the development of processes of thoughtful, and analytical reading skills. Written work is required weekly.

ENG 120 3 C/45 CH
English II
Prerequisite: ENG 119
This course provides continued practice for clear expository writing. It is designed for the development of analytical expression and critical literary judgment, and serves as an introduction to research procedures.

ENG 134 3 C/45 CH
Technical Communications
Prerequisite: ENG 115
This course focuses on the identification of the basic elements of written communication in technical fields and the production of communications appropriate to the technical field. Oral communication is also promoted.

ENG 190 3 C/45 CH
Introductory Journalism
Prerequisite: ENG 119
This is the study of news gathering and the writing of simple news stories and features.

ENG 192 3 C/45 CH
Advanced Journalism
Prerequisite: ENG 190
This course is the continued study in news writing with emphasis on special story types - economic news, movies, drama reviews and editorials.

ENG 212 3 C/45 CH
Women in Literature
Prerequisite: ENG 119
This course focuses on the woman’s roles as it is portrayed in plays, poetry and novels through the last century and the emergence of the female author as an important literary force.

ENG 228 3 C/45 CH
Introduction to Folklore and Mythology
Prerequisite: ENG 120
This course is a general survey of myths and folklore as the primary literature of different cultures.

ENG 231 3 C/45 CH
Introduction to Poetry
Prerequisite: ENG 120
This course is a study of poetic structures and poets, both traditional and modern.

ENG 232 3 C/45 CH
Introduction to Drama
Prerequisite: ENG 120
This course is a study of plays from the ancient Greek period to the present.

ENG 233 3 C/45 CH
Women in Literature
Prerequisite: ENG 120
This course is an introduction to Shakespeare, his plays, comedies, tragedies and histories.

ENG 250 3 C/45 CH
American Literature, 1800 to Present
Prerequisite: ENG 120
This course is a survey of major American writers in relation to their social and cultural environment. Writers will be chosen not only on their own literary merits, but also as representative of important periods, attitudes and styles.

ENG 252 3 C/45 CH
English Literature Across the Centuries
Prerequisite: ENG 120
This course is a survey of major British writers from the middle ages to the twentieth century. They are selected both on their own literary merits and because they represent the attitudes and values of their historical periods.

ENG 253 3 C/45 CH
Introduction to the Novel
Prerequisite: ENG 120
This course is an analysis of the novels structure, determination and evaluation of theme and technique and the writing of critical essays.

ENG 260 3 C/45 CH
Introduction to African-American Literature
This course focuses on the historical and thematic overview of the African-American writer from 1760-1899. Particular attention shall be given to the early slave narrative using formal analytical techniques, thus introducing students to the various modes of critical and literary thought. Emphasis shall be placed upon some literary styles and forms including folklore, spirituals, gospel and historical tradition.

Continued on next page.
ENGLISH (ENG) continued

ENG 261 3 C/45 CH
African-American Literature in the Twentieth Century
Prerequisite: ENG 120
This course is a survey of all directions and phases of African-American writing from 1900 to the present. Particular attention is given to the writers of the Harlem Renaissance, major African-American novelists and contemporary poets. Such literary styles as the essay, short story, the novel and diaristic writing are explored. Masters of these literary styles, such as Chesnut, Baraka, Locke, Hughes, Walker, Wright, Brooks, Ellison, Hayden and Angelou are studied.

ENG 266 3 C/45 CH
African-Caribbean Literature
Prerequisite: ENG 120
This course is a study of African-Caribbean literature, encompassing the West Indian Island and adjacent countries of South America - Guyana, Suriname, French Guiana and Belize in Central America. Emphasis will be on the diverse linguistic and cultural influences on the prose and poetry of Caribbean literatures. Study will also be on the writing of expatriates of the Caribbean.

ENG 270 3 C/45 CH
Professional and Technical Report Writing
Prerequisite: ENG 119
This course is designed for the advanced student in pre-professional or transfer programs; the designing and presentation of various forms of communications, both written and oral, as solutions to technical problems. The primary focus is report writing. The case approach is used, allowing students to actively engage in problem-solving situations.

ENG 275 3 C/45 CH
Advanced Expository Writing
Prerequisite: ENG 120
An advanced course in expository writing which will build on the rhetorical and analytical strategies taught in ENG 119 and 120. The class will focus primarily on writing an effective argument.

ENG 280 3 C/45 CH
Creative Writing
Prerequisite: ENG 120
Practice in writing in a variety of literary forms, as well as the analyzing of literary models and responding critically to the work of other students.

ENG 285 3 C/45 CH
Children's Literature
Prerequisite: ENG 120
A survey of children's literature, acquaintance with quality books for children and criteria for evaluating them.

ENG 290 3 C/45 CH
Spanish-American Literature
Prerequisite: ENG 119
This course will examine major 20th century Spanish-American writers and their works. These writers, living in the United States, will be referenced with other Latin-American writers (outside the United States) to show the cultural and historical links among them.

ENG 292 3 C/45 CH
Latino Literature: The Past Decade
Prerequisite: ENG 119
Survey of nationally renowned and emerging Latino writers, musicians, and screen writers, covering cultural, racial, and gender identity, political activism, sexual orientation and spirituality.

ENTREPRENEURSHIP (ENT)

ENT 100 3 C/45 CH
Introduction to Entrepreneurship
Prerequisite: ENG 120
This course is designed to introduce students to the entrepreneurial process from conception to birth of a new venture. The students will examine elements in the entrepreneurial process- personal, sociological, and environmental- that give birth to a new enterprise.

ENT 210 3 C/45 CH
Human Resource Management for Small Businesses
Prerequisite: ENG 120
In an ever-changing world, entrepreneurs must adapt and flex, push and explore. This course surveys and analyzes contemporary techniques for managing a strategically oriented human resource function in a small business setting. Topics include staffing, rewarding, developing, and maintaining organizations, jobs and people.

ENVIRONMENTAL, HEALTH, AND SAFETY TECHNOLOGY (EHS)

EHS 100 3 C/45 CH
Environmental Laws and Regulations
Prerequisite: ENG 119
The primary emphasis of this course is on the OSHA regulations pertaining to worker protection from exposure to occupational hazards. Discussion topics will include: EPA regulations relating to air, water and soil contamination. DOT regulations relating to safe packaging, storage and transportation procedures. Students will concentrate on researching, interpreting and applying regulations for workers who handle and transport hazardous materials. Students will identify and interpret, from case studies, applicable regulations and recommends compliance strategies.

EHS 130 3 C/45 CH
Characteristics of Hazardous Materials
Prerequisite: CHM 105
This course is designed to teach the hazards of each class of hazardous materials. Some of the classes of hazardous materials are: hydrocarbons, flammable and combustible liquids, compressed gases, flammable solids, cryogenic gases, oxidizing agents, plastics, corrosives, organic peroxides, explosives, radioactivity, water and air reactive materials. The course will also present information needed for the first responder to be able to recognize and manage the hazardous materials incident.

EHS 210 3 C/45 CH
Safety and Contingency Plans
Prerequisite: ENG 120
Planning/Incident Management
This course is designed to teach students how to develop an emergency response contingency plan for a facility or community. Emergency response components of HAZWOPER (Hazardous Waste Operations and Emergency Response). Through case studies, students will analyze and apply the theory of Incident Command System (ICS) from discovering a hazardous substance release to decontamination and termination procedures.

EHS 270 3 C/45 CH
Sampling Procedures
Prerequisite: ENG 119
In this course emphasis is placed on the methodology of sampling, analyzing and interpreting the results of the analysis of hazardous materials. The course will include industrial hygiene monitoring, pH testing and moisture content, selecting analytical service laboratories, and an introduction to chemical methods of analysis including spectroscopy and chromatography.

EHS 280 3 C/45 CH
Hazardous Materials Health Effects/Applied Toxicology
Prerequisite: ENG 119
This course is a review of the research done in determining the systematic health effect of exposures to chemicals. Determination of risk factors, routes of entry, control measures, and acute and chronic effects are discussed.

Continued on next page.
Use of various types of paint products and painting of walls, ceilings, floor coverings, use of hand and power tools in accordance with OSHA requirements, replacement of V-belts and alignment of pulleys and sheaves, selection and application of lubrication to machines and the adjustment of speed (RPM) of pulleys operated equipment and machines will be covered.

**FM 105**
Grounds Maintenance
Sp
This course covers the maintenance of lawns and gardens, the mowing of lawns and grassy trees, the selection and use of proper fertilizers, irrigation of grounds, maintaining lawn and garden equipment, installing irrigation systems, building and install fencing. Also the removal of snow and ice, plowing below snow, scraping ice, spreading chemical/ice melters, clearing storm drains. The cleaning of outside areas: removing litter, sweeping/vacuuming entrances, cleaning outside of the building, the repair & installation of outside signs and the setup of seasonal displays/decorations will be covered.

**FM 106**
Safety and Support Services
Sp
This course covers gas and welding safety, safe operation of hand and power tools, lock-out tag-out procedures, use and handle sharp containers, ladder safety, lifting techniques, inspection controls and blood borne pathogen safety. Also, national, OSHA, MORDA requirements pertaining to facility maintenance will be covered.

**FM 299**
Facility Maintenance Co-op
Sp
This course provides fieldwork experience.

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**COURSE DESCRIPTIONS**

**ENVIRONMENTAL, HEALTH, AND SAFETY TECHNOLOGY (EHS) continued**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>EHS 292</td>
<td>2</td>
<td>C/30 CH</td>
<td>Industrial Chemical Sp</td>
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This course includes a 24-Hour hands-on experience regarding the characterization and cleanup of industrial spills. Meets OSHA HAZWOPER requirements.

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<tbody>
<tr>
<td>EHS 294</td>
<td>3</td>
<td>C/45 CH</td>
<td>Hazardous Waste Site Worker Sm</td>
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</tbody>
</table>

This course includes a 40-Hour hands-on experience regarding the characterization of working in a hazardous material workplace.

**EXTENDED LEARNING OPPORTUNITIES IN NURSING (XNR)**

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>XNR 310</td>
<td>3</td>
<td>C/90 CH</td>
<td>Administration of Medications Sp, Sm</td>
</tr>
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</table>

This course is designed to strengthen skills in medication administration, knowledge of drug calculation. It is open to all enrolled nursing students. It is required of all students who do not pass the math pretest in Nursing. (meets six hours per week.)

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<tbody>
<tr>
<td>XNR 314</td>
<td>3</td>
<td>C/45 CH</td>
<td>Clinical Nursing Sp, Sm Prerequisite: NUR 102</td>
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</tbody>
</table>

This course is designed to meet the individual needs of the nursing student who has had foundations in nursing.

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<tbody>
<tr>
<td>XNR 320</td>
<td>3</td>
<td>C/45 CH</td>
<td>Compensation Anatomy &amp; Physiology Sp, Sm Prerequisites: BIO 240, BIO 250</td>
</tr>
</tbody>
</table>

This course emphasizes compensatory mechanisms of the body, integration of biological principles and concepts of physical health.

**FACILITY MAINTENANCE PROGRAM (FM)**

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<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>FM 101</td>
<td>3</td>
<td>C/45 CH</td>
<td>Basic Facility Maintenance F, Sp</td>
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</table>

This course covers the fundamentals of work orders, work descriptions, engineering and architectural print reading, the mechanical and electrical nature of the work, location and identification of the problem, tools and material requirements to schedule work.

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<tbody>
<tr>
<td>FM 102</td>
<td>3</td>
<td>C/45 CH</td>
<td>Plumbing &amp; Pipe Fitting F, Sp</td>
</tr>
</tbody>
</table>

This course covers mechanical blueprint reading, pipes and valves construction, valve operation, repair and maintenance, BOCA mechanical codes for plumbing and pipe fitting methods of pipe connection, uses of sewer augers, size and cutting of piping materials, reading pressure gauges to determine fluid pressure, copper pipe letter codes to determine pipe thickness, repair, maintenance and operation of back flow preventors. Also, basic function of plumbing sanitation, fitting, piping, vents, traps, portable, hot water supply drain, waste and sewer, etc. will be covered.

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<tbody>
<tr>
<td>FM 103</td>
<td>3</td>
<td>C/45 CH</td>
<td>Carpentry F, Sp</td>
</tr>
</tbody>
</table>

This course covers carpentry terms, usage of carpentry equipment, basic construction materials, fractional arithmetic, wood jointing and fastening methods, types and sizes of fasteners, types of hinges, backing and latching devices, door sizes review, maintenance and installation. Also door code identification, counter tips and their standard heights, repair, repair maintenance and installation of counters, construction, repair and maintenance will be covered.

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</thead>
<tbody>
<tr>
<td>FM 104</td>
<td>3</td>
<td>C/45 CH</td>
<td>General Maintenance F</td>
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</tbody>
</table>

This course covers preventive maintenance of mechanical equipment such as air compressors, pumps, hydraulic systems, troubleshooting of a wide variety of hospital/nursing home/ hotel/ office building equipment, gas and arc welding methods and procedures, alignment of flexible couplers for electric motors, packing glands, cut and installing glass panes.

**FIRE PROTECTION TECHNOLOGY (FPT)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>FPT 100</td>
<td>2</td>
<td>C/30 CH</td>
<td>Incipient Fire Brigade Prerequisite: None</td>
</tr>
</tbody>
</table>

This course is designed to provide a student with the basic knowledge necessary to become a member of an Incipient Fire Brigade. Members of a Fire Brigade fight small (incipient) size fights in normal work clothes. Topics include organization and responsibilities, fire behavior, fire hoses, nozzles and appliances, portable fire extinguishers, fire detection and signaling systems, fixed fire extinguishing systems, hazard recognition, incident management, and loss control.

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**CONTINUED ON NEXT PAGE**

C = Credits  CH = Contact Hours  HL = Hours Lecture  HLB = Hours Lab  F = Fall  Sp = Spring  Sm = Summer
COURSE DESCRIPTIONS

FIRE PROTECTION TECHNOLOGY (FPT) continued

the knowledge acquired in FPT 110. Topics include
vehicle extraction and hazardous materials operations. Students who complete all
the requirements will be eligible to take the State of Michigan Fire Fighter Training Council (MFFTC) Fire Fighter II written and practical examinations leading to
certification as a Fire Fighter II. This course must be taken in conjunction with FPT 125.

FPT 125 3 C/45 CH
Fire Fighter II Lab
Prerequisite: MFFTC Fire Fighter I Certification
This course is designed to provide student with the additional knowledge necessary for entry level positions in the fire department. This course builds on
the knowledge acquired in FPT 115. Skills include vehicle extraction and hazardous materials operations. Students who complete all the requirements will be eligible to take for the State of Michigan Fire Fighter Training Council (MFFTC) written and practical examinations leading to
certification as a Fire Fighter II. This course must be taken in conjunction with FPT 120.

FPT 150 3 C /45 CH
Principle of Emergency Services
Prerequisite: None
This course provides an overview to fire protection: career opportunities in fire protection and related fields: philosophy and history of fire
protection/service: fire loss analysis: organization and function of public and private fire detection services:
fire departments as part of local government: laws and regulations affecting the fire service: fire service nomenclature: specific fire protection functions: basic
fire chemistry and physics: introduction to fire protection systems: introduction to fire strategy and tactics.

FPT 155 3 C /45 CH
Fire Prevention
Prerequisite: None
This course provides fundamental information regarding the history and philosophy of fire
prevention, organization and operation of a fire prevention bureau: use of fire codes, identification and correction of fire hazards, and the relationships of fire
prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FPT 160 3 C /45 CH
Fire Behavior and Combustion
Prerequisite: None
This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled.

FPT 165 3 C /45 CH
Fire Protection Systems
Prerequisite: FPT 155, FPT 160, MAT 113
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard
fire suppression systems, water supply for fire protection, and portable fire extinguishers.

FPT 170 3 C /45 CH
Strategy and Tactics
Prerequisite: FPT 150
This course provides in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the
fire ground.

FPT 175 4 C /60 CH
Hazardous Materials Chemistry
Prerequisite: None
This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters.

FPT 180 3 C /45 CH
Occupational Safety and Health for the Fire Service
Prerequisite: None
This course introduces the basic concepts of occupational health and safety as it relates to emergency services organizations. Topics include risk
evaluations and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials,
and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization.

FPT 185 3 C /45 CH
Fire Protection Hydraulics and Water Supply
Prerequisite: Mat 113
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

FPT 205 4 C /60 CH
Introduction to Fire and Emergency Services Administration
Prerequisite: FPT 150
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service.

FPT 210 6 C/90 CH
Fire Service Management I
Prerequisites: MFFTC Fire Fighter II Certification and
three years experience on an organized fire department.
This program is designed to prepare fire fighters for advancement in the fire service. It is based on the Michigan Fire Fighters Training Council (MFFTC)
Leadership and Health and Safety curriculum. Topics include problem solving, ways to identify and assess the needs of the Company Officer’s subordinates,
methods for running meetings effectively, decision-making skills for the Company Officer, ethics, use and abuse of power at the Company Officer level,
Continued on next page.
FIRE PROTECTION TECHNOLOGY (FPT) continued

delegation to subordinates, assess personal leadership styles through situational leadership, discipline subordinates, and applies coaching/motivational techniques for the Company Officer.

FPT 235  3 C / 45 CH  Legal Aspects of the Fire Service  Prerequisite: None  
This course introduces the Federal, State, and Local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases.

FPT 240  3 C / 45 CH  Fire Service Management IV  Prerequisite: FPT 230  
This course builds on the previous Fire Service Management courses, offering an in-depth look at various topics. Topics considered budget management, marketing for the fire service, public relations, labor relations, and risk management. This course is designed for upwardly mobile individuals who seek to move into the upper ranks within the fire service.

FPT 245  3 C / 45 CH  Fire Investigation I  Prerequisites: FPT 150, FPT 160, FPT 165  
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

FPT 246  4 C / 60 CH  Aviation  Prerequisite: FPT 245  
This course is intended to provide the student with advance technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and testifying.

FPT 250  3 C / 45 CH  Fire Service Management V  Prerequisite: FPT 240  
This course continues the process of developing upwardly mobile individuals within the fire service. Topics in this course offer in-depth work in the following areas: labor issues, labor law, diversity, dealing with NFPA standards, complying with OSHA regulations, and dealing with regulatory agencies. The course is designed to prepare those individuals to be fire chief.

FPT 255  3 C / 45 CH  Fire Inspection Principles and Practice  
The course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built in fire protection systems, fire investigation, and fire and life safety education. It is designed to enhance the student’s knowledge of fire prevention and its purpose within fire service organizations.

FPT 260  3 C / 45 CH  Industrial and Commercial Fire Protection  Prerequisite: FPT 255  
This course considers the intricacies and differences between residential and commercial/industrial fire fighting. Students will discuss the strategies and tactics for a successful operation at larger structures, and the unique challenges for these types of operations. Topics include offensive and defensive operations, accountability, emergency escape techniques, and aerial operations.

FPT 265  4 C / 60 CH  Search and Rescue Operations I  Prerequisite: FPT 120  
This course will prepare the student to plan and respond to various technical rescue incidents. This includes development of an action plan, Scene safety considerations, trench collapse and rescue, confined space rescue, and building collapse. The student will take into account patient considerations including extrication of victims and patient packaging. Shoring of collapsed structures is discussed in length.

FPT 270  3 C / 45 CH  Search and Rescue Operations II  Prerequisite: FPT 265  
Course is meant to build on FPT 265 Search and Rescue Operations I. Topics include: types of Rescue Companies, qualifications for rescuers, specialized equipment, low angle rescue, high angle rescue, water rescue, and elevator rescue. This is not a hands on class, but is meant to give the student an in-depth perspective of theory and knowledge in the subject area.

FPT 275  3 C / 45 CH  Hazardous Materials in Fire Service Operations  Prerequisite: FPT 120  
This theory-based class enhances knowledge in hazardous materials for the hazardous materials responder. The student will look in-depth at topics such as the physical and chemical properties of hazardous materials, USDOT regulation for hazardous materials, emergency response to hazmat incidents, potential hazards at these incidents, and hazmat prevention techniques.

FPT 280  3 C / 45 CH  Current Concepts in Fire Service  Prerequisite: FPT 120  
The student will review current issues affecting the fire and emergency service as well as their own organizations. Each week the student will research and report on current and pertinent topics within the fire service and their affect on their organization. The student will use many resources in doing research including fire department policy and procedure, Federal and State legislation and regulation, books, magazines, and the Internet.

FPT 285  3 C / 45 CH  Fire Officer Internship  Prerequisite: FPT 220  
This course has two tracks that can be followed. The first allows the student to work within their own department. Students will submit and carryout a project for use within the department. The project must be of value to the department. A written report on the final outcome of the project must be submitted, or, an internship with a fire department of the student’s choice or a department of choice by the college. This track will be to enhance the student’s abilities and skills as an officer. The student would work with various individuals in the host department, and keep a log of their activities.

FOODSERVICE SYSTEMS MANAGEMENT (FSM)

FSM 101  1 C/15 CH  Foodservice Systems Management Orientation  F, Sp  
Career opportunities are explored and students are encouraged to define career goals. Other topics include developing a portfolio, reviewing research in professional journals, self-assessment, time management, problem solving skills and study skills are also emphasized.

FSM 105  3 C / 45 CH  Principles of Foodservice Systems  F, Sp  
This course begins with the history of foodservice. An overview of the different segments of the market is presented including current trends in the foodservice industry. The central theme is a systems approach to understanding foodservice with emphasis on the components of foodservice systems, styles of foodservice, human and physical resources, and the menu as a management tool. Equipment layout and design and computerized menu development are also introduced. Field trips and seminars emphasize observation of the various types of foodservice systems, equipment, layout and design. Students must attend five seminars in one of the option areas. This is a Manage First certificate course that meets the criteria of the Educational Foundation of the National Restaurant Association.

Option 1 Schools – seminar topics to include school foodservice history, current legislation, styles of foodservice systems, funding, support organizations, career opportunities, requirements for credentialing by the American School Foodservice Association.  
Continued on next page.
FOODSERVICE SYSTEMS MANAGEMENT (FSM) continued

Option 1 Schools - seminar topics to include the federal Child Nutrition Program guidelines, Offer vs. Serve foodservice, and innovative use of commodities. Option 2 Institutional - seminar topics to include modified diets, Healthy American guidelines, American Heart Association guidelines, and American Cancer Society guidelines. Option 3 Hospitality - seminar topics include menu styles, menu service, and other topics.

FSM 140 2 C/30 CH
Principles of Food Preparation E, Sp
Corequisite: FSM 140L
Food preparation topics include scientific principles of food preparation, with emphasis on the physical and chemical changes involved, cultural and economic aspects of food consumption, evaluation of product quality, basic concepts and techniques of volume food preparation, basic principles of food production, distribution, and service.

FSM 140L 1 C/60 CH
Principles of Food Preparation Laboratory E, Sp
Corequisite: FSM 140
Lab fee $25.00
Principles of Food Preparation Laboratory offers each student the opportunity to explore the chemical and biological properties of foods as a result of changes in temperature, cooking preparation, medium and time, as well as other factors. The observations and participation in experiments are coordinated with principles taught in FSM 140. An emphasis is placed on problem identification and problem solving from the perspective of the foodservice manager. Lab meets three hours weekly.

FSM 145 3 C/45 CH
Quantity Food Production E, Sp
This course requires observation and demonstration of identified skills. The emphasis is on the menu as a control measure and recipes as tools for food preparation and distribution. Students will learn the application of the principles of food preparation, identification of the criteria used for quality assurance, expected yield, and proper technique.

FSM 146 4 C/90 CH
Practicum I
Students are assigned to an appropriate (consistent with their career goals) area site for (15) practicum days. This course requires observation and demonstration of identified skills. The emphasis is on the menu as a control measure and recipes as tools for food preparation and distribution. Students will practice the application of the principles of food preparation, identification of the criteria used for quality assurance, expected yield, and proper technique. Volume food preparation includes egg cookery, vegetables, salads, starches, sauces, meats and basic baking. Students are required to utilize computer programs designed for food production activities. Four 1-hour seminars per semester scheduled at the Northwest Campus.

Option 1 Schools - Targeted position functions include purchasing activities. This is a Management course. Topics of discussion include: fundamentals of food and beverage cost control. Students are assigned to an appropriate (consistent with their career goals) area site for (15) practicum days. This course requires observation, practice and demonstration of identified skills. The emphasis is on development of supervisory skills in food procurement and cost control. Students will apply the principles taught in FSM 220, Purchasing for Foodservice Systems and FSM 230, Purchasing for Foodservice Systems.

This practicum will be arranged at a hotel, restaurant, or other for profit establishment.

FSM 220 3 C/45 CH
Food & Beverage Cost Control Sp
Prerequisite: FSM 145 or equivalent
This course reviews the development of cost control measures for each subsystem of the foodservice operation. Students examine foodservice situations requiring math skills. There is a focus on food and labor cost to include: sales, budget, costing recipes, pricing, equipment, utilities, overhead and profit. Students will use required industry foodservice forms for data collection. This course is a Management course.

FSM 230 3 C/45 CH
Purchasing for Foodservice Systems F
Prerequisite: FSM 145
Topics of discussion include: fundamentals of food and equipment purchasing, food storage, inventory, cost controls, development of specifications, budget analysis, data processing, receiving, storage, issuing and inventory control. The purchasing subsystem is viewed as one component of the foodservice system with the menu as the central focus. A strong emphasis is placed on quality, quantity and cost control. Field trips to vendors, food brokers, and facilities that engage in institutional feeding are mandatory. Students are required to utilize the computer programs designed for purchasing activities. This is a Management course.

FSM 235 4 C/90 CH
Foodservice Practicum II F
Prerequisite: FSM 220, FSM 230
Students are assigned to the same practicum site as in FSM 146 for (15) Practicum days. Course requires observation, practice and demonstration of identified skills. The emphasis is on development of supervisory skills in food procurement and cost control. Students will apply the principles taught in FSM 220, Purchasing for Foodservice Systems and FSM 230, Purchasing for Foodservice Systems.

Continued on next page.
FOODSERVICE SYSTEMS MANAGEMENT (FSM) continued

Food and Beverage Cost Control. Students will spend time becoming competent in the skills needed in each of the procurement subsystems. Students are required to utilize computer programs designed for food procurement activities. Four 1-hour seminars per semester scheduled at the Northwest Campus.

Option 1 Schools — Emphasis on formal bids, contracts, prime vendors, commodities, tracking and reimbursement forms required, inventory.

Option 2 Institutional — Emphasis on cost controls, purchasing groups, specifications for special dietary items, budgetary restrictions, and costing out in a non-profit setting.

Option 3 Hospitality — Emphasis on specifications, identification of resources, forecasting in a for-profit setting.

FSM 240 3 C/75 CH
Computer Applications in Foodservice Lab
In this course students will become familiar with the use of computers in the foodservice industry. This hands-on lab course develops skills in the use of computer software programs for menu planning, equipment layout and facility design, cashiering, ordering, inventory, personnel and payroll record keeping, policy and procedure manuals, HAACP, budgets, costing and other functions. Five hours lab time required weekly.

FSM 250 3 C/45 CH
Management of Foodservice Systems
This course focuses on the development of management skills, techniques and competency. Students are assigned to a facility in the Metro Detroit area. This practicum requires thirty (30) on site days. During this time students will observe and practice management techniques in scheduling, payroll, and employee management concepts. Course includes problem solving, continuous quality improvement, and practice management techniques in scheduling, payroll, and employee management concepts.

FSM 255 4 C/90 CH
Management of Foodservice Systems: Practicum
Prerequisite: FSM 145, FSM 235
Corequisite: FSM 250
Students are assigned to the same practicum site as in FSM 146 and FSM 235. The Practicum focus is on development of management skills, techniques and competency. Students are assigned to a facility in the Metro Detroit area. This practicum requires thirty (30) on site days. During this time students will observe and practice management techniques in scheduling, quality assurance, employee training, purchasing, menu planning, cost control, and other areas. Students will be expected to perform the observed functions in an acceptable professional manner.

FSM 255 4 C/90 CH
Management of Foodservice Systems: Practicum
Prerequisite: FSM 145, FSM 235
Corequisite: FSM 250
Students are assigned to the same practicum site as in FSM 146 and FSM 235. The Practicum focus is on development of management skills, techniques and competency. Students are assigned to a facility in the Metro Detroit area. This practicum requires thirty (30) on site days. During this time students will observe and practice management techniques in scheduling, quality assurance, employee training, purchasing, menu planning, cost control, and other areas. Students will be expected to perform the observed functions in an acceptable professional manner.

FORENSIC PHOTOGRAPHY (VDP)

VDP 110 3 C/45 CH
Introduction to Digital Photography
This is a first term course that focuses on teaching students how to operate 35mm digital cameras. Students will learn how to properly use camera equipment, coupled with an aesthetic understanding of the physical principles of light.

VDP 115 3 C/45 CH
Digital Photo Imaging I
This course introduces photography student majors to computer based digital image processing. Through the use of digital production equipment (cameras, scanners, printer, and photo imaging software) students learn how to process images in a digital (computer base) processing environment.

VDP 210 3 C/45 CH
Studio Photography
Prerequisites: VDP 110 & VDP 115
This course introduces the use of artificial lighting to create photographic illustrations in a controlled environment. Lighting techniques are demonstrated and applied in a series of photographic exercises with tabletop still life and portraiture. Both “hot lights” and electronic flash are used to achieve total control of composition, color, contrast and reflection. Emphasis is placed on the technical mastery of complex equipment, coupled with an aesthetic understanding of the physical principles of light.

VDP 235 3 C/45 CH
Photography
Prerequisites: VDP 110 & VDP 115
This course continues the study of photography. Again emphasis is placed on aspects of design, composition, perception and content students will gain a scientific understanding of how to make informed choices in black-and-white and color digital photography.

FORENSIC PHOTOGRAPHY (VDP)

VDP 110 3 C/45 CH
Introduction to Digital Photography
Prerequisite: VDP 110
This course is an introduction to the use of digital cameras and electronic flash in the creation of photographic illustrations in a controlled environment. This course includes classroom instruction and exercises in the use of artificial lighting.

VDP 210 3 C/45 CH
Studio Photography
Prerequisites: VDP 110 & VDP 115
This course is an expansion of essential principle of photomechanics and digital image processing. Emphasis will be on the major elements of the production of the capstone - portfolio project.

VDP 235 3 C/45 CH
Photography
Prerequisites: VDP 110 & VDP 115
This course is an advanced study of photography. Students will learn how to use digital cameras and equipment to create photographic illustrations in a controlled environment. This course includes classroom instruction and exercises in the use of artificial lighting.

FRENCH (FRE)

FRE 101 4 C/60 CH
Elementary French I
This course is designed for beginning students and aimed at developing the four skills of understanding, speaking, reading and writing French. Emphasis is on grammatical constructions, vocabulary, basic idioms and phonetics. Special emphasis will be on the development of conversational French.

FRE 102 4 C/60 CH
Elementary French II
Prerequisite: FRE 101
Continued emphasis will be on the four basic skills, fundamental grammatical construction and vocabulary. Expanded training in reading, writing and composition. Emphasis is on French conversation and idiomatic constructions.

FRE 201 4 C/60 CH
Intermediate French I
Prerequisite: FRE 102
This course is an expansion of essential principle of grammatical idiomatic usage through oral and written exercise, emphasis is on French conversation, and continued development on reading French.

FRE 202 4 C/60 CH
Intermediate French II
Prerequisite: FRE 201
The focus of this course is on reading French on an advanced level and a continued emphasis on idiomatic usage in both speaking and writing French.

C = Credits CH = Contact Hours HL = Hours Lecture HLB = Hours Lab F = Fall Sp = Spring Sm = Summer
GEOGRAPHY (GEO)

GEO 202 3 C/45 CH
World Regional Geography

This course is a study of the spatial relationships between human societies, cultures and natural resources in the various regions of the world. Through lectures, geographic films and field experiences, the course examines the cultural and physical landscape to illustrate how they relate to and interact with each other as part of a total region.

GEOLOGY (GEL)

GEL 202 4 C/60 CH
Earth Science for Elementary School Teachers
(Formerly ED 202)
Prerequisite: ED 111
Lab fee: $20.00

Lecture and laboratory course dealing with earth science concepts and strategies for teaching these concepts in elementary schools. Current State of Michigan earth science teaching objectives and associated learning activities will be emphasized. In addition, students will develop an earth science lesson and teach it to children in an elementary (K-8) school.

GEL 210 4 C/60 CH
Physical Geology Lecture

This is an introduction to the major issues in the field of geology with emphasis on the normal processes of mountain building, structural geology and metamorphic rocks.

GEO 210 4 C/60 CH
Physical Geology Lecture

Internal earth processes are emphasized, covering the processes of mountain building, structural geology and maps, plate tectonics, earthquakes, and the earth's interior and the sea floor. The final focus is on surface processes including streams and groundwater, glaciers, deserts, wind and shoreline processes. (meets processes including streams and groundwater, interior and the sea floor. The final focus is on surface and maps, plate tectonics, earthquakes, and the earth's processes of mountain building, structural geology and metamorphic rocks.

GERMAN LANGUAGE (GRM)

GRM 101 4 C/60 CH
Introduction to German

This course is designed to provide the learner with a solid background in the four language skills: speaking, understanding, reading and writing. Learners will be introduced to grammar structures and vocabulary. They will develop reading and listening skills and be introduced to diverse aspects of German life and culture.

GERONTOLOGY (GER)

GER 110 3 C/45 CH
Introduction to The Study of Aging

This is an introduction to the major issues in the field of gerontology with emphasis on the normal process of aging. Topics include physiology, psychology, economics, political issues, demography, sociology, education and community programs.

GER 115 3 C/45 CH
Programs/Services to the Aged

This course provides a comprehensive view of the national, state and local structures, both public and private which provide services for the aging population. Included is an examination of the major legislative programs, agencies and regulations affecting the elderly.

GER 120 3 C/45 CH
Health and Physical Processes of Aging

Physiological changes which are normal to the aging process and to the health and well-being of the elderly are studied by examining issues unique to aging, including sensory abilities, exercise, nutrition and drug use and misuse. Present patterns of health, illness and disease behavior, as well as rates of utilization of health and medical facilities and services will be investigated. Longevity and the quality of life are considered with an emphasis on preventive care, health maintenance and alternatives to institutionalization.

GER 125 3 C/45 CH
Mental Health and the Aging

This course focuses on the mentally healthy older adult from a social-psychological perspective. It investigates the changing nature of social roles, emotional and social consequences of multiple losses, redefinition of needs in relationship to family and friends as well as the topic of retirement and the use of time.

GER 130 3 C/45 CH
Counseling and Communication Skills with Older Adults

This course focuses on observation and participation in structured learning roles and activities in community agencies in the field of aging. Students are supervised by an approved field work instructor with regular consultation and review with the college instructor.

GER 155 2 C/30 CH
Seminar for Gerontology

This course integrates classroom material with on-the-job learning experience in community settings coupled with concurrent classes and individual assignments. Emphasis is on upon skills development.

GERONTOLOGY FIELD PLACEMENT 1

Prerequisite: Satisfactory completion of required GER courses

GER 156 4 C/60 CH
Gerontology Field Placement 1

This course focuses on observation and participation in structured learning roles and activities in community agencies in the field of aging. Students are supervised by an approved field work instructor with regular consultation and review with the college instructor.

GEOTHERMAL SYSTEMS TECHNOLOGY (GTT)

GTT 101 3 C/45 CH
Principles of Thermogeology

This course will cover the basic principles of the Earth's heat sources and their use as alternative, renewable, and baseload energy. Attention will be given to the Earth's formation, its core as a heat source, and its crust for solar energy storage. Ground sources, heat and its use as a renewable energy heating and cooling source will be emphasized. Field experience to geothermal sites will be conducted.

GTT 105 4 C/60 CH
Applications of Geothermal Systems

This course will explore the variety of geothermal systems installed around the world. The student will focus on emerging energy issues and challenges the nation and the geothermal REHC industry face in

Continued on next page.
**GEOTHERMAL SYSTEMS TECHNOLOGY (GTT) continued**

regard to economics, energy conservation, and energy use challenges to local economies. The course will emphasize how geothermal systems integrated with other renewable energy sources can play a significant role in successfully addressing these challenges. Students will learn how to systematically reduce the use of fossil fuels in local economies and municipalities while concurrently establishing sustainable local communities and buildings. Students will experience building sites or drilling sites geothermal/ground source heat.

**GTT 201 3 C/45 CH**
**Geothermal REHC Technology**
Prerequisite: GTT 101, GTT 105
This course is designed to provide the students with the knowledge of Geothermal HVAC/R technology. Ground Source Heat Pump trainer and conventional Gas Forced Air equipment will be used to articulate how the stability of the Earth’s heat can heat and cool homes and commercial buildings. Sustainable systems for individuals, communities, and municipalities are surveyed as well as their environmental impact and cost-benefit analysis. Calculating Geothermal Renewable Energy Heating and Cooling (REHC) system efficiency ratings and calculating payback periods will be surveyed. Current incentives, tax credits, rebates, and local and national legislation will be researched.

**GTT 220 4 C/60 CH**
**GHEX Accreditation Exam Preparation**
Prerequisite: GTT 201
This course provides the student with practical field experience and hands-on techniques for the fusion of the two primary ground heat exchangers used in the day-to-day installation of a ground-source heat exchanger (GHEX) using today’s industry standards. This course culminates the completion of the Geothermal REHC Technology Certification by taking the student through the process of preparing for the International Ground Source Heat Pump Association’s Accredited Installer examination.

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**HEALTH (HEA)**

**HEA 220 1 C/18.75 CH**
**Computer Applications in Health**
Prerequisite: BIO 250, BIO 295, ENG 120, NUR 101
The focus of this course is to introduce health occupation students to basic computer applications. Content includes basic utilization of computers and its relation to health care and various hospital departments.

**HEALTH SCIENCE (HSC)**

**HSC 100 1 C/30 CH**
**Medical Measurements and Mathematics**
This course provides students with the necessary medical mathematics for calculating various drug administration.

**HEATING, VENTILATION AND AIR CONDITIONING (HVA)**

**HVA 101 4 C/75 CH**
**Basic Refrigeration I**
Lab fee
Prerequisite: HVA 102
This course covers theories, application and principles of refrigeration and air cooling, basic cycles, systems, components, refrigeration accessories. The course also includes refrigeration code regulations, safe designs, construction, installation, alteration, inspection, testing and licensing of refrigeration systems.

**HVA 102 2 C/45 CH**
**Hermetic Systems**
Lab fee
Prerequisite: HVA 101
This course covers application, installation and servicing hermetic systems, including domestic refrigerators, freezers, room coolers, water coolers and humidifiers.

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**HVA 103 2 C/45 CH**
**Commercial Refrigeration**
Lab fee
Prerequisite: HVA 101, HVA 102
This course covers application, installation and servicing of commercial-industrial refrigeration, including operating and testing of low, medium and high temperature systems.

**HVA 104 4 C/75 CH**
**Power Energy - Air Conditioning I**
Lab fee
Prerequisite: HVA 103, HVA 102
Corequisite: HVA 105
This course covers load calculation, basic psychrometrics, system design, air handling, selection of equipment and controls, installation and servicing of residential and commercial systems.

**HVA 105 4 C/75 CH**
**Power Energy - Air Conditioning II**
Lab fee
Prerequisite: HVA 101, HVA 102
Corequisite: HVA 104
This course covers advanced design, application installation and servicing of commercial and field-assembled packaged air conditioning units, including testing, starting balancing and troubleshooting.

**HVA 106 4 C/60 CH**
**Basic Heating**
Lab fee
Prerequisite: HVA 107
This course provides fundamentals of heating including comfort standards, heat loss calculation, electric control wiring, servicing components and study of various types of systems. The course also includes local and national codes governing safe design, construction, installation, alteration, and service and testing.

**HVA 107 2 C/45 CH**
**Heating Controls**
Lab fee
Prerequisite: HVA 106
This course will cover heating controls, how they operate, how they are wired. Included in this course are schematic diagrams, pictorial diagrams and control operation.

**HVA 108 4 C/75 CH**
**Refrigeration Controls**
Lab fee
Prerequisite: HVA 101, HVA 102, HVA 103
This course will cover refrigeration controls, how they operate, how they are wired and their uses. Included in this course are schematics diagrams, pictorial diagrams and control operation.

**HVA 109 4 C/75 CH**
**Ventilation & Duct Fabrication**
Lab fee
Prerequisite: HVA 106, HVA 107
This course covers advanced system design and layout, including sizing and installation of air handling systems on selected blue prints.

**HVA 110 4 C/75 CH**
**Forc e Air & Hydronic Heating**
Lab fee
Prerequisite: HVA 106, HVA 107
This course covers application, installation and service of steam and hydronic heating systems, including equipment selection, layout, construction, testing, adjusting and troubleshooting. Piping systems are also studied.

**HVA 111 3 C/60 CH**
**Applied Electricity in Air Conditioning and Heating**
Lab fee
Prerequisite: HVA 101, HVA 102, or HVA 106 and/or HVA 107
In this course the student will learn the fundamentals of electricity as applied to air conditioning, heating and refrigeration covering such topics as basic electrical theory, electrical systems, wiring, motors, controls, and troubleshooting.

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Continued on next page.
HEATING, VENTILATION AND AIR CONDITIONING (HVA)  
continued

This course is identifies the predialysis assessments for all types of vascular access, describe the methods of needle insertion for AVFs and grafts; accessing procedure, exit site care, and monitoring of vascular catheters. Also presents to students basic principles of surgical sterile technique, surgical instruments, medical devices, and step-by-step surgical techniques for AVFs and AV graft placement.

HMD 140 3 C/45 CH  
Hemodialysis Patient Care Management
This course describes at least four conditions that often occur due to kidney failure. Students will discuss the treatment options for kidney failure. They will identify members of the care team and discuss the communication skills dialysis team members use while working with the patients. Also describe the goal of rehabilitation and the Hemodialysis Patient care Specialist’s role in it. Hemodialysis patients’ nutrition, patients’ cope and education including patient self-management and the importance of hope will be discussed.

HMD 150 3 C/45 CH  
Hemodialysis Machine Set-up
This course will identify the purpose and characteristics of dialyzers; describe the purpose and chemical composition of dialysate; describe dialysate preparation and the three monitoring functions of the dialysate delivery subsystem and the extracorporeal blood circuit functions and monitoring systems. Students will discuss the purpose of water treatment for dialysis, the advantages and disadvantages of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in the treatment of water for dialysis. The method for microbiological testing of the water treatment system will be examined in the HMD Lab. The course also will identify the dialyzer reprocessing; history, reasons, and step-by-step procedures.

Continued on next page.

COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

HEMODIALYSIS (HMD)

HMD 160 3 C/45 CH
Hemodialysis Clinical Pharmacy
This course is an introduction to medications used in the Hemodialysis procedure. It emphasizes classification, administration, forms, methods, interaction, and desired effects of pre-, intra-, and post-hemodialysis medications. The Hemodialysis Patient Care Specialist’s legal responsibilities are included.

HMD 170 3 C/60 CH
Hemodialysis Clinical Practicum
This is supervised clinical course (under direct supervision of clinical preceptor in dialysis setting), and a continuation of HMD 150 - Hemodialysis Machine Setup & Maintenance - Laboratory course. Students perform in the role of the Hemodialysis Patient Care Specialists on various stages of Hemodialysis procedure. This clinical setting involves two days per week, 8.5 hrs per day. Training series and students evaluation are based on the eight core modules. Each module is a self-sufficient topic, containing objectives, suggested practice areas with relevant informational background, and evaluation material. In addition, there is a separate reference module, which includes a glossary of terms. Students are responsible for their own transportation.

HISTORY (HIS)

HIS 151 3 C/45 CH
World Civilization I  F, Sp, Sm
Pre-History – 1500 CE
This course is a Global History studying the development of civilizations from the end of the Pleistocene Epoch through the European Renaissance. The course focuses upon the political, economic, and cultural development and achievements of, and the connections and networking between, various civilizations and societies of the world.

HIS 152 3 C/45 CH
World Civilization II  F, Sp, Sm
1500 CE – Present
This course is a Global History surveying major civilizations of the world in the post-European Renaissance period featuring the development of politics, economics, science, and culture. Emphasis is placed on the increasing interdependence of all Earth’s societies.

HIS 220 3 C/45 CH
History of Michigan  F, Sp
This course covers the historical development of Michigan from the period of the French exploration to the present. The major political, social and economic developments of the state. Emphasis on southeastern Michigan, especially the metropolitan Detroit area.

HIS 230 3 C/45 CH
Patterns of American Life:  F, Sm
A Cultural History of 17th to 19th Century America
This course traces the growth of American society from colonial days through the nineteenth century. Visits to local museums such as Henry Ford Museum, Greenfield Village, Heritage House, Detroit Historical Museum and the Dossin Great Lakes Museum will be the focal points in an audio, visual and tactile experience. Students will learn blacksmithing, candle making and other crafts.

HIS 249 3 C/45 CH
U.S. History I 1607 – 1865  F, Sp, Sm
This course covers the political, social and economic development of the United States from colonization through the Civil War. Emphasis is placed on colonial America, the Revolutionary War, the Constitution, the slavery question and the Civil War.

HIS 250 3 C/45 CH
History of the United States II 1865 to Present  F, Sp, Sm
This course covers the rise of the United States as an industrial leader and world power. Emphasis on the transition from slavery to freedom, the growth of big business, the Great Depression, postwar America and America’s wars.

HIS 255 3 C/45 CH
History of American Labor  F, Sp, Sm
This course covers the growth of organized labor from early craft unions, through the struggles of the industrial revolution, to the present multi-organizational federations. Analysis of current problems, organizational forms and activities of organized labor.

HIS 261 3 C/45 CH
African-American History I  F, Sp, Sm
This course is an American history course that focuses on the role the African-American has played in American history up to 1865. A survey of the African background, the Colonial period and the African-American experience from the American Revolution to the Civil War. This course provides students with a general background on the development of the African nation and the significant role played by African-Americans prior to the Civil War.

HIS 262 3 C/45 CH
African-American History II  F, Sp, Sm
This course is an American history course from 1865 to the present. The course focuses upon the African-American during the Reconstruction period and the thoughts and actions of African-Americans during the Twentieth Century as expressed through various leaders and organizations. This course provides students with a general background on the development of the American nation and the significant role played by African Americans from the period of the Civil War to the present.

HOMELAND SECURITY (HLS)

HLS 100 3 C/45 CH
Intro to Homeland Security  F, Sp, Sm
This course is designed to introduce the audience to fundamental components and concepts of homeland security. Topics that will be discussed are: History and origins of terrorism, critical infrastructure-identity and protect, national security strategies and organizations and an introduction to weapons of mass destruction.

HLS 101 3 C/45 CH
Introduction to Terrorism  F, Sp, Sm
Prerequisite: HLS 100
This course is designed to provide a history of terrorism both foreign and domestic. It will explore terrorism, both foreign and domestic. It will explore topics such as new adversaries, motivation, and tactics for global terrorism to include the exploration of domestic acts occurring in the U.S.

HLS 102 3 C/45 CH
Business & Industry Crisis Management
This course is designed for business and industry. Topics include: contingency planning, business area impact analysis, risk communication and management, crisis management, disaster recovery and organizational continuity.

HLS 103 3 C/45 CH
Emergency Management Principles
This course is designed for tourism, hospitality and travel management industries. Topics include: overview of disaster threats to tourists, industry managerial experiences, assessing tourist business vulnerabilities, industry disaster planning and customer and employee expectations.

HLS 104 3 C/45 CH
Terrorism & Emergency Management
This course is designed for emergency response personnel. Topics include: history of terrorism in the United States, domestic and international terrorism, law enforcement/national security aspects, applying emergency management framework, the structure of antiterrorism programs, preparing and responding to major events.

HLS 105 3 C/45 CH
Hazards Risk Management
This course is designed for emergency response personnel. Topics include: contribution to the reduction of growing toll of disasters in the United States by providing an understanding of a process that provides a framework that may be applied at all levels of communities and governments, to identify, analyze, Continued on next page.
HOMELEND SECURITY (HLS) continued

consider, implement and monitor a wide range of measures that contribute to their well being.

HLS 201 3 C/45 CH
Introduction to Intelligence
Prerequisite: HLS 100
This course is designed to introduce the student to the intelligence community of the U.S. government. The student will learn the importance of information sharing between the intelligence community and local law enforcement agencies. Topics will include: the history of intelligence, sources of intelligence, the various steps in gathering intelligence, and how intelligence applies to Homeland Security.

HLS 202 3 C/45 CH
Homeland Security Emergency Management
Prerequisite: HLS 100
This course is designed for emergency response personnel and will survey emergency and disaster management. Topics include: the history of domestic and international terrorism; natural and technological hazards and risk assessment; and the emergency management disciplines of mitigation, response, recovery, preparedness and planning.

HLS 203 3 C/45 CH
Counterterrorism for First Responders
Prerequisite: HLS 100
This course is designed for the first responders that are foreign or domestic. The must provide security to law enforcement agencies. Topics will include: the history of domestic and international terrorism; natural and technological hazards and risk assessment; and the emergency management disciplines of mitigation, response, recovery, preparedness and planning.

HOTEL MANAGEMENT (HTM)

HTM 105 3 C/45 CH
Introduction to Hotel & Restaurant Management
The focus of this course is on analysis and understanding of the interdependent nature of major departments within a hotel operation. Emphasis will be placed on food and beverage, front office and rooms division, sales, human resources and facility management.

HTM 106 3 C/45 CH
Hotel & Restaurant Management
This course is designed to provide students with an in-depth study of Hotel and Restaurant Management. Special attention will be paid to supervision, procurement, computer systems, and the international hotel and restaurant management market.

HTM 200 3 C/45 CH
Hotel and Restaurant Operations
The focus of this course is on analysis and understanding of food, beverage service and controls for hotel dining rooms, restaurants, banquets, and cafeterias. Emphasis will be placed on food and beverage management, menu planning, personnel, merchandising, operational reports, and equipment. The course will also cover operational regulations pertaining to safety, health, taxes, and licenses. The course will teach students how to successfully manage food and beverage operations found in lodging properties including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/show rooms.

HTM 210 3 C/45 CH
Customer Service Management
This course will introduce you to the rewarding careers available in the hotel front desk management. Hotel general managers are required to meet the challenges of day to day operations while practicing solid future planning. This course will present the technological advantages today’s hotel manager have at their disposal and the challenges of hiring, training, scheduling and empowering workers to achieve top quality results. This course is specifically designed to train students to enter front desk in an assistant or supervisory role. The hotel’s front desk is the control center for the property and workers at the supervisory level, and above must be well trained and motivated in order to achieve business objectives of a high yield, high occupancy rate, and above all top quality service.

HUMANITIES (HUM)

HUM 101 3 C/45 CH
Intro to the Visual Arts
This course covers the study of the fundamental principles and techniques of the theater. Students will learn the importance of music, dance, film and architecture affect our lives. This question is examined in relation to the individual and society with emphasis on HOW to look at a work of art. The course is designed for people who make up audiences and for the student who would like to be a more creative person and a better informed consumer.

HUM 102 3 C/45 CH
Intro to the Performing Arts
This course covers the importance of music, dance, poetry and drama in contemporary life. This question is examined in relation to the individual and society with emphasis on HOW to listen to the music and the words. The course is designed for people who make up audiences and for the student who would like to be a more creative person and a better informed consumer.

HUM 103 3 C/45 CH
The Art of Humanities
This course uses a thematic approach in examining philosophy, literature, drama, and music.

HUM 126 3 C/45 CH
Foundations of African-American Art
This course covers a survey of African American visual arts and artists from 1900 to the present. Particular emphasis will be given to the artists of the Harlem Renaissance. Major artists such as Tanner, Heyden, Lawrence, VanDerZee, Polk, Bearden, Catlett, White, and Hunt will be studied. The influence of traditional African art on contemporary African American Art will also be explored.

HUM 211 3 C/45 CH
Music Appreciation
This is an intensive study of music with emphasis on perception and style. Musical composition and performance styles are emphasized with examples of listening that range from early symphonies to contemporary jazz.

HUM 212 3 C/45 CH
Music History
This is a study of the historical development of music.

HUM 221 3 C/45 CH
Art Appreciation
Consumerism and aesthetics are stressed in this intensive study of visual arts. The course includes theories of color, design and current views on the
HUMANITIES (HUM) continued

educational value of children's art and recommendations for collecting art for home and office.

HUM 222
3 C/45 CH
Art History
S
A chronological survey, the course focuses on the subjects, stories and symbols of visual art. Diverse cultures and styles are studied with examples that include Biblical scenes, African legends and contemporary American trends.

HUM 231
3 C/45 CH
Introduction to Film
This course covers a general approach to film, offering a comprehensive view of motion pictures as a communications medium, an industry, and an art form. Includes historical highlights, aesthetic approaches and criticism and fundamentals of production. Students will view films.

HUM 232
3 C/45 CH
Film History
S
This course covers a historical approach to motion pictures from the early experimenters and pioneers. It includes the major trends in U.S. and world film production, the relation of film to society and film as communications medium and art form.

HUMAN SERVICES (HUS)

HUS 105
3 C/45 CH
Group Expression for Self Growth I
S
The focus of this course is student development of self-perception, self-understanding and self-growth through group interactions with other students in interpersonal competence acquisition groups. Students will examine their personal values, beliefs, motivations and goals.

All students pursuing certificates and degrees in Child Care Training, Corrections, Law Enforcement Administration, Mental Health Worker, Pre-Social Work, Registered Social Work Technician, and Substance Abuse Counseling are required to complete this course.

HUS 110
3 C/45 CH
Introduction to Human Services
S
This course covers an introduction to history, resources, services and professional disciplines in the human services field.

HUS 120
3 C/45 CH
Group & Social Process I
S
Prerequisite: HUS 105
In this course the student will learn systematically to analyze group effectiveness with focus upon group dynamics; group leadership; decision making in groups; group goals; and communication within groups.

HUS 135
3 C/45 CH
Professionalism in Human Services
S
Prerequisite: HUS 105
This course covers professional ethics, values, behaviors and communication skills are addressed. This course prepares the student for a field-site situation through community placement, and fulfillment of the student’s field-site role in a professional and responsible manner. Instructor and students locate and finalize individual student community placement arrangements.

By the end of the semester, students know the field site where they will work. CCT students will be assisted in identifying their CCT 103, CCT 104, CCT 105 and CCT 106 practicum sites. CCT students’ placement will not be finalized.

HUS 206
3 C/45 CH
Recreational and Creative Activities
S
This course covers music, games, crafts and field trips as practical methods for teaching children, youth and adults to express themselves and communicate ideas effectively. The importance of creative expression in the healthy growth and development of the consumer of the service is emphasized. Class substitution only with permission for RL 110.

HUS 220
3 C/45 CH
Group and Social Process II
S
Prerequisite: HUS 120 or Dept approval
This course is a continuation of HUS 120. This course covers conflicts of interest, the use of power, cohesion and norms, problem solving, discussion and growth groups.

HUS 235
3 C/45 CH
Life Styles of Aging
S
Prerequisites: PSY 101, HUS 105 and HUS 110
This course focuses on the satisfactions and disappointments of growing old in contemporary America, including problems of aging, coping mechanisms of the older person and society’s efforts to assist older adults.

HUS 246
3 C/45 CH
Independent Study: Human Services
Prerequisites: One PSY course, one ENG course, one MEH, CCT, GER, LEA, COR or SAC techniques course
In this course students explore questions of special interest through research under the direction of a faculty advisor. Basic research methodology is introduced; written reports are required. It’s a substitute for an unavailable required course in the last semester when graduation requirements are not met.

INDUSTRIAL COMPUTER GRAPHICS TECHNOLOGY (CAD)

CAD 101
4 C/60 CH
Fundamentals of Computer Aid Drafting
S
This is an introductory computer aided drawing and design course. As an elementary course, it will provide students with an overview of drawings produced with the use of the computer. Students will explore software capability by generating various configurations and develop operational skills to include among others: input of graphic commands, editing, filing, imaging, rotating and copying, plotting and printing for drawings. AutoCAD software will be used in this class.

CAD 102
4 C/60 CH
Advanced Computer Aided Drafting
S
Prerequisite: CAD 101
An advanced computer aided drafting course that focuses on developing the competencies necessary to produce exacting and precise detail 3-D engineering drawings. The course included three-dimensional data base manipulation and is enhanced with menu creation and advanced editing. AutoCAD software will be used in this class.

CAD 200
4 C/60 CH
UG Free Form Modeling
S
Prerequisites: CAD 102, CAD 222
Definition of complex surfaces and their intersections. Includes cylinder, convolutes and double curved surfaces of all types.

Continued on next page.
COURSE DESCRIPTIONS

INDUSTRIAL COMPUTER GRAPHICS TECHNOLOGY (CAD) continued

CAD 203 4 C/60 CH
CAD Applications
Lab fee
Prerequisite: CAD 222
This course introduces the student to the use of reference features and expressions to create and constrain sketch geometry in NX.

CAD 226 4 C/60 CH
Advanced Unigraphics Solid Modeling
Sp
Lab fee
Prerequisite: CAD 222
An advanced Unigraphics solid modeling course that provides students with the ability to model complex free-form surface parts applied to the automotive industry for component engine and sheet metal design.

JAPANESE (JPN)

JPN 101 4 C/60 CH
Elementary Japanese I
E, Sp, Sm
This course is an introduction to Japanese language and development of Japanese culture and its characteristics. This course is recommended for educators and others who require or desire an intensive overview of the language.

JPN 102 4 C/60 CH
Elementary Japanese II
Prerequisite: JPN 101
This course is a continuation of JPN 101 and is designed to provide basic knowledge of Japanese language for practical communication. It is designed to develop skills in reading, writing, speaking and listening. It also provides information about everyday life and culture in Japan. Students learn more advanced sentence structures and expressions.

LABOR STUDIES (LS)

LS 204 4 C/60 CH
Occupational Safety and Health
E, Sm
This course is a survey of the health and legal considerations affecting the work environment and includes historical backgrounds, safety standards, health standards, resources in hazard recognition, inspection procedures, complaint procedures, and relevant legislation, law and judicial decisions. Also reviewed are OSHA and MIOSHA regulations, compliance and enforcement, joint labor-management efforts and health and safety committees.

LANGUAGE ARTS (LA)

LA 100 6 C/90 CH
Language Arts
This is a reading course offered to students who score between 0 to 4 grade level equivalency on a standardized reading assessment. Intensive reading skill development through an individualized, mastery learning delivery system which permits students to begin at their personal level and progress at their own pace.

LAW ENFORCEMENT ADMINISTRATION (LEA)

LEA 201 3 C/45 CH
Intro to Law Enforcement
E, Sp, Sm
Prerequisite: CJ 100
This course is an introduction to law enforcement and its modern societal role in examining the constitutional restrictions, organizational structure and terminology.

LEA 210 3 C/45 CH
Highway and Traffic Control
E, Sp, Sm
Prerequisites: CJ 100 and LEA 201
This course covers the basic law enforcement practices and responsibilities for safe and efficient movement of vehicle and pedestrians; relations with planning, engineering and judicial agencies.

LEA 225 2 C/30 CH
Law Enforcement Admin: Seminar I
E, Sp
Prerequisite: CJ 100 AND LEA 201
Co-requisite: LEA 226
This course is an overview of law enforcement administration and its relationship to theory and practical application. Classroom materials and personal life experiences concerning all areas of administration in law enforcement are discussed.

Continued on next page.

C = Credits  CH = Contact Hours  HL = Hours Lecture  HLB = Hours Lab
F = Fall  Sp = Spring  Sm = Summer

C = Credits  CH = Contact Hours  HL = Hours Lecture  HLB = Hours Lab
F = Fall  Sp = Spring  Sm = Summer
COURSE DESCRIPTIONS

LAW ENFORCEMENT ADMINISTRATION (LEA) continued

LEA 250 3 C/45 CH
Social Problems in Law Enforcement F, Sp
Prerequisites: CJ 100, LEA 201
This course covers the role of today’s police officer in a multicultural society. It includes examination of the problems and causes of tension in social interactions and techniques in alleviating them.

LEA 253 3 C/45 CH
Law Enforcement Administration: Sem. II
Prerequisites: LEA 225, LEA 226
This is a topical seminar on current law enforcement issues for second year students.

LIBRARY TECHNOLOGY (LBT)

LBT 100 3 C/45 CH
Introduction to Libraries and Service
This course is designed to give the students a broad overview of the various types of library services offered to its users. A historical survey of libraries, from its beginnings in pre-history to the dynamic institutions they are today. Students are introduced to the functional and organizational structure, philosophy, and terminology that are emphasized. Students will understand the roles that library technicians play as members of library staff. Issues in the library field which include ethics, censorship, etc will be explored.

LBT 105 3 C/45 CH
Library Technical Services and Acquisitions
Introduces basic tenets of descriptive and subject cataloging. Library of congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of materials in MARC format, using cataloging tools online. Discuss the various aspects of technical service operations in the context of overall library services.

LBT 200 3 C/45 CH
Evaluating Information Sources F
This course is designed to introduce students to the world of reference and information service. Core abilities will include the evaluation of print and electronic information sources, basic research methodology, search strategies, and standard bibliographic formats for determining the authority, currency and overall quality of resources.

LBT 210 3 C/45 CH
Library Technology F, Sp
This course is designed to give the students practical skills in basic library technologies. An overview of integrated library management systems and its impact on circulation, patron registration, and cataloging procedures. Covers statistics, inventory and shelving operations, circulation, serials, online public access catalogs, interlibrary loan services, theft detection systems, and bibliographic checking through OCLC. Student will explore advances in recent years: RSS, open source, blogs, networking and pod casting. Core abilities will include defining technology needs for institutions and balancing that with maintenance, training and obsolescence costs. Course will include tours and guest speakers.

LBT 215 3 C/45 CH
Introduction to Media Management and Service
This course is designed to give the students core skills for the complex management of media in libraries. Time will be taken to explore all of media in the past, present and future. Core abilities will include asserting preferred formats based on usability and longevity as well as budget. An understanding of preservation, storage, cataloging and presentation of media will be developed. Overview of the future trends of media management will also be covered. Course will include tours and guest speakers.

LBT 220
Library Internship
Prerequisites: ENG 110, BUS 225 and LBT 100
This course is designed to apply theory learned in the classroom and provide job experience. It will also allow the students to see first-hand the library’s role in community and their role in the profession. Several seminar discussions will be included to analyze their position with the assistance of their instructor. The student will evaluate this experience and have the opportunity to offer their insight.

LOGISTICS MANAGEMENT (LOG)

LOG 101 3 C/45 CH
Introduction to Logistics F, Sp
Prerequisite: Program Admission
This course provides general knowledge of current management practices in logistics management. A study of the basic concepts in product distribution including distribution planning and terminology, transportation methods, traffic management, location strategies, inventory control and warehousing.

LOG 102 3 C/45 CH
Purchasing F, Sp
Prerequisite: LOG 101
This course provides a general knowledge of purchasing for today’s supply chains. The student will be introduced to cross-functional teaming, purchasing and supply performance, supplier integration into new product development, supplier development, strategic cost management and total ownership cost (TOC) and many other topics.

LOG 103 3 C/45 CH
Introduction to Supply Chain Management
Prerequisite: LOG 101
This course is designed to provide a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery of goods and services to customers. This course will focus on what employees and managers must do to ensure an effective supply chain exists in their organizations. Topics include: introduction to SCM, E-Commerce, materials management, information technology, measuring SCT performance, purchasing and distribution and research and case studies.

LOG 104 3 C/45 CH
Materials Management F, Sp, Sm
Prerequisite: LOG 101
This course will introduce students to materials management by learning the planning production process, master scheduling, material requirement and forecasting material demands and inventory levels. This course is designed to build on the student’s knowledge of supply chains and how effective material management improves supply chain performance.

LOG 105 3 C/45 CH
Inventory and Warehouse Management
Prerequisite: LOG 101
This course emphasizes the relationships of inventory and warehouse management to customer service and profitability of the wholesale distributor. The course will focus on the role of computerized systems and resulting information for effective management of inventory and the warehouse under various conditions.

LOG 110 3 C/45 CH
Transportation and Distribution
Prerequisite: LOG 101
Transportation and Distribution course examines the structure and importance of the commercial transportation industry in the logistics sector of

Continued on next page.
LOGISTICS MANAGEMENT (LOG) continued

business. The course includes discussions of regulations, economics, characteristics, and development in major transportation modes.

LOG 200 3 C/45 CH
International Logistics
Prerequisite: LOG 101, LOG 103
The International Logistics course is a study of global logistics with an emphasis on looking at the whole world as one potential market. The course will include an analysis of the global supply chain and current issues such as import/export regulations.

MACHINE TOOL TECHNOLOGY (MHT)

MHT 260 4 C/60 CH
Machine Shop I
Lab fee
Prerequisite: MAN 110
This is the further study of machine shop procedures and practices to increase machining skills.

MHT 270 4 C/60 CH
Machine Shop II
Lab fee
Prerequisite: MHT 260
This is the further study of machine shop procedures and practices to increase machining skills.

MANUFACTURING TECHNOLOGY (MAN)

MAN 100 3 C/45 CH
Shop Equipment and Tools
Lab fee
Prerequisite: MAN 100
This is a study of unconventional metal removal methods by using the high energy sources such as water, electricity, chemicals, heat, or light. An overview of the traditional processes that helped to create nontraditional machining will be studied.

MAN 110 3 C/45 CH
Manufacturing Processes I
Lab fee
Prerequisite: MAN 100
A theoretical and practical introduction to conventional precision machine tools, including drill presses, engine and turret lathes, shape milling and grinding machines. Emphasis will be given on turning, threading, drilling, honing, shaping, and broaching.

MAN 120 3 C/45 CH
Survey of Material Science
Lab fee
Prerequisite: MAN 100
A study of the atomic structure, bonding, crystalization, and physical and mechanical properties of metals. The classification and selection of materials as well as heat-treating and hardness testing will be examined.

MAN 200 3 C/45 CH
Quality and Inspection
Lab fee
Prerequisite: MAN 110
This course is designed to give students a background in precision techniques of part measurement, testing procedures, and SPC principles. Emphasis is placed on the CNN machine measurement and related software.

MAN 210 3 C/45 CH
Nontraditional Manufacturing
Lab fee
Prerequisite: MAN 110
This is a study of unconventional metal removal methods by using the high energy sources such as water, electricity, chemicals, heat, or light. An overview of the traditional processes that helped to create nontraditional machining will be studied.

MARKETING (MKT)

MKT 200 3 C/45 CH
Principles of Marketing
Lab fee
Prerequisite: BUS 150
A basic course with direct application to marketing functions and policies. Course includes consumer and industrial marketing concepts, service marketing, standardization and grading, pricing and government regulations.

MKT 210 3 C/45 CH
Marketing Strategy
Lab fee
Prerequisite: MKT 200
This course covers solving problems relating to bank and sales records, percentages in business, financial charges and statements, payroll and taxes, insurance, bonds, stocks and annuities.

MATHEMATICS (MAT)

MAT 100 3 C/45 CH
Basic Mathematics
Lab fee
Prerequisite: MAT 110
This course covers solving problems with arithmetic, building skills in using whole numbers, fractions, decimals, and introduction to variables in building mathematical and problem solving skills. Strong emphasis will be placed on operations with signed numbers.

MAT 105 3 C/45 CH
Pre-Algebra
Lab fee
Prerequisite: MAT 100
This course is designed to give students a background in precision techniques of part measurement, testing procedures, and SPC principles. Emphasis is placed on the CNN machine measurement and related software.

MAT 110 3 C/45 CH
Business Mathematics
Lab fee
Prerequisite: MAT 100 or MAT 105
This course covers solving problems relating to bank and sales records, percentages in business, financial charges and statements, payroll and taxes, insurance, bonds, stocks and annuities.

MAT 112 3 C/45 CH
Elementary Algebra
Lab fee
Prerequisite: MAT 100 or MAT 105
This course covers topics which include solving first and second degree equations, operations on polynomials, operations on rational expressions, word problems, graphing and solving linear equations and systems of linear equations and inequalities.

MAT 113 3 C/45 CH
Intermediate Algebra
Lab fee
Prerequisite: MAT 112
The emphasis of this course is on extending introductory concepts. New concepts presented are absolute value equations and inequalities, rational expressions, complex numbers, quadratic equations and inequalities, the slope of a line, conic sections, functions and logarithms.

MAT 115 4 C/60 CH
Pre-College Mathematics
Lab fee
Prerequisite: MAT 110
This course covers solving problems with arithmetic, building skills in using whole numbers, fractions, decimals, and introduction to variables in building mathematical and problem solving skills. Strong emphasis will be placed on operations with signed numbers as well as solving first and second degree equations, operations on polynomials, operations on rational expressions, word problems, graphing, solving linear equations and systems of linear equations, and inequalities. Introductory concepts will be extended to include absolute value equations, rational exponents, complex numbers, quadratic equations, slope of a line, conic sections, functions and logarithms. Students will use customized software that includes videos, homework assignments, quizzes and tests available via internet to extend time on task.

Continued on next page.
MATHEMATICS (MAT) continued

With the guidance of instructors and time tasks in a math lab, students accelerate through math competencies on a progressive and individual basis.

MAT 121
Technical Mathematics I
3 C/45 CH
F, Sp, Sm
Prerequisite: MAT 100 or MAT 105
This course covers application of arithmetic and basic algebra in technical problems, applying rules in arithmetic (whole numbers, fractions, decimals, percentage) to solve technical problems.

MAT 122
Technical Mathematics II
3 C/45 CH
F, Sp, Sm
Prerequisite: MAT 121 or placement test
This course is a continuation of MAT 121, using algebra to solve technical problems through the applications of equations, exponents and graphing methods in industrial work.

MAT 128
Math for Elementary Teachers I
3 C/45 CH
Prerequisite: MAT 112
The course provides the future elementary school teacher with a perspective for understanding mathematics taught in the elementary school. Topics include the study of problem solving techniques, fundamental concepts and structure of number systems, sets, numeration systems, integers, number theory and rational numbers.

MAT 129
Math for Elementary Teacher II
3 C/45 CH
Prerequisite: MAT 128
This course is a continuation of MAT 128 which provides the future elementary teacher with background for understanding mathematics taught in the elementary school. Topics include probability, statistics, geometry, motion geometry, coordinate geometry and concept of measurement.

MAT 131
Descriptive Statistics
3 C/45 CH
Prerequisite: MAT 113 or placement test
This course is a basic course for students in business administration, education, psychology, and/or economics. It is a preparation for inferential statistics, providing a definition of statistics, measurements, working out distributions, frequency polygons, measuring central tendency and variability and finding correlation and regression.

MAT 155
College Algebra
4 C/60 CH
F, Sp, Sm
Prerequisite: MAT 113, or by placement
This course includes the solution of linear, quadratic and fractional equations and inequalities, lines, parabolas and circles are studied. The concept of function is presented and polynomial, rational, inverse, exponential and logarithmic functions are studied and graphed. The use of graphing technology or a computer algebra system is required.

MAT 156
Trigonometry
4 C/60 CH
F, Sp, Sm
Prerequisite: MAT 155 or by placement
In this course the translation of functions is reviewed. New topics include the study and graphing of trigonometric functions, inverse trigonometric functions, right triangle trigonometry, trigonometric identities and equations, the Laws of Sines and Cosines with applications, and Polar Coordinates are introduced.

MAT 171
Analytic Geometry & Calculus I
4 C/60 CH
F, Sp, Sm
Prerequisite: MAT 156 or by placement
In this course the functions and their graphs are reviewed. The concepts presented include limits, derivatives, differentiation of algebraic and trigonometric functions, applications of the derivative, definite and indefinite integrals.

MAT 172
Analytic Geometry & Calculus II
4 C/60 CH
F, Sp, Sm
Prerequisite: MAT 171
This course covers the study of integration techniques, applications and integrals, limits and indeterminate forms, infinite sequence and series, improper integrals and an introduction to parametric and polar coordinates. The use of graphing technology or a computer algebra system is required.

MAT 271
Analytic Geometry & Calculus III
4 C/60 CH
F, Sp
Prerequisite: MAT 172
In this course the concepts presented include plane curves, polar coordinates, vectors, surfaces, vector-valued functions, partial differentiation and multiple integration with applications. The study of vector calculus includes line and surface integrals with applications.

MAT 272
Linear Algebra
4 C/60 CH
F
Prerequisite: MAT 271
This course covers core materials, vectors, spaces, linear transformations and matrices, systems of linear equations, determinants and digitalization.

MAT 273
Differential Equations
4 C/60 CH
Sp
Prerequisite: MAT 272
This course covers the following topics: the study of first order equations, higher order equations, linear systems of differential equations, power series solutions, and the Laplace transform. The use of a computer algebra system is required.

MECHATRONICS (MCT)

MCT 202
Introduction to Robotics
3 C/60 CH
Sp
Prerequisite: MAT 272
This course is an introduction to the field of robotics technology. It will provide the student with a historical overview of the use and development of robotics. It will also include a discussion of the different types of robots (e.g., point-to-point, continuous path, electric, hydraulic, pneumatic, etc.) and introduction to robotics programming.

MCT 203
Electrical Machinery and Controls
3 C/60 CH
F, Sp
Prerequisite: EE 102
This course covers the principles involved in the function of DC and AC motors and generators and their connection, operation and load characteristics. Study of different types of speed controls and starters, characteristics of single phase motors and polyphase machines including synchronous and induction motors, transformer characteristics such as losses, efficiencies, paralleling transformers and transformer testing are included. Laboratory experiments to examine the characteristics of the various DC and AC motors and generators, using various speed controllers and starters.

MCT 207
Hydraulics and Pneumatics
2 C/45 CH
Sp
Prerequisite: MAT 273
Survey of basic industrial hydraulics and pneumatics, including hydraulic laws and principles, necessary calculations, ANSI symbols, drawing of complete schematic diagrams of circuits studied, controls and motors used in hydraulic and pneumatic systems measuring devices and complete hydraulic and pneumatic systems. Lab coat is required.

MCT 208
Programmable Logic Controller
3 C/60 CH
F
Programmable controller hardware, relay ladder diagram and logic programming, timers and counters, arithmetic function, process control and data acquisition, data communication, computer numerical control computer controlled machines and programmable controller’s installation and troubleshooting systems will be covered. Allen-Bradley PLC-5 family programmable controllers will be used in the lab.

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MCT 215 3 C/60 CH
Advanced Programmable Logic Controllers
Prerequisite: MCT 208
This is an advanced course in robotic programming for automated material handling. Also include flexible manufacturing, sensors, concept of machine vision, troubleshooting of hardware and software. Emphasis will be on ABB robotics hardware, software, and programming.

MCT 216 3 C/60 CH
Advanced Robot Programming
Prerequisite: MCT 215
This course is an introduction to the vocabulary of music, basic terms, notation and appreciation. No credit for music majors.

MEH 110 3 C/45 CH
Individual & Group Tech I
Prerequisites: HIS 105, HIS 110, PSY 101
This course explores the role and function of the mental health worker in therapeutic interaction with individuals. An emphasis is placed on knowledge, skills, insights and attitudes essential in promoting emotional health among adults.

MEH 144 3 C/60 CH
Field Work I: Agency Placement
Prerequisites: MEH 110, SAC 203, HIS 135, HIS 105, HIS 110
This course provides observations and participation in structured learning roles and activities in a community agency, supervised by an agency fieldwork instructor with regular consultation and review with a college instructor.

MEH 210 3 C/45 CH
Individual & Group Tech II
Prerequisite: MEH 110
This course is a continuation of MEH 110 and it focuses on the mental health worker’s purposeful use of self in interaction with clients and client groups. Introduction to non-clinical strategies and roles such as advocacy, use of community resources and social action will be explored.

MEH 226 4 C/180 CH
Field Work II: Agency Placement
Prerequisite: MEH 144
This course is a continuation of MEH 144 with emphasis on skills development and preparation for gainful employment.

MEH 240 3 C/45 CH
Psychopathology & Behavior I
Prerequisite: MEH 110
This course is a study and review of psychopathology with emphasis upon the etiology, symptomatology, treatment and prognosis of mental disorders.

MUS 101 3 C/45 CH
Fundamentals of Music I
Prerequisites: MUS 110
This course is a basic class in the discipline of music, musical elements, theory, notation, scale formation, terminology and ear training.

MUS 102 3 C/45 CH
Fundamental of Music II
Prerequisite: MUS 101
This course is a continuation of MUS 101 with increased emphasis on ear training.

MUS 110 3 C/45 CH
Class Piano I
Prerequisite: MUS 110
This course is a study of the fundamentals of piano, including keyboard techniques.

MUS 121 3 C/45 CH
History of Jazz I
Prerequisite: MUS 110
This course provides an introduction to the history of jazz theory, technique, innovators and contributors.

MUS 132 1 C/45 CH
History of Jazz II
Prerequisite: MUS 121
This course covers the problems and issues facing the contemporary Muslim world, stressing their relevance to United States welfare.

Continued on next page.
COURSE DESCRIPTIONS

MUSLIM WORLD STUDIES (MWS) continued

study of historical and ideological developments of various Islam movements and Muslim groups. Finally, it will study relations between Muslims and non-Muslims and the prospects for the future of Islam in America.

NUMERICAL CONTROL (NC)

NC 111 3 C/45 CH
Numerical Control Concepts
Lab fee
An introduction to the basic concepts of computer numerical control (CNC). A study of machine tools, controllers, programming languages, and a variety of aspects of CNC. This course is designed to broaden the students' background in numerical control.

NC 222 3 C/45 CH
CNC Machining and Programming I
Lab fee
Prerequisite: NC 111
Introduction to programming using industry standard numerical control mills and lathe machine. The student will learn a variety of programming techniques and verification methods to produce parts.

NC 230 3 C/45 CH
CNC Machining Center
Lab fee
Prerequisite: NC 111
Programming, setup and operations of vertical machining centers. This is a study of 21/2 dimensional CAM graphics as an interface between design and manufacturing from part drawings to finished product. Graphics programs, care modified, verified and simulated. The students gain more experience by manufacturing parts.

NC 231 3 C/45 CH
CNC Turning Center
Lab fee
Prerequisite: NC 222
This is a study of CAM graphics as an interface between design and manufacturing from part drawings to finished product. Diverse programming techniques of semi-automatic, MDI and teach mode will be taught. Tooling considerations include offsets, identification, and tool libraries as an integral part of the course work. The student will gain more experience by producing parts from these programs.

NC 234 3 C/45 CH
CNC Programming and Machining II
Lab fee
Prerequisite: NC 222
This course will allow students to create programs for CNC programs through the use of codes and dialog programs. A diverse variety of programming techniques such as canned cycles are edited, simulated and verified prior to the machine operations.

NC 235 3 C/45 CH
CNC Machining Center
Lab fee
Prerequisite: NC 230 or NC 231
This course uses 3D graphics programming to produce a variety of mold parts. Surfaces are extruded, revolved, lofted and swept into a variety of shapes. Programs are modified for tool path, tooling, speed and feeds. The students gain further experience by manufacturing programming parts.

NC 240 3 C/45 CH
CNC Turning Center
Lab fee
Prerequisite: NC 230 or NC 235
Computer rendering of solids are designed and modified to produce a wide range of models. These solid models are made from a variety of primitives using Boolean operations and other modifying techniques. Tool paths for solids are then simulated to produce a finished product.

NURSING (NUR)

NUR 100 2 C/30 CH
Nursing Foundations
Lab fee
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, Admission to the Nursing Program
This course establishes the metaparadigm concepts: client/patient, health, environment, and nursing. The course explores historical and contemporary nursing practice and health care delivery systems. Students are initially exposed to critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum during this course. In level I, first year, first semester of the Nursing Program, emphasis is on the nursing student as a caregiver and the responsibilities this entails.

NUR 111 2 C/90 CH
Nursing Skills
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, Admission to the Nursing Program
This course focuses on the nursing care of the peri-operative client/patient, loss and grief, as well as, factors promoting physiological and psychosocial health that are integrated throughout the curriculum in this course. In level I, first year, first semester of the Nursing Program, emphasis is on the nurse student as a caregiver and the responsibilities this entails. Nursing students will be introduced to blood transfusion skills in the Nursing Lab during this course. This course includes a clinical component.

NUR 112 4 C/30 CH 0 C/90 CH
Medical Surgical Nursing I
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HSC 100, NUR 110, NUR 111, NUR 118
This course focuses on the nursing care of the peri-operative client/patient and the client/patient with diabetes mellitus. Concepts and management of intravenous therapy, blood component administration, fluid and electrolyte/acid-base balance are also emphasized in this course. This course is organized according to the metaparadigm concepts: client/patient, health, environment and nursing. Students examine critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health that are integrated throughout the curriculum in this course. In level I, first year, first semester of the Nursing Program, emphasis is on the nursing student as a caregiver and the responsibilities this entails. Nursing students will be introduced to blood transfusion skills in the Nursing Lab during this course. This course includes a clinical component.

NUR 114 3 C/17.5 CH
Obstetric Nursing I
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HSC 100, DT 130, NUR 110, NUR 111, NUR 112, NUR 118
This course focuses on the nursing care of the obstetric client/patient, the newborn and the family unit. This course is organized according to the metaparadigm concepts of client/patient, health, environment and nursing. The student will demonstrate in this course specific care of the obstetric client/patient, newborn and the family unit. Students continue to apply critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient

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NURSING (NUR) continued

education that are integrated throughout the curriculum in this course. In level I, first year, second semester of the nursing program, emphasis is on the nursing student as a care giver and the responsibilities this entails. This course includes a clinical component.

NUR 116 4 C/30 CH 0 C/90 CH
Medical Surgical Nursing II
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HIS 100, NUR 110, NUR 111, NUR 112, NUR 119
This course focuses on the nursing care of the client/patient with alteration in respiratory, cardiac/cardiovascular status and hematologic disorders. This course is organized according to the metaparadigm concepts: client/patient, health, environment and nursing. Students continue to incorporate critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. In level I, first year, first semester of the Nursing program, emphasis is on the nursing student as a care giver and the responsibilities this entails. This course includes an embedded laboratory component.

NUR 119 2 C/30 CH
Pharmacology
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HIS 100, DT 130, NUR 110, NUR 111, NUR 112, NUR 118
This course focuses on safe medication administration utilizing the nursing process approach as medications are examined by drug classification and prototype. Pharmacokinetics and pharmacodynamics, lifespan considerations, patient teaching, and herbal therapies are also discussed. Students continue to utilize critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. In level I, first year, second semester of the Nursing program, emphasis is on the nursing student as a caregiver and the responsibilities this entails. This course includes a clinical component.

NUR 118 1 C/30 CH
Physical Assessment
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101
Admission to the Nursing Program
This course focuses on nursing knowledge and skills necessary to conduct an adult physical assessment and document assessment findings on a healthy adult. Deviations from normal adult physical assessment and geriatric assessment findings will also be identified. The level of skill to be attained is comparable to the nursing assessment in an acute care setting. Students expand in the usage of critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. In level I, first year, second semester of the Nursing program, emphasis is on the nursing student as a care giver and the responsibilities this entails. This course includes an embedded laboratory component.

NUR 210 3.0 C/7.5 CH
Psychiatric Nursing
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HIS 100, DT 130, NUR 111, NUR 112, NUR 114, NUR 116, NUR 118, NUR 119, BIO 252
This course focuses on nursing care of clients/patients with psychiatric disorders. This course is organized according to metaparadigm concepts: client/patient, health, environment and nursing. Students continue to acknowledge the principles of critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. In level II, first semester, second year of the Nursing program, emphasis is on the nursing student evolving into the role of professional nurse and the responsibilities this entails. New nursing skills that the student will demonstrate in the clinical are specific to the care of the psychiatric client/patient. This course includes a clinical component.

NUR 211 4 C/30 CH 0 C/90 CH
Medical Surgical Nursing III
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HIS 100, DT 130, NUR 110, NUR 111, NUR 112, NUR 114, NUR 116, NUR 118, NUR 119, PSY 200
This course focuses on the nursing care of clients/patients with endocrine, gastrointestinal, genitourinary, renal, and immune disorders. This course is organized according to the metaparadigm concepts: client/patient, health, environment, and nursing. Students draw on critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. In level II, second semester, second year of the Nursing program, emphasis is on the nursing student evolving into the role of the professional nurse and the responsibilities this entails. Nursing skills that the student will utilize in this course are specific to the care of the pediatric client/patient and family unit. The concepts of growth and development related to the pediatric client/patient will be examined. Students synthesize and continue to apply concepts of critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health through client/patient education that are integrated throughout the curriculum in this course. This course includes a clinical component.

NUR 216 4 C/30 CH 0 C/90 CH
Medical Surgical Nursing IV
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, HIS 100, DT 130, SOC 100, NUR 110, NUR 111, NUR 112, NUR 114, NUR 116, NUR 118, NUR 119, NUR 210, NUR 212, NUR 218, PSY 200
This course focuses on nursing care of clients/patients with neurologic, musculoskeletal, connective tissue, eye and ear disorders. This course is organized according to metaparadigm concepts: client/patient, health, environment, and nursing with an added focus on rehabilitation and sub-acute rehabilitation care. In level II, second year of the nursing program, emphasis is on the nursing student evolving into the role of the professional nurse and the responsibilities this entails. Modern rehabilitation techniques will be utilized in all phases of nursing care. The student will utilize knowledge of the clinical care for gastrointestinal, genitourinary, endocrine and immune disorders. The student will utilize skills necessary for the care of client/patient with kidney disorder and those receiving dialysis treatments. This course includes a clinical component.
NURSING (NUR) continued

is on the nursing student evolving into the role of the professional nurse. Students continue to further apply critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health, and client/patient advocacy through client/patient education that are integrated throughout the curriculum in this course. The student will utilize additional skills in prioritizing care in relation to complications of immobility, traction and use of adaptive equipment. This course includes a clinical component. This

NUR 219 Nursing Transitions
Prerequisites: ENG 119, BIO 240, BIO 250, BIO 252, BIO 295, PSY 101, HSC 100, SOC 100, DT 130, NUR 111, NUR 112, NUR 114, NUR 116, NUR 118, NUR 119, PSY 200.

This course focuses on the transition from a student to the role of the professional nurse. This course is organized according to metaparadigm concepts: client/patient, community, health, environment and nursing. In level II, second year, second semester of the nursing program, emphasis is on the nursing student evolving into the role of the professional nurse with responsibility for prioritizing nursing actions related to delegation, management, ethical, and legal concerns. Students continue to evaluate the utilization of critical thinking and the nursing process, legal and ethical issues in nursing practice, communication strategies, safety and infection control, cultural concepts and culturally responsive care, loss and grief, as well as, factors promoting physiological and psychosocial health, and client/patient advocacy through patient education that are integrated throughout the curriculum in this course.

OFFICE INFORMATION SYSTEMS (OIS) (Formerly: Business Information Technology)

OIS 100 Keyboarding 3 C/45 CH
Prerequisite: OIS 101
Keyboarding
This course is designed to enable the student to learn basic keyboarding and computer literacy skills on microcomputers, using a word processing software package. This course will enable the student to keyboard a variety of data when using a computer. A minimum of three hours of lab per week and a lab fee required.

OIS 101 Keyboarding Fundamentals 3 C/45 CH
Recommended: OIS 100
The student will master the microcomputer keyboard using the touch method. The student will type horizontal/vertical documents, memos, tables, postal cards, personal letters, business letters and manuscripts. The student will type from printed script and rough draft copies. When this course is completed, the student will type a minimum of 30 words per minute on straight-copy material with no more than five errors on a five-minute timing. A minimum of three hours of lab per week and a lab fee required.

OIS 102 Intermediate Keyboarding 3 C/45 CH
Prerequisite: OIS 101
The student will continue to develop higher levels of typing speed and accuracy while producing business letters in a variety of styles, common business forms, more complex tabulation problems, formal and informal manuscripts and other common business typing problems. The student will type a minimum of 40 words per minute with no more than four errors on a five-minute timing. A minimum of three hours of lab per week and a lab fee required.

OIS 227 Desktop Publishing I 3 C/45 CH
Recommended: OIS 102
This course provides a BASICS step-by-step introduction to Adobe PageMaker 7 software. Everything from creating a publication and working with styles and graphics to working with tables and templates is covered. (Course is 85-90% hands-on).

OIS 228 Desktop Publishing II 3 C/45 CH
Prerequisite: OIS 227
A hands-on class using the Adobe PageMaker layout package with emphasis on the design aspect of Desktop Publishing. A balanced layout; graphics; importing text; the use of paper color, type, size and styles; framing techniques; grids; kerning and leading; etc. to maximize eye appeal and readability will be continuously stressed as several multi-page documents will be created for actual publication or use. Emphasis will be placed on layout and design of the page for the best advertising, marketing, user appeal. Final projects will also be presented for artistic public display and judging.

OIS 251 Microsoft Word Specialist Prerequisite: BUS 225 Recommended: OIS 102
This course is designed for those students interested in using a full-featured word processing computer program to create a professional looking documents and modifying them easily. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) certification for expert level.

OIS 252 Microsoft Excel Specialist Prerequisite: BUS 225 Recommended: OIS 102
This course is designed for those students interested in using a full-featured excel spreadsheet to organize data, complete calculations, make decisions, graph data, develop professional looking reports, publish organized data on the Web and access real-time data from Web sites. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) Excel certification for expert level.

OIS 253 Microsoft PowerPoint Specialist Prerequisite: BUS 225 Recommended: OIS 102
This course is designed for those students interested in improve their skills to create, present, and collaborate on computer presentations. This class is using Microsoft PowerPoint software, as a visual communication tool, to create remarkable
COURSE DESCRIPTIONS

OFFICE INFORMATION SYSTEMS (OIS) (Formerly: Business Information Technology) continued

presentations with enhanced multimedia capabilities. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) PowerPoint certification for expert level. MOS PowerPoint certification recognizes individuals who have achieve a certain level of mastery with Microsoft PowerPoint product.

OIS 254 Microsoft Access Specialist
Prerequisite: BUS 225
Recommended: OIS 102
This course is designed for those students who want to improve their skills to create or make use of a robust database solution. This class uses Microsoft Access software, as a powerful database management system, that allows you to organize, access, and share information in databases in a very easy way. Also this course is designed to assist the students preparing to take the Microsoft Office Specialist (MOS) Access certification for standard level. MOS Access certification recognizes individuals who have achieve a certain level of mastery with Microsoft Access product.

OIS 280 Office Administration and Professional Development
The student will develop a personal plan of action leading to completion of short and long range goals, apply principles leading to success, enhance interpersonal relationship skills and analyze the corporate structure and its mechanisms. Emphasis will be on developing positive work attitudes, time management, interpersonal style, professional growth and stress management.

PARALEGAL TECHNOLOGY (PLT)

PLT 105 Legal Interviews & Investigations
Prerequisite: Program Admission
This course reviews interviewing techniques and investigation methods from the perspective of the legal assistant. It covers fact gathering from both public and private sources and reporting of data in a form suitable for law office use.

PLT 120 Legal Research Writing I
Co-Prerequisites: PLT 105, PLT 135
This course is an introduction to the American legal system, legal research and writing skills. Students are introduced to printed and online resources available through the law library and the Internet.

PLT 130 Law Office Procedures and Management
Prerequisite: Program Admission
This course will provide students with an understanding of the role of the paralegal in the law office. Students will examine the structure of a law office, time and records management, billing methods, technology and computers, administrative procedures, client relations, office operating procedures, and professionalism in the workplace.

PLT 135 Professional Responsibility/Legal Ethics
Prerequisite: Program Admission
This course examines the various issues of professional responsibility and legal ethics that a paralegal encounters. The course will assist the student in developing an awareness and understanding of the professional codes of ethics that govern the legal profession and impact those codes have on the daily responsibilities of the paralegal. Topics covered include client interviews and form preparation, as well as substantive and procedural aspects of the process from the paralegal’s perspective.

PLT 140 Business Organization and Corporation Law I
Prerequisite: Program Admission
This course is a survey of the various types of business organizations operating in the United States. The course will assist the student in developing an awareness and understanding of the fundamental legal issues arising from the selection, formation, and implementation of a business entity. Topics covered include an overview of sole proprietorships, partnerships, and other unincorporated entities as well as various types of corporations.

PLT 150 Legal Composition and Research II
Prerequisite: Program Admission
This course is a continuation of Legal Research and Writing I. Students will participate in supervised library based research projects, including a mock legal problem, preparation of a legal memorandum, reports, and draft pleadings.

PLT 160 General Practice Survey
Prerequisite: Program Admission
This course is an introduction to common areas of legal practice undertaken by sole practitioners and small firms. Students will examine civil and criminal litigation, as well as transactional matters.

PLT 170 Probate Law & Practice
Prerequisite: Program Admission
This course is an introduction to probate law and procedure with an emphasis on adult and minor guardianships, conservatorships, decedent’s estates and involuntary commitments. Students will also acquire knowledge in probate jurisdictional issues.

PLT 180 Civil Litigation Practice & Procedure
Prerequisite: Program Admission
This course covers the necessary preparation required to assist attorneys in the pre-trial, trial, and appeal process. Substantive legal areas discussed include tort and contract matters.

PLT 200 Survey of Property Law
Prerequisite: Program Admission
This course is an introduction to the law of personal property and real property. Topics covered include: title to personal property, gifts, estates in land, future interests, mortgages and landlord/tenant matters.

PLT 210 Administrative Law and Procedures
Prerequisite: Program Admission
The course reviews applicable evidence and procedural requirements for workers compensation and social security laws, civil rights and EEOC.

PLT 220 Criminal Law Practice & Procedures
Prerequisite: Program Admission
This course covers the study of substantive criminal law, classifications of crimes and principles of criminal liability.

PLT 230 Family Law
Prerequisite: Program Admission
This course introduces the student to child custody issues, divorce matters, and domestic relations. Related issues include the role of the police department, social services, the Probate Code and Friend of the Court issues. Students will gain a working knowledge of Michigan family law.

PLT 245 Debtor Relief & Creditor Rights
Prerequisite: Program Admission
The course will assist the students in developing an awareness and understanding of the fundamental legal issues regarding creditor rights, debtor relief and responsibility and trustee activities. Topics covered include client interviews and form preparation, as well as substantive and procedural aspects of the process from the paralegal’s perspective. Creditor Rights and Debtor Relief explores the process of consumer and commercial bankruptcy will be examined.

Continued on next page.
PARALEGAL TECHNOLOGY (PLT) continued

PLT 255 3 C/45 CH
Credentialed Exam Preparation
Prerequisite: Program Admission
This course is a comprehensive review of the subjects covered on the Certified Legal Assistant (CLA) examination. Topics include: communication, ethics, American legal system, as well as several substantive areas of law.

PLT 260 3 C/45 CH
Immigration Law
Prerequisite: Program Admission
This is a course dealing with the rights and responsibilities of aliens and issues involved in representing them before the INS and in the courts. Emphasis on federal immigration law and policy.

PLT 265 3 C/45 CH
Paralegal Practicum
Prerequisite: Program Admission
This is an academic internship opportunity for students to gain practical legal experience in a structured professional environment. Students meet periodically with the course instructor for orientation and evaluation.

COURSE DESCRIPTIONS

PHARMACY TECHNOLOGY

PHT 105 5 C/80 CH
Orientation to Pharmacy Technology
Lab fee
Prerequisites: PHT 100, PHT 110
This course provides an overview of the scope, philosophy, roles and responsibilities of pharmacy practitioners, pharmacy delivery systems, ethical and legal considerations, and the team approach in pharmacy. Field trips, guest lecturers, laboratory and teleconferences are included.

PHT 110 5 C/75 CH
Institutional & Community Pharmacy
Lab fee
Prerequisites: PHT 100, PHT 105
This course provides an overview of the organization, functions, and services provided by both institutional and community pharmacies. The role of the pharmacist and the pharmacy technician in each of these settings will be studied. Discussion topics include ethical, legal, and professional issues. Emphasis is placed on pharmacy standards and on hospital and organizational (as in the case of health maintenance organizations and community pharmacies) policy and procedures. Introduction to pharmaceutical calculations. Laboratory included.

PHT 120 5 C/80 CH
Drug Distribution Systems
Lab fee
Prerequisites: PHT 105, PHT 110
This course provides detailed instruction in the systems, for the distribution of medications including the unit dose, traditional, and ward stock systems used in inpatient facilities, as well as intravenous admixture. It includes discussion of drug storage requirements and problems shaping the new religious consciousness. An analysis of the structure and relationships of the various movements and their impact on the American scene is provided.

PHT 130 5 C/80 CH
Pharmaceutical Calc & Drug Prep
Lab fee
Prerequisites: PHT 105, PHT 110, PHT 120
This course applies basic mathematics in the calculations required for determination of proper dosages, conversion operations, as well as in preparation of parenteral solutions for injection (IVs, chemotherapy, etc.). Detailed instruction in the techniques used in dosage preparation (aseptic technique, safe handling of chemotherapy, etc.) will be provided.

PHILOSOPHY (PHL)

PHL 101 3 C/45 CH
Comparative Religions I
F, Sp, Sm
This course covers the development of traditional religions and it explores world concepts with an emphasis on Judaism, Christianity and Islam.

PHL 102 3 C/45 CH
Comparative Religions II
F, Sp
This course focuses on contemporary styles in religions, with an examination of movements, forces and problems shaping the new religious consciousness. An analysis of the structure and relationships of the various movements and their impact on the American scene is provided.

PHL 211 3 C/45 CH
Introduction to Logic
F, Sp, Sm
This course designed to impact principles of clear and consistent thinking through the techniques of logic to avoid fallacies and eliminate ambiguous ideas.

PHLEBOTOMY (PLB)

PLB 100 3 C/36 CH
Introduction to Phlebotomy
Study basic phlebotomy concepts such as skin punctures, venipunctures, arterial punctures, and bleeding times. Master specimen collection, preservation of specimens from various sources, and specimen processing. Incorporate a personal concept of professionalism (thirty six CH required for the imbedded lab)

PLB 105 3 C/110 CH
Phlebotomy Practicum
Prerequisite: ALH 110, ALH 115; Complete PLB 100 and PLB 110 with a “B” or better.
Students will be given the opportunity to practice specimen collection from a variety of sources while in a clinical setting. Students will also receive both

Continued on next page.
PHLEBOTOMY (PLB) continued

classroom and laboratory review in order to sit for the National Certification offered at the end of this course. Students must successfully pass the college designated background check and drug screen to be placed in a clinical setting.

PLB 110 3 C/36 CH
Pediatric Phlebotomy
Become familiar with various pediatric blood collection procedures and equipment. Use hands-on, simulated classroom exercises and observe practices in a clinical setting (thirty six CH required for the imbedded lab).

PHYSICS (PHY)

PHY 101 4 C/90 CH
Physics for Elementary School Teachers
Lab fee
Lecture and laboratory course dealing with physics concepts and strategies for teaching these concepts in elementary [K-8] schools. Current State of Michigan physics teaching objectives and associated learning activities will be emphasized. Using such community resources as the Detroit Science Center, playgrounds, and amusement parks to teach physics will be emphasized. In addition, opportunities are provided for WCCCD students to teach physics to a small group of children (under teacher supervision) in local elementary schools.

PHY 115 4 C/90 CH
Fundamentals of Physics
Lab fee
This course covers fundamental principles, theories and problems of physics, and should be taken by students who have not had a course in high school physics, those with an inadequate background for PHY 235 and by those students whose curriculum requires four credit hours of physics. (Meets for six hours - four hours lecture, two hours lab)

PHY 235 4 C/60 CH
General Physics I
Lab fee
Prerequisite: PHY 115
This non-calculus based physics course and it is designed partially to fulfill the physics requirement in pre-medicine, pre-dentistry, pharmacy, electronics, teaching and law. The sequence PHY 235 and PHY 245 is not intended for engineering students. (Meets for six hours - four hours lecture, two hours lab)

PHY 245 4 C/90 CH
General Physics II
Lab fee
Prerequisite: PHY 235
This course is a continuation of PHY 235. Topics include electricity, magnetism, light and atomic physics. (Meets for six hours - four hours lecture, two hours lab)

PHY 265 4 C/90 CH
Physics for Scientists & Engineers I
Lab fee
Prerequisite: MAT 171
This course is a general calculus based course designed to meet the requirements of engineering students and scientists. Topics include, mechanics, wave motion and thermodynamics. (Meets for six hours - four hours lecture, two hours lab)

PHY 275 4 C/90 CH
Physics for Scientists and Engineers II
Lab fee
Prerequisites: PHY 265, MAT 172 or concurrent enrollment in MAT 172
This course is a continuation of PHY 265. Topics include electricity, magnetism, physical and geometrical optics and elementary quantum mechanics. (Meets for six hours - four hours lecture, two hours lab)

PHYSICAL SCIENCE (PSC)

PSC 110 4 C/60 CH
Physical Science-Physics, Chemistry and Geology
A course for non-science majors covering topics in chemistry, physics and environmental science to develop an understanding of how science, technology and society influence each other, and how to use this knowledge in every day decision-making.

POLITICAL SCIENCE (PS)

PS 101 3 C/45 CH
American Government
This course is an examination of America’s democracy, its principles, processes and political institutions. Emphasis is placed on the functioning of the national government and the making of public policy.

PS 104 3 C/45 CH
Introduction to Political Science
This is an introduction to Political Science and it describes the nature of political science, explains the ways in which political scientists study politics and offers introductory treatment of all major topics normally thought of as constituting political science. This course emphasizes a comparative approach to political systems and institutions. The U.S. role as an actor in a global setting will be emphasized.

PS 160 3 C/45 CH
International Politics
Prerequisite: PS 101
This course covers the dynamics of the basic factors motivating the behavior of nations and an analysis of the major areas of global political concern.

PS 235 3 C/45 CH
State and Local Government
Prerequisite: PS 101
This course is a survey of state and local government, including structure, institutions and processes. The course stresses intergovernmental relations.

PS 275 3 C/45 CH
Public Administration Internship
Prerequisite: PS 101
A course designed to give students the opportunity to experience the activities of an agency or institution related to government and public administration. Internships are available in a U.S. representative's office, political party offices assisting a candidate for public office, a nonpartisan community office, or an interest group office.

PRINT TECHNOLOGY (PRN)

PRN 101 3 C/45 CH
Introduction to Print Technology
This course offers students an opportunity to refine their skills with the process of offset lithography. Projects provide opportunities to apply their skill and to understand image concept and design, image assembly, film conversion, platemaking, duplicator, presswork and bindery operations.

PROJECT MANAGEMENT (PRM)

PRM 101 3 C/45 CH
Introduction to Project Management
An overview of the key concepts of project management including the history, practices and methods common to project management will be covered. Students will learn the basics of project management using Project Management Institute’s approach. This course satisfies the education requirement for project management professional certification. It is not a PMP test preparation course.

PRM 105 3 C/45 CH
Project Management Tools
Prerequisite: PRM 101
An overview of project management tools will be provided. Students will learn Microsoft Project to develop project schedules, assign resources, and learn the features and functions of the software including enterprise (web) functionality.

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PROJECT MANAGEMENT (PRM) continued

PRM 210 Intermediate Project Management 3 C/45 CH
This course will provide in depth coverage of the 9 knowledge areas of project management and integration with other project management models and business practice. The role of the project/program manager will be explored in relation to day to day management of a project.

PRM 220 Advanced Project Management 3 C/45 CH
Prerequisite: PRM 105 or PRM 215
Students will be able to develop a clear project management schedule including communication plan, issue and risk management plan, resource management using project management principles and methods.

PRM 225 IT Project Management 3 C/45 CH
IT projects have unique requirements. This course will cover the different methods of IT project management including waterfall, phase gate, spiral planning and management. Students will understand the key issues and risks in IT projects including requirements gathering test methods and the need to balance product requirements with project timing.

PSYCHOLOGY (PSY)

PSY 101 Introductory Psychology 3 C/45 CH
F, Sp, Sm
Prerequisite: PSY 101
This course introduces students to theories, principles, concepts and research in psychology. Topics include biological foundations of behavior and mental processes, learning and cognition, personality and social behavior, mental health and mental disorders and lifespan development. PSY 101 is the foundational course in psychology. It is a prerequisite for all other psychology courses.

PSY 200 Lifespan Development 3 C/45 CH
Prerequisite: PSY 101
This course reviews human development throughout the life span (infants, children, adolescents, adults, and older adults) with emphasis on the cognitive, psychosocial, sensorimotor, and multicultural components. It includes age appropriate roles and life tasks.

PSY 202 Human Sexuality 3 C/45 CH
Prerequisite: PSY 101
This course focuses on the physiological, psychological, personal and interpersonal aspects of human sexual behavior. It examines changing sex roles and patterns, personal beliefs and value systems.

PSY 220 Child Growth and Development 3 C/45 CH
F, Sp, Sm
Prerequisite: PSY 101
This course covers the developmental sequence from conception to adolescence, with specific emphasis on the normal child. Examines psychological, social and biological factors that influence the developing child. Students will not receive credit for both PSY 220 and 225. Recommended for students who wish to meet State of Michigan requirements to administrate in child care settings.

PSY 225 Child Growth and Development Practicum 5 C/75 CH
F, Sp
Prerequisite: PSY 101
This practicum will include supervised experiences working with children (this course also includes lecture material from PSY 220). Child care centers, day care nurseries, psychology clinics for children and Children’s Hospital are the various settings where students will have opportunities to utilize practical methodology as well as develop new techniques in child growth and development training. Students will not receive credit for both PSY 220 and 225.

PSY 230 Psychology of Adjustment 3 C/45 CH
Prerequisite: PSY 101
This course covers the evaluation of human effectiveness, psychopathology, the healthy personality and systematic research on problems of adjustment. Students will not receive credit for both PSY 230 and 235.

PSY 235 Psych of Adjustment Practicum 5 C/75 CH
F, Sp
Prerequisite: PSY 101
This practicum includes supervised experiences working directly with youth and adults in settings such as group homes, learning disabilities centers and day care centers.

PSY 250 Psychology of Personality 3 C/45 CH
Prerequisite: PSY 101
This course covers major personality theories and psychological, personal and interpersonal aspects of personality and systematic research on problems of personality development and change.

PSY 260 Social Psychology 3 C/45 CH
F, Sp
Prerequisite: PSY 101
This course is an introduction to social psychology. It includes social influence processes, group dynamics, attitude formation, interpersonal attraction, intimacy, aggression and discrimination.

PSY 275 Transpersonal Psychology with Practicum 6 C/90 CH
Sm
Prerequisites: six hours of Psychology, ENG 120 and consent of instructor
In a seminar setting, students study the branch of wisdom and science that concerns itself with psychological and well being. Inquiry will be expanding to include Africa and a worldview. The practicum will include a supervised two week trip to Africa or another country.

PSY 299 Psychology Seminar 3 C/45 CH
Sm
Students will explore special topics in psychology in a seminar setting. Topics will vary each year. The course is designed for students who wish to participate in advanced study of theories, concepts and research in a particular topic.

RECREATIONAL LEADERSHIP (RL)

RL 110 Recreational Leadership 3 C/45 CH
F, Sp, Sm
Techniques
This course covers the theories, principles and practice of planning, organizing and conducting effective recreational programs for various groups, with emphasis on group involvement.

RENEWABLE ENERGY TECHNOLOGY (RET)

RET 120 Conventional Energy Sources & Application 3 C/45 CH
This course will cover basic principles and history of alternative energy sources. Industry and government status of geothermal, wind, solar, biomass, fuel cells and other energy sources will be highlighted. Alternative and traditional energies will be defined and compared in terms of today’s use. The evolving energy career areas will be discussed.

RET 210 Renewable Energy/Alternative Energy Principles 4 C/60 CH
This course will cover basic principles and history of alternative energy sources. Industry and government status of geothermal, wind, solar, biomass, fuel cells and other energy sources will be highlighted. Alternative and traditional energies will be defined and compared in terms of today’s use. The evolving energy career areas will be discussed.
RENEWABLE ENERGY TECHNOLOGY (RET) continued

alternative and renewable energy sources. Topic include how to reduce fossil fuel usage and how to convert from traditional energy sources to alternative and renewable energy sources.

RET 140 3 C/45 CH Energy and Electricity
Pre-requisite: MAT 121
In this course, students will learn the fundamentals of energy and electricity and how they are utilized in renewable energy sources. Students will examine the power generation process, transmission techniques, and networks. Topics to be explored during this course include: prime energy sources, metering electricity, and disbursement of energy and electricity.

RET 142 3 C/45 CH Wind Power
Co-requisite: RET 100
In this course, students will analyze the historical concepts, modern applications, and future utilization of wind power. The usages of small, medium, and large wind turbines in urban, rural and industrial settings will be examined. Students will gain general knowledge on the economic and environmental issues associated with wind energy sources and they will also become familiar with site assessments for project planning.

RET 144 3 C/45 CH Solar Power
Pre-requisite: RET 100
This course encompasses several different aspects of solar power. Students will explore the basics of solar energy which includes radiation, heat transfer, flat-plate collectors, thermal energy storage, and solar thermal applications. In this course, students will also become knowledgeable of passive solar building and photovoltaic systems. Topics to be explored include: solar radiation, building heating and cooling loads, energy efficient design and construction, passive solar heating, proper implementation of thermal mass, passive cooling, cell physics, types of PV cells, PV system components, and PV energy storage.

SUSTAINABLE ENVIRONMENTAL DESIGN (SED)

SED 100 3 C/45 CH Principles of Sustainable Environmental Design
F
This course will provide a broad-based introduction to sustainability that is applicable to all majors. This course examines the historical context and advancement of sustainability as a concept in society. The ethical and scientific basis for sustainable design in the built environment will be examined. Topics to be explored include: Renewable Energy, Sustainable Building and Site Design and the development of Sustainable Communities. Students will analyze how these technologies are utilized in rural, urban and industrial settings. They will also gain general knowledge on how to shape the consumer culture in applying more sustainable practices in design.

SED 120 3 C/45 CH Residential & Commercial Design
F
This course will explore the holistic theory of sustainable design practices in residential and commercial dwellings. Students will assess the ecological advantages of producing sustainably designed and high efficiency buildings. During this course students will be introduced to green practices as well as LEED rating systems.

SED 140 3 C/45 CH Sustainable Materials
Sp
This course will discuss the historical concepts of traditional building and how is affected the environment. Students will become familiar with renewable materials and they will also learn how to maximize the efficient use of natural resources. This course will also assess the sustainable design principles as it relates to the salvaging of existing structural materials. Students will analyze the environmental impacts associated with utilizing renewable and recycled materials.

SED 142 3 C/45 CH Sustainable Sites
Sp
In this course, students will gain knowledge on how to properly evaluate project sites that will minimize the harmful effects on the environment. Students will learn the skills necessary to redevelop damaged and Brownfield sites. During this course, students will survey storm water retention, water irrigation and the use of passive solar. They will also analyze the methods utilized to reduce pollution and reduce the disturbance and heat island effects on ecosystems.

SED 144 3 C/45 CH Ecologically Aware Interiors
Sp
This course will explore the basic principles of energy consumption, indoor air quality and contentment in the home. Students will assess the need for comfort and accommodations as well as the physics of heat transfer and loss calculations. Students will also assess bioclimatic design, passive solar design, natural cooling and day lighting as it relates to an ecologically aware interior.

SED 146 3 C/45 CH Sustainable Project Management
F
In this course, students will assess the basic principles of management, administration and planning of sustainable design projects. Students will analyze the basic concepts of sustainable development and ethical issues related to construction and management of projects. During this course, students will also examine sustainability characteristics and environmental safety throughout the duration of a project. The concept of strategic planning in the construction sector for sustainable development and the fundamentals of quality control and environmental management systems will also be explored throughout the course.

SED 148 3 C/45 CH Sustainable Systems
F
Pre-requisite: SED 100, RET 100
This course will assess concepts that are utilized in sustainable design to design, construct and retrofit commercial and residential building systems. During this course, the following topics will be explored: electricity, water systems, HVAC systems and connective systems for monitoring commercial and residential energy use.

SED 160 3 C/45 CH Sustainable Community Principles
F
The course will cover the principles of sustainable community design as well as the historical and political aspects of land use, urban design, regulation and investments. Topics that will be explored during this course include: economical housing, economic development, urban renewal, land usage, water technology and transportation sustainability.

SED 200 3 C / 45 CH LEED Certification Exam Preparation
Sp
This course will prepare students for the LEED-NC Professional Certification Exam. Students will reexamine sustainable design principles and concepts as well as the green building industry. During this course, students will analyze all of the components of the LEED –NC rating system and they will be required to review case studies and complete a practice exam.

SED 220 6 C / 120 CH Sustainable Environmental Design Capstone
Sp
Pre-requisite: All courses in certificate
This is a special course designed by the student and guided by the instructor to start the development of a sustainable capstone project. Students will work together in interdisciplinary teams to develop and build a project based upon the knowledge that they have obtained throughout the program.
SOCIAL WORK (SW)

SW 101 3 C/45 CH
Introduction to SW/Practicum
Prerequisites: HHS 105, SOC 100, MAT 113
Students will explore the history of social work, employment, qualifications and opportunities, employment tasks and methods of working with a diverse population. Three shadowing practices are included in this course to expand the students knowledge of various employment opportunities.

SW 102 3 C/45 CH
Exploring Human Behavior in the Environment
Prerequisite: SW 101
This course introduces students to the notion that individuals are a function of their interaction with the bio-psycho-social contexts. Students will explore theory and knowledge of human psychosocial development, behavior, and functioning, from infancy through death within a framework of culture, ethnicity, social class, race, gender, and sexual orientation. The interplay between and among micro, mezzo, and macro systems of individuals, groups, families, and communities as they influence human growth and development will be explored. Special emphasis on understanding the impact of poverty, oppression, discrimination, exploitation, and violence.

SW 103 3 C/45 CH
Substance Abuse Service and Policy
Prerequisites: SW 101, SW 102
This course examines drug and alcohol abuse, its effects on social functioning with a special emphasis on vulnerable population groups, and the nature and effectiveness of substance abuse services. Students will also investigate case studies and recent literature, compare and contrast service using social work principles and examine the roles of agency personnel (paraprofessional/professional). The legislative response to substance use and abuse will also be addressed.

SW 104 3 C/45 CH
Introduction to Child Welfare
Prerequisites: SW 101, SW 102
This course is designed as an introductory level exploration of child welfare issues of neglect and abuse. Students will review historical problems experienced by children and examines violence against and maltreatment and welfare laws and programs. Focus on special practice problems in public child welfare, protective services, assessment of at risk children, in home family centered practice and implementation of the Child Welfare Act. Students will be introduced to various levels of prevention and policy formulation.

SW 105 4 C/60 CH
SW Field Instruction I
Prerequisites: SW 101, SW 102, SW 120
The field education is an integral part of the Registered Social Work Technician Program. It will provide opportunities for students to acquire knowledge and skills needed for the competent practice in human service settings. Students will have an opportunity through practice and experience to apply concepts, theories and principles learned in the classroom. 180 Contact Hours in field placement

SW 106 4 C/60 CH
SW Field Instruction II
Prerequisites: SW 101, SW 130, SW 105
This is a continuation of Field Instruction I, students will expand the knowledge acquired in SW 105. The courses of instruction that students receive in this area are essential to the acquisition of the knowledge and skills needed for the competent practice in human service settings. 185 Contact Hours in field placement

SW 130 3 C/45 CH
Customer Service, Documentation and Interviewing for the Social Work Technician
Prerequisites: SW 101, SW 102
This course must be completed before field placement. Students will demonstrate effective use of telephone communication by preparing for telephone calls, developing listening skills, practicing protocols and background environment. Students will learn basic casework skills and strategies for interviewing clients in various situations.

SW 200 3 C/45 CH
Substance Abuse and Recovery
Prerequisite: SW 101
In this course students will examine the development of drug abuse from a variety of perspectives (i.e. behavioral, pharmacological, historical, social, legal and clinical) with a focus on women and addiction.

SOCIOLOGY (SOC)

SOC 100 3 C/45 CH
Introduction to Sociology
Prerequisite: SW 101
In this course students will examine basic sociological concepts such as theories of social organization, research, methods of research, culture, society and social groups, the socialization process, social class and social mobility, race and ethnic relations. Social institutions such as education, family, religion and government will also be discussed.

SOC 103 3 C/45 CH
Social Problems
Prerequisite: SOC 100
This course is a study of current social issues including crime, poverty, domestic abuse, drug addiction, environment, urbanization, racism, sexism, family issues and unemployment. This course provides an overview of the origins, existing policies and proposed solutions to social problems. Course content includes both theory and practice.

SOC 104 3 C/45 CH
American Studies
Prerequisite: SOC 100
This course follows an established model of critical inquiry based on an inter-disciplinary study of American culture and national identity. Through a wide range of approaches, students will explore how the American experience and identity are produced by language, representations and the construction of cultural discourse. This course provides a critical understanding of how social identities of race, class, gender and nationalism function to define the evolving state of the American condition.

SOC 120 3 C/45 CH
Death and Dying
Prerequisite: SOC 100
This course is a survey and analysis of concepts, theories and contemporary issues related to death and dying. Among the areas to be studied are bereavement, grief, suicide and funeral service practices.

SOC 144 4 C/60 CH
Field Work I: Community Placement and Seminar
The purpose of the seminar is to promote the integration of social work concepts and theories learned in the classroom with social work practice and skills learned in the field experience.

SOC 225 3 C/45 CH
Sociology of Work
Prerequisite: SOC 100
This course will examine the study of work in American society. There will be an analysis of the structure of the American workforce, the impact of technology, automation, alienation, job enrichment, problems and changing patterns in the workforce with a focus on pressures associated with constant societal changes.

SOC 226 4 C/60 CH
Field Work II: Community Placement and Seminar
Field Work II Community Placement and Seminar is a continuation of the integration of social work concepts and theories and its practical application towards field work experience.

SOC 230 3 C/45 CH
Ethnic Minorities
Prerequisite: One course in ANT or SOC. Early Childhood students do not need a Prerequisite
This course covers the contributions of ethnic minorities which give our society a unique cultural diversity. Local ethnic differences and problems and multilingual cooperation is viewed through sociological, anthropological, historical perspectives.

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COURSE DESCRIPTIONS

SOCIOLOGY (SOC) continued

SOC 245 Marriage and Family 3 C/45 CH
Prerequisite: SOC 100
In this course the family is studied cross culturally with emphasis on the contemporary American Family. Topics include gender role socialization, mate selection, alternatives to marriage, the multi-ethnic family and intergenerational issues.

SOC 250 Juvenile Delinquency 3 C/45 CH
Prerequisite: SOC 100
In this course students will examine the problem of juvenile delinquency as it exists in the United States. An analysis of the various forms of delinquency will be highlighted. There will be an overview of the societal implications of juvenile delinquency ranging from the individual, the family and the community. Juvenile delinquency will be evaluated from a macro perspective by examining the role of schools, court systems, and legal implications with an overview of prevention initiatives and rehabilitation programs.

SPANISH (SPA)

SPA 101 Elementary Spanish I 4 C/60 CH
Prerequisite: SPA 102
This course covers grammatical constructions, vocabulary, basic idioms, basic phonetics and oral drill.

SPA 102 Elementary Spanish II 4 C/60 CH
Prerequisite: SPA 101
This course covers completion of fundamental constructions, vocabulary, emphasis on spoken language. Further training in reading, writing, Spanish conversation and the use of idiomatic constructions.

SPA 201 Intermediate Spanish I 4 C/60 CH
Prerequisite: SPA 102
This course covers a review of essential grammatical principles and further development of reading skills and idiomatic usage.

SPA 202 Intermediate Spanish II 5 C/60 CH
Prerequisite: SPA 201
Reading on more advanced levels. Continued emphasis on writing and spoken Spanish.

SPEECH (SPH)

SPH 100 Interpersonal Communication 3 C/45 CH
F
This course will examine the problem of the basic skills necessary for interpersonal communication with emphasis on group discussion.

SPH 101 Fundamentals of Speech 3 C/45 CH
Prerequisite: SPH 101
In this course there will be the study of the application of basic principles underlying effective oral communication with emphasis on public speaking.

SPH 105 Improving the Speaking Voice 3 C/45 CH
Prerequisite: SPH 101
This course covers the study of the underlying principles and actions pertinent to the development of appropriate vocal and articulatory skills: breath control, voice production, vocal resonance and inflection.

SPH 131 Introduction to Radio, TV & Mass Communication 3 C/45 CH
Prerequisite: SPA 102
This course is the study of growth and development of radio, television and other forms of mass communication.

SPH 201 Advanced Public Speaking 3 C/45 CH
Prerequisite: SPH 101
This course covers an advanced study, preparation and delivery of informative and persuasive speeches.

SURGICAL FIRST ASSISTANT (SFA)

SFA 200 Fundamentals of Surgical First Assisting-Lecture 3 C/45 CH
Prerequisite: Admission to Surgical First Assistant Program
This course is designed for Certified Surgical Technologists who intend to develop their competencies in the fundamentals of the theory and practice of a First Surgical Assistant. The course teaches the responsibilities of a First Surgical Assistant on how to use peri-operative monitoring equipment, conduct diagnostic tests, and execute surgical procedures.

SFA 210 Advance Surgical Pharmacology - Lecture 3 C/45 CH
Prerequisite: Admission to the Surgical First Assistant Program
This course is a continuation of Surgical Pharmacology (SUR 140) and teaches what medications the surgical first assistant will most frequently use in surgical and anesthetic procedures.

The course will examine anesthesia as a complex and specialized area of pharmacology. Another focus will be on local and general anesthetics, neuromuscular blocking agents, analgesics, antibiotics, drugs that affect blood coagulation, and drugs used to manage circulatory disorders. Safe handling of anti-neoplastic drugs will also be taught.

SFA 220 Surgical Management of Patients – Lecture 3 C/45 CH
Prerequisites: BIO 252, SFA 200, SFA 210, SFA 220, SFA 230, SFA 253
This course is a clinical practice of basic surgical skills for surgical first assistant students. A student enrolled in the course is required to complete a specified number of cases - 115 to 135 cases (approximately 300 hours) with 100 percent skill competency.

SFA 230 Surgical First Assistant Techniques – Lab 3 C/45 CH
Prerequisites: BIO 252, SFA 200, SFA 210
SFA 230 is intended for certified surgical technologists, OR nurses, and certified surgical first assistants so that they can develop their competencies in the fundamentals of the surgical skills and surgical techniques of a first surgical assistant.

The course focuses on the surgical first assistant’s moral and legal responsibility for performing manipulative clinical procedures, whether for diagnosis, monitoring, or treatment, and includes the theoretical knowledge and practical techniques necessary to assist the surgeon before, during, and after surgery in the use of equipment, hemostasis, instruments, material and suturing.

SFA 235 Clinical Preceptorship – Clinical 8 C/360 CH
Prerequisites: BIO 252, SFA 200, SFA 210, SFA 220, SFA 230, SFA 253
This course is a clinical practice of basic surgical skills for surgical first assistant students. A student enrolled in the course is assignment to a qualified preceptor—a surgeon who provides direct supervision and guidance during each rotation. Each student in the course is required to complete a specified number of cases - 115 to 135 cases (approximately 300 hours) with 100 percent skill competency.

SFA 245 Clinical Preceptorship II – Clinical 8 C/360 CH
Prerequisites: BIO 252, SFA 200, SFA 210, SFA 220, SFA 230, SFA 253, SFA 235
This course is a clinical practice, part II, of basic surgical skills for surgical first assistant students. A student enrolled in the course is assignment to a qualified preceptor—a surgeon who provides direct supervision and guidance during each rotation. Each student in the course is required to complete a specified number of cases - 115 to 125 cases (approximately 300 hours) with 100 percent skill competency.

Continued on next page.
COURSE DESCRIPTIONS

SURGICAL FIRST ASSISTANT (SFA) continued

SFA 253 4 C/60 CH Surgical Anatomy Lecture and Lab
Prerequisites: BIO 252, SFA 200, SFA 210
SFA 253 is an introductory course that systematically investigates the structure and organization of the human body. This course has been specifically prepared for the surgical first assistant certificate program.

SURGICAL TECHNOLOGY (SUR)

SUR 100 3 C/45 CH Orientation to Surgical Technology - Lecture
This is an introductory course to the career world of surgical technology and peri-operative environment. The role and responsibilities of the circulating and scrub technologists, as well as other surgical team members, are explored. Also studied are work strategies for success as a surgical technologist including managing pressure, time management, and achieving personal excellence.

SUR 101 3 C/45 CH Central Service Technician - Lecture
Prerequisite: Admission to Central Service Tech Program
This course provides the fundamentals of central processing supply, processing, and distribution (CSD). Instruction and practice is given in aseptic technique, processing supply, processing, and distribution (CSD). Prerequisites: SUR 100, SUR 101
This course is designed to lay the foundations of surgical concepts and techniques. The course covers methods of sterilization, disinfection, surgical instrumentation, equipment, supplies, wound closure and management, and preparation of the patient for surgical intervention. The perioperative care of the patient is emphasized.

SUR 120 4 C/60 CH Surgical Specialties & Techniques I – Lecture
Prerequisites: Admission to the Surgical Technology Program, ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110
This course is designed to focus on the perioperative care of surgical patients during endoscopic, general, obstetric, and gynecological procedures. Students will become familiar with the diagnostic, procedural considerations, operative procedures and instrumentation for the specialties. Concentration will also be given to OR principles related to physics, surgical robotics, and electricity.

SUR 125 4 C/240 CH Surgical Technology Clinical I – Lab
Prerequisites: Admission to the Surgical Technology Program, ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110
This course gives an introduction to the activities and procedures performed by the scrub and circulating surgical technologists. Students are guided in activities that will assist them in performing as a member of the surgical team. Patient care, selection of the proper items, practice, and maintaining aseptic technique are emphasized. Students will practice techniques in lab settings. The last five weeks of the course will be dedicated to the tour of various facilities. Students are responsible for their own transportation.

SUR 130 4 C/60 CH Surgical Specialties & Techniques II – Lecture
Prerequisites: ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110,
SUR 110, SUR 120, SUR 125
A continuation of surgical specialties and techniques, this course is designed to focus on the perioperative care of surgical patients during cardiac, endoscopic, general, obstetric and gynecologic, genitourinary, orthopedic, ENT, and peripheral vascular procedures. The course is designed to provide students with the diagnostic, procedural considerations, operative procedures, and instrumentation for the specialties.

SUR 140 3 C/45 CH Surgical Pharmacology Lecture
Prerequisites: ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110,
SUR 110, SUR 120, SUR 125
This course provides an introduction to medications used in the operating room. It emphasizes classification, administration, forms, methods, interactions, and desired effects of peri-operative medications. Surgical technologists’ legal responsibilities are also covered.

SUR 145 4 C/240 CH Surgical Technology Clinical II – Clinical
Prerequisites: Program, ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110,
SUR 110, SUR 120, SUR 125
This supervised clinical course is a continuation of SUR 125. Students perform in the role of scrub person, second assistant, and assistant to the circulating person on various surgical procedures. This clinical meets two days per week, and students are responsible for their own transportation to their assigned clinic.

SUR 155 6 C/360 CH Surgical Technology Clinical III – Clinical
Prerequisites: Program, ENG 119, ENG 120, BIO 240,
BIO 250, BIO 295, PSY 101, ALH 110,
SUR 110, SUR 120, SUR 125, SUR 130,
SUR 140, SUR 145
Further develops clinical skills of students to anticipate the surgeon’s needs during the schemes of various surgical procedures. Students practice their role responsibilities as a scrub person, second assistant, and assistant to the circulating person on various surgical procedures. The clinical assignment meets three days a week. Students are responsible for their own transportation to their clinical assignments.

SUR 160 4 C/60 CH Surgical Seminar and Certification Preparatory – Lecture
Prerequisites: ENG 119, ENG 120, BIO 240,
BIO 250, PSY 101, ALH 110,
SUR 110, SUR 120, SUR 125, SUR 130, SUR 140,
SUR 145
This course includes student presentations and discussions as well as an overview of Surgical Technology in preparation for the National Certifying Examination. It also uses techniques and exercises in successful writing standardize test.

Students will take the practice LCC-ST CST Self-Assessment Exam during the fourth week of class.

TEACHER EDUCATION (ED)

ED 110 4 C/60 CH Introduction to Education I
Prerequisite: Admission to Teacher Education Program
This course provides a foundation for teaching in public and private elementary schools (K-8). Topics and issues are addressed which provide understandings of school organization and role of schools in society; duties, responsibilities, and expectations of teachers; working with parents and...
TEACHER EDUCATION (ED) continued

Community members; fiscal considerations; and of diversity/equity issues. Elementary school field experiences will provide opportunities to develop, demonstrate knowledge and professional dispositions.

ED 111
Introduction to Education II
Prerequisite: ED 110
This course is a continuation of ED 110. The major focus is on school curricula and instruction (teaching methods). Student participation in four school-based assignments (field experiences) based on integral parts of the course. Opportunities are also provided for students to gain understandings of the State of Michigan approved Entry-Level Standards for Michigan Teachers (ELSMT), Michigan Curriculum Framework (MCF), and Grade Level Content Expectations (GLCE).

ED 202
Earth Science for the Elementary Teacher Practicum
Prerequisite: ED 110
This is a lecture and practicum course dealing with earth science concepts and teaching methods in the teaching of grades K-8. The National Science Teachers Association (2003) Standards for Science Teacher Preparation guidelines (B3.) will acquaint the student with techniques of teaching basic earth science concepts. Emphasis is on the pedagogical approaches widely used in elementary classrooms. The science specialist should have all of the competencies described for the elementary generalist, but also should be prepared in Earth and space science to lead students to understandings.

TELECOMMUNICATIONS (TCM)

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<td>Communications II</td>
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VETERINARY TECHNOLOGY (VTP)

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<td>Small Animal Technology I: Lecture</td>
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<td>VTP 107</td>
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<td>Small Animal Disease</td>
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C = Credits  CH = Contact Hours  HL = Hours Lecture  HLB = Hours Lab  F = Fall  Sp = Spring  Sm = Summer
COURSE DESCRIPTIONS

VETERINARY TECHNOLOGY (VTP) continued

VTP 210 2 C/15 CH
Large Animal Medicine Lab
Prerequisites: VTP 201, VTP 202
Corequisite: VTP 209
This laboratory session includes handling restraint and techniques associated with horses, cattle, sheep, goats, and swine. Sessions are held at various large animal facilities.

VTP 211 3 C/45 CH
Regulatory Veterinary Medicine
Prerequisites: VTP 201, VTP 202
Corequisite: VTP 212
This is an interactive course which discusses conditions that determine the fitness of animal products for human consumption and zoonotic implications.

VTP 212 3 C/45 CH
Issues in Veterinary Technology
Prerequisites: VTP 201, VTP 202
Corequisite: VTP 212
This seminar course is presented by various specialists in the veterinary field.

VTP 223 4 C/152 CH
Veterinary Tech Practicum II
Prerequisite: VTP 123
This practicum is for students enrolled in the VTP involving mastery of clinical pathology techniques used in veterinary medicine.

VTP 243 2 C/30 CH
Veterinary Tech Practicum III
Prerequisite: VTP 233
This practicum in a veterinary hospital and/or biomedical setting is for the mastery of advanced technical skills. Must have the director’s approval of site required.

VIDEO GAME DESIGN & ANIMATION (VGD)

VGD 268 3 C/45 CH
Computer Games Foundations
This course is designed as a first course for computer Game Design and Development Concentrations which will introduce the vocabulary and concepts of game development. This course is a very comprehensive overview of game development process and underlines the historical context, content creation strategies, and future trends in the industry. The student will learn how games are produced, tested and released. The game industry is the fastest growing segment of the entertainment market and an excellent field for career advancement.

VGD 269 4 C/60 CH
Introduction to 3D Graphic and Animation
Prerequisites: CIS 110, VGD 269
Students will learn fundamental and beginner knowledge that is essential for further exploration of 3D graphics. Also they will learn methods and techniques involved with the designing and construction of 3D related objects that are suited for games, movies, and/or TV broadcast. After completing this course, students will have a basic knowledge set of high-end, industrial strength 3D graphics package.

WELDING (WLT)

WLT 101 4 C/75 CH
Welding and Fabrication I
Lab fee
Prerequisite: VLT 123
This course covers the use of oxyacetylene and shielded metal arc welding equipment to perform various welding operations. It includes the use of filler rods for oxyacetylene. Brazing and silver soldering are included.

WLT 102 4 C/75 CH
Welding and Fabrication II
Lab fee
Prerequisite: WLT 101
This course provides advanced instruction in shielded metal arc welding, including related theories, codes and standards. The emphasis is on out of position welded joints and procedures for cutting and beveling.

WLT 103 4 C/75 CH
Welding and Fabrication III
Lab fee
Prerequisite: WLT 102
This course covers instruction in tungsten-inert-gas, shielded metal arc welding with manually operated torch on various metals, including technical theory directly related to TIG welding.

WLT 110 Metal Sculpture 4 C/60 CH
This course is designed for the artistic development through metal sculpture. Students will learn basic safety, set-up and operation of Oxy-Acetylene cutting, MIG welding, TIG welding as well as Plasma cutting and fabrication equipment. Artistic development will be encouraged through fabrication techniques, critiques and lectures.

WLT 111 Advanced Metal Sculpture 4 C/60 CH
This course is designed as a capstone class for the Artistic Welding program. Emphasis will be on the development of metal sculpture through different welding and fabrication techniques. Students will develop a body of work that is cohesive in concept, material and/or subject. An Artist statement and presentation of work during critiques will help the student become confident and prepared to display or sell work.

Continued on next page.
WELDING (WLT) continued

WLT 208 3 C/75 CH
Pipe Welding
Lab fee
Prerequisite: WLT 103
This course covers the advanced processes utilized in the modern industry. Pipe joint welding in accordance with American Welding Society codes and specifications, including processed metallic inert gas, tungsten inert gas, shielded metal arc and welding.

WLT 210 3 C/75 CH
Certificate Welding Practices
Lab fee
Prerequisite: WLT 208
This course covers advanced theory and hands-on application of skills necessary to pass American Welding Society procedures. Practice and theory in shielded metal arc, tungsten inert, metallic inert gas welding in piping, tubing and plate in common alloy metals.

WATER AND ENVIRONMENTAL TECHNOLOGY (WET)

WET 101 3 C/45 CH
Water Treatment Technologies
This course will cover the conventional water treatment processes. Topics to be explored will include: preliminary treatment, coagulation and flocculation, sedimentation and clarification, filtration, and disinfection.

WET 102 3 C/45 CH
Waste Water Treatment Technologies
This course will provide an introduction to the cause of water pollution, the reason for treating polluted waters and the fundamentals of Wastewater treatment. Students will study the basic principles of treatment plant operation and the processes commonly used in pollution control facilities.

WET 210 3 C/45 CH
Advanced Waste Water Treatment Technologies
Discusses wastewater treatment technologies beyond conventional processes. Includes the processes and techniques commonly used for advanced wastewater treatment, disinfection, solids stabilization and disposal, nutrient reduction and toxics removal. Includes field tours and discussion of safety and health, sampling procedures, record keeping, data preparation and report writing, and analytical procedures used to determine optimal plant operation and compliance with regulatory requirement.

WET 212 3 C/45 CH
Advance Water Treatment
Considers drinking water treatment technologies beyond conventional processes. Includes softening, ion exchange, activated carbon adsorption, aeration, air stripping, and membrane processes. Includes participation in field tours and discussions on safety and health, sampling procedures, record keeping, data preparation, report writing and the analytical procedures used to determine and measure drinking water quality.

WET 215 3 C/45 CH
Water Quality Analysis and WET Instrumentation
Investigates conventional water and wastewater laboratory test procedures, with particular emphasis on those analytical techniques that require an understanding and practical use of laboratory instrumentation. Water Quality Lab tests include BOD, TSS, temperature, DO, pH, conductivity, TDS, total and volatile solids, alkalinity, TRC, and others common to the daily operation of both drinking water and wastewater plants; includes discussions of basic stream ecology and applied environmental science principles. Instrumentation Lab includes the use of pH, millivolt and specific ion meters and probes and an introduction to Spectrophotometry, atomic absorption (AA), and gas chromatography/mass spectrometry (GC/MS). Includes field tours of municipal water, wastewater treatment facility labs and related field study discussions.

WET 220 3 C/45 CH
Water Quality Analysis & Microbiology
Investigates more advanced water quality analytical techniques and the microbiology of water, including microscopic examination and identification of microorganisms commonly found in water supplies, water and wastewater treatment processes and polluted bodies of water. Water Quality Analysis lab work involves more advanced analytical procedures to determine nutrients, heavy metals and toxic materials. Focuses on lab health and safety, proper lab technique, representative sampling procedures, record keeping, data preparation and handling and report writing. Continues field studies and analysis using Atomic Absorption and/or Gas Chromatography/Mass Spectrometer instruments. Includes lab work involving organisms commonly found in water and wastewater samples with specific bacteriological analytical techniques.
LOCATIONS

DOWNRIVER CAMPUS
21000 Northline
Taylor, MI 48180
734-946-3500
Voice/TDD 734-374-3206

NORTHWEST CAMPUS
8200 West Outer Drive
Detroit, MI 48219
313-943-4000
Voice /TDD 313-943-4073

DOWNTOWN CAMPUS
1001 W. Fort
Detroit, MI 48226
313-496-2738
Voice/TDD 313-496-2708

WESTERN CAMPUS
9555 Haggerty
Belleville, MI 48111
734-699-7008

EASTERN CAMPUS: CORPORATE COLLEGE
5901 Conner
Detroit, MI 48213
313-922-3311
Voice/TDD 313-579-6923

UNIVERSITY CENTER
19305 Vernier Road
Harper Woods, MI 48225
313-962-7150

FULL-TIME FACULTY

Bagchi, Bhawatosh, B.S., M.S., Ph.d,
Physics

Bassett, Josh, B.A., M.A.,
English

Brem, Antonia, B.S., M.S., Ph.D.,
Biology

Brown, York Melvin, B.S., MBA, CPA,
Accounting

Byrd, Bertha, B.S., M.S.,
Biology

Caddy, David, B.A., M.A., LPC,
Counselor

Cato, Dorphia, B.S., M.S.,
Dental Hygiene

Chennault, Stephen D., B.A., M.A., D.A.,
English

Ciampa, Gary, B.S., J.D.,
Business Studies

Cintron, Esperanza, B.A., M.A., D.A.,
English

Corklin, Laura, MSN, MSA, RN, CNE,
ONC, CWS, LNCC, FCCWS, Dip, AAWM,
Nursing

Cook, Gwendolyn, BSN, MS, Ph.D., RN,
Nursing

Cook, Lonia, B.S., M.Ed.,
Office Information Systems

Davis, Ella Jean, B.S., M.A., (Speech), M.A.,
D.A., English

Diaz, Renee, RN, BSN, MSN,
Nursing

Diedo, Madeline, R.N, BSN, MSN,
Nursing

Dolphus, Lynda, B.A., MSN,
Nursing

Donaldson, Clinton, B.S., M.A., Ed.D.,
Criminal Justice

Elzein, Raja, M.S.,
Computer Aided Drafting

Evans, Warren, J.D.,
Criminal Justice

Ewen, Bruce, B.A., M.A.,
Economics

Fairbanks, Douglas, B.A., M.A., Ph.D.,
Business Studies

Forbes, Trent, B.S., D.C.,
Biology

Franco, J. Thomas, B.A., BBA., MBA., J.D.,
LL.M.,
Business Studies

Gafford, Andrea, R.N., BSN, MSN,
Nursing

Glofteltly, Gerald, AGS, Paramedic I/C,
Emergency Medical Technology

Golida, Damus, AAS,
Surgical Technology

Golshan, Rahmatollah, B.S., M.S., Ph.D.,
Electronics/Manufacturing

Greene, Curtis, B.S., M.S., Ph.D.,
Biology

Haynes, Mary, B.S., M.Ed.,
Office Information Systems

Hill, Thomas, MVM Certificate,
Automotive Services Technology

Howard, Thomas, B.A., M.A., Ph.D.,
English

Jackson, James, B.A., M.S.,
Criminal Justice

Jenkins, Lillian, B.S., M.A.,
Mathematics

Jensen, Beth, B.S., M.S.,
Environmetal & Natrual Resources,
Biology

Jordan, Josephus, B.S., M.Ed.,
Social Science

Lakkis, George, B.S., M.S.,
Electronics

Landos, Julie Gillis, B.A., M.Ed.,
English
### FULL-TIME FACULTY

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<td>Samuelson, Norman</td>
<td>B.S., M.S., Chemistry</td>
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<td>Servey, Mary</td>
<td>R.N., BSN, MSN, Nursing</td>
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<td>Shakoor, Adam Adib</td>
<td>B.S., M.Ed., J.D., Criminal Justice</td>
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<td>Shikhman, Mark</td>
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<td>Sietz, Richard</td>
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| Wittbrodt, Joanne | B.S., M.S., Pharm.

### PART-TIME FACULTY

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PART-TIME FACULTY

Lindell, Richard, M.A.
Lipscomb, Willie, M.A.
Little, Patricia, M.A.
Liu, Xiangdong, Ph.D.
Livingston, Burt, M.A.
Livsey, Michael, B.A.
Logan, Kim, Ph.D.
Long, A’Kena, M.A.
Louria, Charli-Ivy Fredricka
Lund, John, Ph.D.
Lundin, Martin, Ph.D.
Lundquist, Terry, Ph.D.
Lupa, Robert, M.A.
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McDonell, William, M.A.
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McKissick, Darin, M.A.
McLeskey, Kimberly, Ph.D.
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Meadows, Lee, Ph.D.
Melikan, Christopher, M.A.
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Merrivether, Valerie, Ed.M
Metcalf, Amy Lyn, M.Ed
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Montilus, Guerin, Ph.D.
Mooney, Daniel, ma
Moore, Genevieve, M.A.
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Morris, Renee, Ph.D.
Morris, Crystal, Ph.D.
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Moseley, Lynne M, DDS
Moses, Belinda, Ph.D.
Moser, Gale Alan
Mosley, Nathalie, M.A.
Mucaria, Joseph, M.A.
Muhammad, Lawrence
Muhsin, Nadir, M.D.
Mukkamala, Pradeep, AS
Murphy, Jeannette, MAT
Mwesia, Adwoa, M.A.
Mwila, Appollinarius, M.A.
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Myers, Tiana, M.A.
Myles, Leah Ann, M.Ed
N’Namdi, Kembra, MBA
Needham, Charles, Ph.D.
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Newman, Brian, B.A.
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Norwood, Mimi, M.A.
Nwankwo, Oliver, M.A.
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O’Hagan, David, Ph.D.
Okafor, Joseph, Ph.D.
Olafoye, Salwea, Ph.D.
Olden, Ruby, M.A.
Olojo, Olubusiayo, B.A.
O’Mara, Erin W., M.A.
O’Reilly, Daniel, JD
Orlando, Russell, M.A.
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Ott, Gary L., M.A.
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Palermo, James, M.A.
Parent, Phillip, B.A.
Parizon, Michael, M.A.
Parker, Brandon, M.A.
Parker, Meredith
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Peart, Joslyn, M.A.
Pearlman, Alicia, MBA
Peek, Eunice, M.A.
Peete, Theresa, M.A.
Pejoto, Michael, M.A.
Perez, Maria, M.Ed
Perkins, David, Ph.D.
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Pettis, Eugene, Ph.D.
Pettway, Quill, Ph.D.
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Pitts, Cornelius, JD
Plmans, Cayce, B.A.
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Powell, Helen, Ph.D.
Powell, Marva, Ph.D.
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Preston, Danny, B.A.
Price, Jerome, MBA
Price, Lawrence, M.Ed
Proehrock, Philip, M.A.
Pryor, Sheryl, M.A.
Pullumbi, Ervin, M.A.
Quenon, Jean-Claude, Ph.D.
Quigley, William, M.A.
Racek, William, Ph.D.
Rahbarnoohi, Hamid, M.S.
Raines Ill, Frank, M.A.
Raman, Jothi, Ph.D.
Ramey, Ronnie Aaron, M.S.
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Raudas, Wendy, MBA
Reed, Carolyn, M.A.
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Reese, Margaret, M.A.
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Reynolds, Wetonia, MSW
Rice, William, MSW
Rhead, Michael, M.A.
Richardson, Earl, M.A.
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Ross, Phyllis, M.A.
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Rouleau, Francine, M.A.
Rowley, Cathy, M.A.
Rudolph,rika, M.A.
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Saffronoff, John, Ph.D.
Salehi, Mohammad, Ph.D.
Salinas, Donna, M.A.
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Sanborn, Judy, M.A.
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Saulter, Barbara, M.A.
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PROGRAM DEGREE NAMES

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2. Associate of Arts AA
3. Associate of General Studies AGS
4. Associate of Science AS
5. Automotive Service Technology (NATEF) Certified AAS
6. Aviation Mechanics: Airframe AAS
7. Aviation Mechanics: Powerplant AAS
8. Business Administration AA
9. Business Administration AAS
10. Computer Information Systems AAS
11. Criminal Justice: Corrections AAS
12. Criminal Justice: Law Enforcement AAS
13. Dental Hygiene AS
14. Digital Media Production AAS
15. Early Childhood Education AAS
16. Electrical Electronics Engineering Technology AAS
17. EEE: Computer Technology AAS
18. EEE: Industrial Electronics & Control Technology AAS
19. EEE: Telecommunications Technology AAS
20. Emergency Medical Technology AAS
21. Emergency Room Multi-Skill Healthcare Technology AAS
22. Facility Maintenance AAS
23. Fire Protection Technology: Fire Administration AAS
25. Foodservice Systems Management AAS
26. Gerontology AS
27. Heating, Ventilation, Air Conditioning (HVAC) AAS
28. Industrial Computer Graphics AAS
29. Machine Tool Technology AAS
30. Manufacturing Technology AAS
31. Mental Health AS
32. Numerical Control Technology AAS
33. Nursing AS
34. Office Information Systems: E-Business AAS
35. Office Information Systems: Office Specialist AAS
36. Paralegal Technology AAS
37. Pharmacy Technology AAS
38. Pre-Engineering AS
39. Pre-Mortuary Science AAS
40. Pre-Physician Assistant AAS
41. Pre-Social Work AA
42. Surgical Technology AAS
43. Teacher Education: Elementary Education AA
44. Veterinary Technology AAS
45. Welding Technology AAS
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<td>35. Machine Tool Technology</td>
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<td>36. Mechatronics Technology</td>
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<td>37. Mental Health</td>
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<td>38. Office Information Systems: E-Business</td>
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<td>39. Office Information Systems: Office Specialist</td>
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<td>40. Pharmacy Technology</td>
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<td>41. Phlebotomy</td>
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<td>42. Project Management</td>
<td>CERT</td>
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<td>43. Renewable Energy</td>
<td>CERT</td>
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<td>44. Sustainable Environmental Design (SED): Sustainable Building &amp; Sites</td>
<td>CERT</td>
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<td>45. Surgical Technology: Accelerated Alternate Delivery</td>
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<td>46. Surgical Technology: Central Service Tech</td>
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<td>47. Surgical Technology: First Assistant</td>
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<td>48. Water and Environmental Technology</td>
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<td>49. Welding Technology</td>
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<th>COMPLIANCE STATEMENTS</th>
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**EQUAL OPPORTUNITY/ NONDISCRIMINATION POLICY**

In compliance with relevant federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act, and the Persons with Disabilities Act, it is the policy of Wayne County Community College District that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

**SEXUAL HARASSMENT POLICY**

Sexual harassment is an infringement on an employee’s right to work and a student’s right to learn in an environment free from unlawful sexual pressure. It is the policy of Wayne County Community College District to prohibit unlawful sexual harassment of employees and students.

Sexual harassment consists of overt activity of a sexual nature, which has a substantial adverse effect on a person in both the workplace and in the academic setting. It may include, but is not limited to, the following:

1. Demands for sexual favors accompanied by threats concerning an individual’s employment or academic status.
2. Demands for sexual favors accompanied by promises of preferential treatment concerning an individual’s employment or academic status.
3. Verbal, written or graphic communication of a sexual nature.
4. Pattting, pinching, or other unnecessary body contact with another employee or student.

Any employee or student should report, in writing or orally, any and all incidents of sexual harassment.

**GRIEVANCE PROCEDURES**

If any student believes that Wayne County Community College District or any part of the school organization has not applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment of 1972; (3) Section 504 of the Rehabilitation Act of 1973; or (4) the Americans with Disabilities Act of 1990 to an activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education, it shall file a grievance through this text) to the local Equal Opportunity Compliance Coordinator at the following address:

Director of Human Resources
Wayne County Community College District
801 W. Fort Street
Detroit, MI 48226
Telephone: (313) 496-2765

**DRUG-FREE WORKPLACE POLICY**

Wayne County Community College District will make every reasonable effort to provide a drug-free workplace and environment. The College expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term “controlled substance” shall mean a controlled substance in...
COMPLIANCE STATEMENTS

Any individual found to be in violation of this policy is engaged in gross misconduct and subject to disciplinary action, up to and including termination. All employees will, as a condition of their employment, abide by the terms in this policy. In addition, employees engaged in the performance of a federal grant or contract will notify their supervisor and/or personnel department of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction. (Policy adopted by the Wayne County Community College District Board of Trustees 06/28/89, revised 09/23/92)

SMOKE-FREE WORKPLACE POLICY

Wayne County Community College District and its facilities are smoke-free in compliance with the Dr. Ron Davis Law. (Policy adopted by the Wayne County Community College District Board of Trustees 05/26/93)

WORKPLACE VIOLENCE

It shall be the policy of the Board of Trustees that the College will provide a safe environment for its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Wayne County Community College District’s property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest and prosecution. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Wayne County Community College District property shall be removed from the premises as quickly as safety permits, and shall remain off Wayne County Community College District premises pending the outcome of an investigation. Wayne County Community College District will initiate a decision and appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, and/or seeking arrest and prosecution of the person or persons involved.

In carrying out this policy, it is essential that all personnel understand that no existing College policy, procedure or practice shall be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing. All College personnel are responsible for notifying the designated management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job-related or might be carried out on a College-controlled site, or is connected to College employment. Employees are responsible for making this report regardless of the relationship behavior between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

This policy also requires all individuals who apply for, or obtain a protective or restraining order which lists College locations as being protected areas, to provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. The designated management representative for central administration shall be the Director of Human Resources and the Provost for each campus. (approved: 3/27/96)

GRIEVANCE PROCEDURE:

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally on a verbal basis with the Equal Opportunity Compliance Coordinator, who shall in turn investigate the complaint and reply with an answer to the grievant.

The student may begin formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the student shall be submitted to the Equal Opportunity Compliance Coordinator within five (5) business days of receipt of the grievance. The Coordinator shall further investigate the matters of grievance and reply in writing to the student within five (5) business days.

Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the student became aware, or reasonably should have become aware of the complaint. If the complaint is not served within that time, the complaint will not be considered. Failure by the student to appeal the complaint from Step 1 to Step 2 within the time limit procedure shall also nullify the complaint.

Step 2

If the student wishes to appeal the decision of the Equal Opportunity Compliance Coordinator, the student may submit an appeal to the President of the College within five (5) business days after receipt of the Coordinator’s response. The president (or his designee) shall meet with all parties involved within (10) ten business days to formulate a conclusion, and response in writing to the student within ten (10) business days.

If at this point the grievance has not been satisfactorily settled further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

COMPLIANCE STATEMENTS

Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the student became aware, or reasonably should have become aware of the complaint. If the complaint is not served within that time, the complaint will not be considered. Failure by the student to appeal the complaint from Step 1 to Step 2 within the time limit procedure shall also nullify the complaint.

CLERY ACT

In compliance with the Student Right-to-Know and Campus Security Act enacted Nov. 6, 1990, later formally renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and commonly referred to as simply the Clery Act. The Wayne County Community College District Campus Safety Department collects and publishes specific information on campus crime statistics, security policies and services. The WCCCD Campus Safety Department is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, faculty, staff and visitors. Our primary concern is to protect life and property and to allow the educational process to evolve safely. All criminal incidents and emergency situations are to be immediately reported to the campus safety officer located at the security station at each of the District’s campus facilities. Depending on the nature of the situation, appropriate police authorities will be contacted. Incident reports are prepared and reviewed by District administrative personnel, and, if warranted, further actions are taken as governed by law, employee labor contracts, and student conduct policies. All staff, faculty, students, and visitors are encouraged to report any suspicious persons, activities, events, as well as actual incidents and emergency situations to the District security personnel immediately.

Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

Any individual found to be in violation of this policy is engaged in gross misconduct and subject to disciplinary action, up to and including termination. All employees will, as a condition of their employment, abide by the terms in this policy. In addition, employees engaged in the performance of a federal grant or contract will notify their supervisor and/or personnel department of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction. (Policy adopted by the Wayne County Community College District Board of Trustees 06/28/89, revised 09/23/92)