



Wayne
County
Community
College
District

2021 - 2022 CATALOG

ONE VISION, ONE DISTRICT, ONE COLLEGE

Campuses

Curtis L. Ivery
Central
Educational
Complex



**CURTIS L. IVERY
DISTRICT OFFICE
BUILDING**



**CURTIS L. IVERY
DOWNTOWN
CAMPUS**



**CURTIS L. IVERY
HEALTH AND WELLNESS
EDUCATION CENTER**



**DOWNRIVER
CAMPUS**



**HEINZ C. PRECHTER
EDUCATIONAL AND
PERFORMING ARTS
CENTER**



**MICHIGAN INSTITUTE
FOR PUBLIC SAFETY
EDUCATION (MIPSE)**



**EASTERN
CAMPUS**



**NORTHWEST
CAMPUS**



**HEALTH SCIENCE
CENTER**



**TED SCOTT
CAMPUS**

University Centers



**MARY ELLEN STEMPLE
UNIVERSITY CENTER**



**MARY ELLEN STEMPLE
UNIVERSITY CENTER
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PREFACE

The Wayne County Community College District (WCCCD) is a multi-campus community college that provides educational resources to the residents of Wayne County and to those of many other communities. The District has five campuses and the Mary Ellen Stempfle University Center. Each campus is located near a major freeway. WCCCD serves 32 cities and townships. The District offers more than 120 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 (HLC), 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604; 312-263-0456, 1-800-621-7440, (fax at) 312-263-7462. The Higher Learning Commission is one of six regional institutional accreditors in the United States. General questions and information may be located on the website www.hlcommission.org or by email to info@hlcommission.org. Information regarding WCCCD's status of accreditation is made available on the WCCCD HLC website. Complaints can be directed by email to complaints@hlcommission.org. In addition, specific program accreditation or approval has been granted by the following agencies:

- Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org
- 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
www.arcstsa.org
- American Dental Association
211 East Chicago Ave.
Chicago, IL 20611-2678
(312) 440-2500
www.ada.org
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350 Fax: (727) 210-2354
www.caahep.org
- Commission on Dental Accreditation (CODA)
American Dental Association
211 E. Chicago Ave.
Chicago, IL 60611-2678
(312) 440-2500 Fax: (800) 621-8099
www.ada.org/coda
- Committee on Accreditation of Education Programs for the Emergency Medical Services Professionals (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445 Fax: (214) 703-8992
www.coamesp.org
- American Society of Health Systems Pharmacist
4500 East-West Highway, Suite 900
Bethesda, Maryland 20814
(866) 279-0681
www.ashp.org
- American Physical Therapy Association (APTA)
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-30850
(800) 999-2782
www.apta.org
- Department of Licensing and Regulatory Affairs (LARA)
P.O. Box 30004
Lansing, MI 48909
(517) 373-1820
- Michigan Commission on Law Enforcement Standards (MCOLES)
P.O. Box 30633
Lansing, MI 48909
(517) 322-1417 Fax: (517) 322-5611
www.michigan.gov/mcoles
- Michigan Correctional Officer's Training Council
7150 Harris Drive, 3rd Floor, B Wing
Lansing, MI 48913 Fax: (517) 334-6573
- Michigan Department of Health & Human Services (MDHHS)
Bureau of EMS, Trauma, & Preparedness (BETP)
Division of EMS and Trauma
P.O. Box 30207
Lansing, MI 48909-0207
<https://www.michigan.gov/mdhhs/>
- Michigan Department of Corrections
206 E. Michigan Ave.
Grandview Plaza
P.O. Box 30003
Lansing, MI 48909
(517) 335-1426
www.michigan.gov/corrections

- National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive, S.E., Suite 101
Leesburg, VA 20175
(703) 669-6650 Fax: (703) 669-6125
www.natef.org
- The WCCCD Nursing Program has full approval from: Department of Licensing and Regulatory Affairs Bureau of Health Care Services Michigan Board of Nursing Ottawa Building
611 West Ottawa Street
P.O. Box 30193
Lansing, MI 48909
(517) 335-0918 Fax: (517) 241-1431
www.michigan.gov/healthlicense
- The WCCCD Practical Nursing Program and Certified Nursing Assistant Course has full approval from: Department of Licensing and Regulatory Affairs Bureau of Health Care Services Michigan Board of Nursing Ottawa Building
611 West Ottawa Street
P.O. Box 30193
Lansing, MI 48909
(517) 335-0918 Fax: (517) 241-1431
www.michigan.gov/healthlicense
- State of Michigan Department of Community Health Board of Nursing
P.O. Box 30193
Lansing, MI 48909
(517) 335-0918
www.michigan.gov/lara
- State of Michigan Department of Consumer and 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
3101 Technology Suite H
Lansing, MI 48933
(517) 241-8847 Fax: (517) 322-4061
www.michigan.gov/lara

MISSION STATEMENT

WCCCD's mission is to empower individuals, businesses, and communities to achieve their higher education and career advancement goals through excellent, accessible, culturally diverse, and globally competitive programs and services.

VALUES STATEMENT

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

VISION STATEMENT

WCCCD will be known as a premier community college and innovator in the areas of high quality academic and career education, talent development in support of regional economic growth, diversity and inclusion, and technological advancement.

FUNCTIONS STATEMENT

- Career Education
- University Transfer and General Education
- Workforce Development and Continuing Education
- Developmental Education
- Student Support Services
- Community Engagement

GENERAL EDUCATION

WCCCD students take general education courses in disciplines such as English, humanities, social sciences, natural sciences, and mathematics as a part of their requirements for an associate degree. Because students in career education, university transfer, and other credit-bearing programs share this common experience, these general education courses become the "bond" that gives the student body cohesion and the curriculum wholeness. For career education students, general education courses provide an opportunity to transcend the chosen

career field and develop knowledge and skills needed such as critical thinking, problem-solving, communications, and teamwork.

The “philosophy of general education” statements presented below were adapted in principle by the faculty in 1997 and reaffirmed by the WCCCD Board of Trustees in 2009: At WCCCD, we believe that learning leads to a better life. Our general education courses equip students with the tools needed to build such a life, and to serve family, community, and society. Upon successful completion of an associate degree, students 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 use.
- 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.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT’S 2021-2025 STRATEGIC GOALS

The District has established the strategic goals listed below for District-Wide development and

improvement as outlined in the strategic plan. The theme of this strategic plan focuses on bold future pathways that lead to operational excellence and promote student success and completion.

GOAL #1: ADVANCEMENT OF OPERATIONAL SYSTEMS

WCCCD will promote effectiveness of the operational system improvements within its District divisions, campus locations, services, and programs by enhancing continuous quality improvement processes and redesigning business models.

GOAL #2: INTEGRATION OF INNOVATIVE TECHNOLOGICAL RESOURCES

WCCCD will integrate innovative technological resources and quality improvement processes to increase proficiency of infrastructure, faculty, staff, and students to advance effective teaching, learning, and management of operations.

GOAL #3: DEVELOPMENT OF INSTITUTIONAL RESOURCES

WCCCD will 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 #4: ADVANCEMENT OF INSTITUTIONAL PROFILE

WCCCD will advance campus imaging and institutional profiling initiatives to focus on increasing marketability and reputation within Michigan and its service region.

GOAL #5: ADVANCEMENT OF INSTRUCTIONAL INNOVATION

WCCCD will advance curricular, co-curricular, and innovative student-centered services that respond to the dynamic educational needs of its students and promote global and cultural competence.

GOAL #6: ENHANCEMENT OF STUDENT SUCCESS AND COMPLETION

WCCCD will enhance completion initiatives that support students in successfully completing degrees, certificates, and courses that lead to successful transfer to four-year universities and colleges.

GOAL #7: STRENGTHEN PARTNERSHIPS WITH FOUR-YEAR COLLEGES AND UNIVERSITIES

WCCCD will cultivate and strengthen partnerships with four-year colleges and universities that increase WCCCD student access to advanced degrees.

GOAL #8: ADVANCE COMMUNITY ENGAGEMENT AND WORKFORCE DEVELOPMENT

WCCCD will advance community engagement and workforce initiatives to serve as an educational resource for problem-solving and economic development efforts at the community and state levels.

A BRIEF HISTORY OF WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WCCCD recently celebrated the 50th anniversary of its founding. WCCCD was established in 1967 through an act of the Michigan Legislature and a vote of the citizens of the college's legal district. It is sometimes said that WCCCD arose from the ashes of the 1967 racial uprising in Detroit and, in fact, Governor George Romney did sign the legislation creating WCCCD shortly after the uprising. The first classes were offered in the fall of 1969. In the early years, WCCCD operated with limited resources and functioned as a "college without walls" in that it offered courses in a variety of high schools and other community locations. Over time, WCCCD's five campuses and a number of specialty centers were developed and today provide beautiful and state-of-the-art settings for the students, businesses, and communities being

served. In 1998, the term "District" was added to the college's name to reflect the growing multicampus structure and the county-wide nature of services to 32 townships and communities and nearly two million Wayne County citizens. In 2001, the voters of the District approved a major property tax increase and WCCCD immediately began a period of transformation now referred to as the "Pathways to the Future" initiative. With the leadership of Chancellor Curtis L. Ivery, WCCCD has proceeded over the past 20 years through four phases of the transformation of its programs, services, facilities, technological resources, and systems. The Pathways to the Future initiative has provided the framework for the transformation of WCCCD's facilities, career education and university transfer programs, continuing education and workforce development programs, student support services, and learning and information technologies. Today, WCCCD is known as one the nation's leading urban/metropolitan community college districts.

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 approximately 90% are Michigan residents, citizens from more than 30 countries are also enrolled in programs of study at the District. More than 80% of all WCCCD students attend part-time.

The student body is reflective of the diverse constituency served by the District. Nearly 70% of the student body receives financial aid or participates in work-study programs with approximately 42% being first in their family to attend college. Each semester, more than 300 veteran students also take advantage of the G.I. Bill.

Each year, the District graduates approximately 2,000 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 education. Many will continue their education at four-year institutions, while others focus on 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 35,000 students who 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.

After completing an application and the ACCUPLACER® 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 Web-Gate 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 accounts. WCCCD students will be responsible for communications sent to this address. It is the student’s responsibility to frequently check both their email and Web-Gate accounts for important announcements and updates.

For those under 18 years of age, the possession of a high school diploma/GED or approval of a parent or guardian is required to accompany the Application for Admission. Persons under age 16 must re-apply and be approved for each semester for which they intend to enroll regardless of previous enrollments. Applications for persons under the age of 16 are submitted to the District Office of Student Services, 801 W. Fort St., Detroit, MI 48226. These classes may be available at no cost to the high school student who qualifies under the

State School Aid Act, PA.148, Section 216. Students should contact their high school principal or academic advisor.

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 request online at www.wcccd.edu. 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. In certain cases, dates of program admission may take precedence over dates of college admission for the purpose of meeting program requirements for graduation.

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 online at www.wcccd.edu. Program admission is required for technical degrees and certificate programs.

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 set 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: http://www.wcccd.edu/students/inter_students_admission.html

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.

Guest Students

Students currently enrolled at another post-secondary institution who wish to register for classes at WCCCD must submit a completed Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Michigan Undergraduate Guest Application which can be found at <https://www.macrao.org/>.

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 and Records at your campus.

Michigan Colleges Online

Michigan Colleges Online (MCO) is an initiative of the Michigan Community College Association and the twenty-eight (28) Michigan community colleges. Students can enroll for courses at other colleges through the Michigan Colleges Online site, complete the course from another “Provider” college while maintaining their status at their home college and continue to receive Home college support services. For further information, please visit <https://www.micollegesonline.org/>.

Student Assessment

All 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 ACCUPLACER® 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. Official transcripts must be submitted proving that certain courses in English, writing and mathematics

have been completed. All Dual/Concurrent Enrollment students registering for Math or English courses must take the ACCUPLACER® Assessment test.

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 ensure that you are placed in courses appropriate for your skill level, particularly in English and mathematics.

To arrange for the ACCUPLACER® 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. Please visit www.wcccd.edu to 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 will be assessed using the ACCUPLACER® assessment. This service is

limited only to students who have applied and been accepted by the College. Results from the ACCUPLACER® assessment 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.

Academic Advisement and Guidance Services

Students may interact with academic advisement online and at the campus. Each campus is staffed with advisors and support staff who provide advising services as an integral part of the instructional process. In assisting students to achieve their academic greatest potential, our advisors and 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 <https://studentaid.gov/h/apply-for-aid/fafsa>, each academic year to be considered for Federal Student Aid.

Financial aid is available to those who qualify. Students are encouraged to apply for financial aid each year as early as October 1st for the upcoming school 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 <http://www.wcccd.edu/dept/financialaid.htm> for additional information on eligibility.

All official College communications will be delivered to WCCCD student email accounts. Notices and updates will also be sent via Web-Gate and WCCCD Student Forms. Students are required to review email WCCCD Student Forms and Web-Gate messages on a regular basis. Review Web-Gate messages at <https://webgate.wcccd.edu> Financial Aid> Financial Aid Status for Messages in Web-Gate.

Student financial aid funds are made available only for the purposes directly related to Wayne County Community College District 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. Financial aid cannot pay for certain repeat courses

and courses that are not included in the declared major. 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 State of Michigan: Student Financial Aid: www.michigan.gov/mistudentaid
- The U.S. Department of Education: studentaid.gov

The types of federal financial assistance include the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Federal Direct 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 by notifying the District Financial Aid Office in writing.**

Financial Aid Satisfactory Academic Progress Policy

In order to receive Federal Student 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 for students enrolled in programs longer than one year in length and at the end of each semester for all students in programs one year or less in length. Please see the financial aid website at

http://www.wcccd.edu/dept/financialaid_satisfactory.htm for a more comprehensive review of this policy. At each evaluation, a student's progress will be measured on the following elements:

Qualitative Requirement

Cumulative GPA Requirement:

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 degree 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 should successfully complete at least 67% of the credit hours attempted. If a student earns 67% of all credit hours attempted, the student should complete the program within the maximum time frame. The pace that a student completes their program is calculated by dividing the cumulative hours the student successfully completed by the cumulative hours they attempted.

Additionally, transfer credit hours from another school, as well as repeated and developmental classes, are counted as credit hours attempted and completed. Withdrawal grades and incomplete grades are counted as credit hours attempted. Students seeking a second Associates Degree or certificate who are not meeting the quantitative standard, and want to be considered for financial aid eligibility, will need to submit a Satisfactory Academic Progress (SAP) appeal.

Appeal Process

Students who have been disqualified for financial aid are ineligible to receive financial aid and will not receive aid for the following, or future semesters. Students that were impacted by significant

circumstances that caused them to be unable to meet satisfactory academic progress standards which resulted in their ineligibility have the option of submitting a SAP Appeal for consideration of approval and reinstatement of aid eligibility. The District Financial Aid Office considers the student's written appeal, supporting documentation, and federal regulations when making a determination. Please see the financial aid web site at http://www.wcccd.edu/dept/financialaid_satisfactory.htm 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. Students will 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 adhere to their academic plan.

All SAP appeal decisions are sent to students' WCCCD email accounts and posted to Web-Gate.

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 verses 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. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. Students can monitor their Pell Lifetime Eligibility Used at https://nsls.ed.gov/nsls/nsls_SA/

150% Direct Subsidized Loan Limits

The Higher Education Act limits the period of time a student may receive Direct Subsidized Loans. Effective July 1, 2013, first time Direct Loan borrowers and students with no outstanding balance on a FFEL or Direct Loan are subject to a maximum eligibility period for subsidized loans of 150% of the published length of their academic program. For more information please visit: http://www.wcccd.edu/dept/FinancialAid_loans.htm

Financial Aid for Repeated Courses

The District Financial Aid Office is required by the U.S. Department of Education to monitor and adjust a student's enrollment level for federal student 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 for this purpose 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 Admissions and 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 Veterans 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 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 accepts online payments through all major credit cards through checking and savings accounts. It is recommended that the student review the cost of tuition and fees in the class schedule before registering. Please remember to consider the fees for student activities, labs and registration when calculating tuition cost.

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 change, 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 no credit must indicate “audit” 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 desire to change from credit status to audit status in a course must do so before the class begins. The course is 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 Web-Gate or complete and process the appropriate form in the office of records/registration 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 returned 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 online at www.wcccd.edu at each campus to provide a variety of employment related services. Additional information can be found at https://www.wcccd.edu/students/pp_career_planning.htm.

Students and graduates receive assistance in preparing resumes, cover-letters, and improving their interviewing skills through the use of employability development software programs . Referrals are made to testing and counseling services where students can receive assistance in identifying interests, aptitudes, and abilities; relating to career choices. 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 Chapter of 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 and activities, contact the administrative office at the WCCCD location of your choice.

It is the students' responsibility to provide individual liability, health and accident insurance coverage. The District accepts no responsibility for insurance coverage for participation in any student activity.

Student Executive Council

The Student Executive Council is a governing body of students who represent the interests of the student body. As the official "student voice" the Wayne County Community College District Student Executive Council is the liaison between the student population, faculty, and administration to promote the rights, education, and general welfare of all students at the college. The Student Executive Council consists of five students each appointed by a Campus President to serve a term of one academic year.

Academic Honesty

The expectation at Wayne County Community College District is that the principles of truth and honesty will be practiced in all academic matters.

Therefore, acts of academic dishonesty, including such activities as plagiarism or cheating, are regarded by the District as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of students are discovered, each incident will be handled on an individual basis as deemed appropriate by the instructor.

Care should be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation of offenses exists. A description of all such incidents should be reported to the Campus Academic Officer where a file of such occurrences is maintained. The Campus Academic Officer may institute action against a student according to procedures of due process outlined in Student Rights and Responsibilities in the *Student Handbook*.

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 Web-Gate.

Grade	Points	Description
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
E	0.0	Failure to complete course requirements satisfactorily

Transcript Codes	Description
CR	Credit by Examination
CFE	Credit for Experience
AP	Advanced Placement (Articulation)
I*	Incomplete: The awarding of an incomplete grade is at the discretion of the instructor provided the student has been attending the class, is passing and has an unforeseen emergency, which occurs after the last day to drop classes.
NG	No grade issued by instructor.
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 *District policy requires all students who earn 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 through the instructor who issued the "I" grade. In the event the student is unable to contact the instructor, the student must immediately contact the appropriate Campus Academic Officer. Failure to complete the course requirements 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.

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.

Grade Point Average (GPA)

The grade point 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:

English	C = 2 x 3 credits = 6 grade points
Biology	B = 3 x 4 credits = 12 grade points
Psychology	E = 0 x 3 credits = 0 grade points
Political	
Science	A = 4 x 3 credits = 12 grade points 13 credits (divided into)

Equation = (total number of grade points earned) divided by (total number of credit hours attempted).

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, XW)
- 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 submit a grade appeal request form to the campus Chief Academic Officer at the location where the course was taken. Please refer to the Student Handbook for additional information regarding the process and how to request for grade appeal.

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, the student should complete a formal written inquiry/complaint form available in the Student Services office at the campus of choice. The inquiry/complaint form is also available online at www.wcccd.edu. Refer to the Student Code of

Conduct in the WCCCD Student Handbook for additional information regarding complaint resolution. Students, who, after following established complaint protocol, remain dissatisfied, may file a complaint with the Michigan Department of Regulatory Affairs at Post-Secondary Complaints Information which is available at www.wcccd.edu.

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 Program (CLEP), 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. An articulation agreement will describe the courses to be taken at Wayne County Community College District in order to complete the associate degree at Wayne County Community College District and successful matriculation 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 once each month and may be taken by WCCCD students at the Counseling and Testing Bureau of Wayne State University. Descriptive brochures and applications are available at Wayne State University, 5050 Cass Avenue, Detroit, Michigan 48202.

Credit for Experiential Learning

If you wish to receive credit for learning you have achieved through experience but do not wish to use the College Level Examination Program (CLEP) or Credit by Examination, 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 taking a course. Therefore, we recommend that students consider this option only if they wish to receive credit for a group of courses. Credit for a single course is earned more efficiently through credit by examination or the CLEP program.

The fee for this service is an amount equal to half the normal tuition for the courses in addition to a fee* for processing. The Campus Chief Academic Officer can provide students with the directions and the forms necessary to receive credit for experiential learning.

Credit for Specialized Experience

Wayne County Community College District will grant four credit hours of credit, without fee payment, for the Fire Academy, Police Academy, Emergency Medical Training, military service,

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:

COE 999	4 credits
<i>Conscientious Objector Service</i>	
EMS 999	4 credits
<i>Emergency Medical Training</i>	
FAE 999	4 credits
<i>Fire Academy Experience</i>	
MSE 999	4 credits
<i>Military Service Experience</i>	
PAE 999	4 credits
<i>Police Academy Experience</i>	
PCE 999	4 credits
<i>Peace Corps Experience</i>	
VSE 999	4 credits
<i>VISTA Experience</i>	
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 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 should interruptions occur in completing a bachelor's degree.

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 advisor to explore the official website and transfer guides of 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.
- Students should research course equivalencies at <https://www.mittransfer.org/michigan-transfer-agreement>.
- 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 transferring to a four-year institution or college.

Petition for Change of Program Requirements

When a student is preparing to register for the final semester of his or her program or degree and unable to complete the requirements because a course (1) has not been offered recently at any campus or online, 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 changed and a related course substituted. No course will be changed without the substitution of another course.

Petitions for a change of program requirements must be submitted within the first two weeks of the enrollment period for the semester in which the change is to apply, except in the case of cancelled classes. Students should visit www.wcccd.edu or go to the Campus Chief Academic Officer to initiate a petition to change program requirements. Some program requirements are absolute. Nothing in this policy shall be construed to create an obligation on the part of the District to change any program requirements.

Campus Dean's Honor List

Students completing 12 or more credits during the fall or spring semesters with a minimum grade point average of 3.5 are eligible to be recognized on the Dean's Honor List at their home campus 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.
2. Must take at least 51% of their degree or certificate requirements in an on-campus, face-to-face environment.

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 <https://studentaid.gov/h/manage-loans> (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.

Michigan Transfer Agreement (MTA)

The Michigan Transfer Agreement (MTA) is designed to facilitate transfer from one institution to another. One guiding principle of the agreement is to promote transparency among institutions to ensure accurate transfer information for students. The Michigan Transfer Agreement replaces the MACRAO Transfer Agreement. Students first enrolled Fall 2014 (or later) will not be eligible and should pursue the Michigan Transfer Agreement (MTA) instead. Wayne County Community College District is a member of the Michigan Association of College Registrars and Admission Officers (MACRAO).

The MTA transfer student agreement ensures that a student who completes the MTA Common Core courses at a participating two-year college will have satisfied general education requirements at the participating four-year college. The MTA Common Core of general courses includes the following:

- English Composition (6 credit hours).
- Natural Science/Mathematics (8 credit hours). (Courses must be taken from a minimum of two subject areas. At least one science course must include a laboratory.)
- Social Science (8 credit hours). (Courses must be taken from a minimum of two academic disciplines.)
- Humanities (8 credit hours). (*Courses must be taken from a minimum of two academic disciplines.*)

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 MTA 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 insure that the courses they select fulfill the WCCCD general education requirements and are eligible for the MTA agreement.

- WCCCD, upon student request, will evaluate a student's transcript for completion of the MTA Transfer Agreement. A "MTA Transfer Agreement Satisfied" endorsement will be placed on the student's transcript if the MTA Common Core has been fulfilled.
- The four-year college will determine the transferability, equivalency, and applicability of the MTA 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 MTA agreement.
- Participating four-year colleges may require, of all students, additional graduation requirements beyond the 30 credit hours (45 quarter hours) satisfied by the MTA Common Core (i.e., competency, foreign languages, physical education, religion). Transfer students who complete the MTA Common Core will be expected to fulfill all graduation requirements.
- In order to benefit from the MTA 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.

PLANNING GUIDE • MICHIGAN TRANSFER AGREEMENT (MTA)

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

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

ENGLISH COMPOSITION

ENG 119	3 CR	English Composition I
or ENG 134	3 CR	Technical Communications
<input type="checkbox"/> MTA English		

COMMUNICATION

ENG 120	3 CR	English II
or SPH 101	3 CR	Fundamentals of Speech
or BUS 240	3 CR	Business Communications
<input type="checkbox"/> MTA Communication		

MATHEMATICS

One of the following: MAT 135, 155, 156, 171, 172, 271, 272, 273.

MTA Math

NATURAL SCIENCE

Two of the following, each from a different subject area: ANT 153, AST 101, BIO: (151, 155+, 165+, 175+, 240+, 250+, 252, 295+), CHM: (105+, 136+, 145+, 155+, 250, 255+), DT 130, GEL 210+, PHY:(115+, 235+, 245+, 265+, 275+). At least one must be a laboratory science. *Note: + designates a science course with a laboratory.*

- MTA Natural Science
 MTA Natural Science

SOCIAL SCIENCE

Two of the following, each from a different subject area: AAS, ANT, ECO, HIS, MWS, PS, PSY, SOC.

- MTA Social Science
 MTA Social Science

HUMANITIES

Two of the following, each from a different subject area: AAS 253, ARA, CHN, ENG: (212, 228, 231, 232, 233, 234, 240, 250, 252, 260, 261, 266, 280, 285, 290, 292), FRE, GRM, HUM, JPN, MUS, MWS 102, PHL, SPA, SPH.

- MTA Humanities
 MTA Humanities

ADDITIONAL COURSEWORK

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

- MTA Additional Course (if needed)
 MTA Additional Course (if needed)

Many Michigan four-year colleges and universities are part of the Michigan Transfer Agreement. The Agreement requires completion of 30 credit hours of coursework in general education areas. If a student has successfully completed the appropriate coursework, that student's transcript will be marked "MTA Satisfied". Participating four year colleges and universities will accept that as a completion of 30 credits toward their general education requirements. Students who plan to transfer should contact their intended transfer institution. The MTA requires that colleges list coursework which is applicable.

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.

Semester Enrollment Status

Academic Credit Hours
Full-time (12 or more credit hours)
Three-quarter time (9-11 credit hours)
Half-time (6-8 credit hours)
Less than half-time (1-5 credit hours)

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

WCCCD Disability Support Services provides students access to all District occupational, technical, and vocational programs. Students with disabilities 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 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.

- Curtis L. Ivery Downtown Campus: 313-496-2758
- Downriver Campus: 734-946-3500
- Eastern Campus: 313-922-3311
- Northwest Campus: 313-943-4000
- Ted Scott Campus: 734-699-7008
- Mary Ellen Stempfle University Center: 313-962-7150

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

Wayne County Community College District's Learning Resource Centers (LRC) provide information literacy education, multimedia resources, and services to support the curricula offered by the District. The library provides research needs to students, faculty, staff, and administration. The library extends these services to the community and serves as a catalyst for lifelong learning.

Our Learning Resource Centers are located on all five campuses with services including access to computers and printing/copying services; print collections for campus-based programs; bibliographic instruction; monthly workshops to promote student success with the development of soft skills and how to successfully complete course assignments.

WCCCD is a member of the Detroit Area Library Network (DALNET), a multitype library and information network servicing Southeastern Michigan/Detroit metropolitan area. DALNET provides the framework and support for our shared integrated catalog and library system with over 1,000,000 items. This platform is used to automate and manage their operations, including acquisitions and access for traditional print materials as well as electronic resources.

Below, is the list of library resources available to all WCCCD students to include DALNET and local library partnerships.

DALNET

- Adam Cardinal Maida Alumni Library
- Arab American National Museum
- Concordia University Ann Arbor
- Detroit Institute of Arts
- The Henry Ford Benson Ford Research Center
- Macomb Community College
- McLaren-Macomb
- Mid-Michigan Health
- Oakland Community College
- Rochester College
- Siena Heights University
- University of Detroit Mercy
- Walsh College
- Wayne County Community College District
- Wayne State University

Local Library

- Belleville Public Library
- Detroit Public Library
- Grosse Pointe Public Library
- Harper Woods Public Library
- Redford Township District Library
- Romulus Public Library
- Taylor Community Library

WCCCD library collections include both print resources and electronic resources to support our programs. Specialized collections can be accessed at the campus offering the programs. Electronic resources include e-book collections for both general and reference resources; electronic journal access, and access to streaming videos and video clips through Films on Demand. All electronic resources can be accessed from anywhere with an internet connection.

WCCCD participates in interlibrary loan services with DALNET (Detroit Area Library Network) through the Get It Local, which can be accessed through the shared library catalog for all members.

WCCCD also participates in interlibrary loan services with Michigan Electronic Library (MeL Cat), which is a statewide resource sharing system with over 200 participating library.

Contact Information for the LRCs are as follows:

Curtis L. Ivery Downtown Campus LRC

Arthur Cartwright Library 313-496-2358

Downriver Campus LRC

John Dingell Library 734-374-3228

Eastern Campus LRC

Joseph Young, Jr. Library 313-579-6911

Northwest Campus LRC

John Conyers, Jr. Library 313-943-4080

Ted Scott Campus 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 School of Continuing Education and Workforce Development offers 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 enrolled in Continuing Education courses that offer special guest lectures, seminars and workshops to address a specific need or topics of interest. Certain programs provide the flexibility of distance learning; allowing program participation online.

DISTANCE LEARNING

The District's distance learning offerings are designed to provide students with greater access to the District's programs and are available to all students. Distance learning opportunities are available through online courses, ITV course offerings and Live-Interactive online courses.

Students must take at least 51% of their degree or certificate requirements in an on-campus, face-to-face environment.

Online Courses: These courses enable students to earn course credit through Internet connections. Students must have access to a computer with an Internet connection and relevant computer peripherals. A majority of online course work occurs in a virtual environment that is accessible 24 hours a day, seven days a week. Most online courses are 100% online. However, some courses require periodic face-to-face sessions.

Interactive Television (ITV): ITV courses are offered in specially-equipped classrooms which are linked by two-way audio/two-way video conferencing technology to other campuses. This initiative links the campuses such as Curtis L.

Ivery Downtown, Downriver, Eastern, Northwest, Ted Scott and the Mary Ellen Stempfle University Center together, allowing students to participate in the same course simultaneously. This technology allows students and faculty to interact between the campuses and allows them to see and hear each other live. ITV makes it possible for students to participate in courses that were limited to them due to travel restrictions or low enrollments.

Live-Interactive Online (LIO): This technology allows students to access their course from any location with access to the Internet. Students need a computer with an Internet connection and relevant computer peripherals. An instructor sends text, graphics, and audio to students' computers simultaneously for interactive learning experiences. Whether working from home, work, or on-campus, all of the LIO students have the ability to ask "live" questions of the instructor and fellow students.

For more information concerning any of the District's distance learning opportunities, please contact 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 credit courses 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.

For programs that have selective admission, a student's catalog- in-force requirements (degree or certificate program requirements) are those that are in effect the term a student is accepted into the program and enrolls in program courses.

In addition, the District reserves the right to change course offerings and academic requirements as deemed necessary.

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.

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 and 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:

English 119 and ENG 120	6 credits
PS 101 - American Government.	3 credits
Humanities	9 credits
Natural Science*.	8 credits
<i>*Natural Science course must include a laboratory</i>	
<u>Social Science.</u>	<u>9 credits</u>

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: . . .	<u>35 credits</u>
+	
Electives	<u>25 credits</u>

Associate of Arts Degree

Program Total: 60 credits

Associate of Science (A.S.) Degree:

This degree is designed for students who plan to transfer to a four-year college or university with a major in the natural or physical sciences including chemistry, mathematics, biology and physics. Courses leading to an A.S. degree are designed for students enrolled in pre-professional studies for such areas as medicine, dentistry, engineering, dietetics, and environmental and natural resources.

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:

English 119 and ENG 120.	6 credits
PS 101 - American Government.	3 credits
Humanities	9 credits
Natural Sciences.	20 credits
<u>Social Science.</u>	<u>9 credits</u>

Total General Education Credits: . . .	<u>47 credits</u>
+	
Electives	<u>13 credits</u>

Associate of Science Degree

Program Total: 60 credits

Note: Humanities, Natural Sciences and Social Science courses must be taken in more than one discipline.

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:

ENG 119	3 credits
Elective: <i>any English course above ENG 119</i>	3 credits
Humanities	3 credits
Mathematics	3 credits
*Natural Science.	3 credits
* <i>ANT 153, DT 130 OR any course from AST, BIO, GEL, CHM, PHY</i>	
PS 101 - American Government.	3 credits

Total General Education Credits: . . .	<u>18 credits</u>
+	
Electives	<u>42 credits</u>

Associate of General Studies Degree Program Total. 60 credits

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.

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*

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 Applied Science
- 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:**Options:**

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

II. Courses that satisfy the humanities requirements:**Options:**

AAS 253	African-Caribbean Literature
ARA 101	Introduction to Arabic I
ARA 102	Introduction to Arabic II
ART 101	Drawing I
ART 102	Drawing II
ART 103	Drawing III
ART 111	Design I
ART 112	Design II
ART 115	Basic Drawing for Animation
ART 121	Painting I
ART 122	Painting II
ART 123	Painting III
ART 131	Ceramics I
ART 132	Ceramics II
ART 151	Sculpture I
ART 152	Sculpture II
ART 171	Printmaking I
ART 172	Printmaking II
ART 173	Printmaking III
ART 174	Printmaking IV
CHN 101	Introduction to Chinese
ENG 212	Women in Literature
ENG 228	Introduction to Folklore and Mythology
ENG 231	Introduction to Poetry
ENG 232	Introduction to the Novel
ENG 233	Introduction to Drama
ENG 234	The English Bible as Literature
ENG 240	Introduction to Shakespeare
ENG 250	American Literature, 1800-Present
ENG 252	English Literature Across the Centuries
ENG 260	Introduction to African-American Literature
ENG 261	African-American Literature in the Twentieth Century
ENG 266	African-Caribbean Literature
ENG 280	Creative Writing
ENG 285	Children's Literature
ENG 290	Spanish American Literature
ENG 292	Latina Literature-The Past Decade
FRE 101	Elementary French I
FRE 102	Elementary French II
FRE 201	Intermediate French I
FRE 202	Intermediate French II
GRM 101	Elementary German I
GRM 102	Elementary German II
GRM 201	Intermediate German I
GRM 202	Intermediate German II
HUM 101	Introduction to the Visual Arts
HUM 102	Introduction to the Performing Arts
HUM 103	The Art of Humanities
HUM 126	Foundations of African-American Art
HUM 141	Introduction to the Theatre
HUM 211	Music Appreciation
HUM 221	Art Appreciation
HUM 222	Art History
HUM 231	Introduction to Film
HUM 232	Film History
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
PHL 221	Ethics
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 131	Introduction to Radio, Television and Mass Communications
SPH 201	Advanced Public Speaking

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 135 or above may be used to meet the non-laboratory natural science requirement.

Options:

Note: + designates a science course with a laboratory

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+ Introductory Biology
BIO 165+	Botany
BIO 175+	Zoology
BIO 240+	Human Anatomy and Physiology I
BIO 250+	Human Anatomy and Physiology II
BIO 252	Pathophysiology
BIO 295+	Microbiology
CHM 105+	Introductory Chemistry
CHM 136+	General Chemistry I
CHM 145+	General Chemistry II

CHM 155+	Survey of Organic and Biochemistry
CHM 250	Organic Chemistry I
CHM 252	Organic Chemistry II
CHM 255+	Organic Chemistry Lab
DT 130	Fundamentals of Nutrition
GEL 210+	Physical Geology Lecture
PHY 115+	Fundamentals of Physics
PHY 235+	General Physics I
PHY 245+	General Physics II
PHY 265+	Physics for Scientists and Engineers I
PHY 275+	Physics for Scientists and Engineers II

Mathematics:

MAT 135	Quantitative Reasoning
MAT 155	College Algebra
MAT 156	Trigonometry
MAT 171	Analytic Geometry and Calculus I
MAT 172	Analytic Geometry and Calculus II
MAT 271	Analytic Geometry and Calculus III
MAT 272	Linear Algebra
MAT 273	Differential Equations

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.

Options:

AAS 131	American Government and the African-American Struggle
AAS 140	The Psychology of the African-American Experience

IV. Courses that satisfy the social sciences requirements (cont.)

ANT 152	Introduction to General Anthropology	PSY 235	Psychology of Adjustment with a Practicum
ANT 154	Introduction to Cultural Anthropology	PSY 250	Psychology of Personality
ANT 201	Urban Life and Culture	PSY 260	Social Psychology
ANT 210	Anthropology of Sex and Culture	SOC 100	Introduction to Sociology
ECO 101	Principles of Economics I	SOC 103	Social Problems
ECO 102	Principles of Economics II	SOC 120	Death and Dying
ECO 232	Consumer Economics	SOC 225	Sociology of Work
ECO 272	Money and Banking	SOC 230	Ethnic Minorities
HIS 151	World Civilization I: Prehistory to 1650	SOC 245	Marriage and Family
HIS 152	World Civilization II: 1650 to Present	SOC 250	Juvenile Delinquency
HIS 220	History of Michigan		
HIS 230	Patterns of American Life: A Cultural History of 17th to 19th Century America		
HIS 249	History of the United States I: 1607-1865		
HIS 250	History of the United States II: 1865-Present		
MWS 101	Muslim World Ideologies and Culture		
MWS 103	Muslim World Historical Survey		
MWS 106	Muslim World International Relations		
MWS 107	Muslim World Contemporary Issues		
PS 101	American Government		
PS 104	Introduction to Political Science		
PS 160	International Politics		
PS 235	State and Local Government		
PS 275	Public Administration Internship		
PSY 101	Introductory Psychology		
PSY 202	Human Sexuality		
PSY 220	Child Growth and Development		
PSY 225	Child Growth and Development with a Practicum		
PSY 230	Psychology of Adjustment		

DEGREE AND CERTIFICATE PROGRAMS

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

1. Accounting	AAS	31. Business Administration	AAS
2. Accounting	CERT	32. Business Administration: Retail Management	SCERT
3. Addiction Studies	CERT	33. Business Analytics	CERT
4. Alternative Fuels Technology	CERT	34. Computer Aided Design	AAS
5. American Sign Language Interpretation	AAS	35. Computer Aided Design	CERT
6. American Sign Language Interpretation	SCERT	36. Computer Information Systems (CIS)	AAS
7. Anesthesia Technology	AAS	37. CIS: Application Developer	CERT
8. Anesthesia Technology: Accelerated Alternate Delivery	AAS	38. CIS: Computer Support Specialist	SCERT
9. Associate of Arts	AA	39. CIS: Cybersecurity	AAS
10. Associate of General Studies	AGS	40. CIS: Cybersecurity	CERT
11. Associate of Science	AS	41. CIS: Certified Ethical Hacker	SCERT
12. Auto Body Technology	AAS	42. CIS: Network+	SCERT
13. Auto Body Technology	CERT	43. CIS: Security+	SCERT
14. Automotive Service Technology (NATEF-Master) Accredited	AAS	44. CIS: Database Administrator	SCERT
15. Automotive Service Technology (NATEF-Master) Accredited	CERT	45. CIS: Software Developer	CERT
16. Automotive Technology: Automotive Transmission and Transaxle	SCERT	46. CIS: Network Administrator	CERT
17. Automotive Technology: Brakes	SCERT	47. CIS: Video Game Design and Animation	CERT
18. Automotive Technology: Electrical/Electronics Systems	SCERT	48. CIS: Website Developer	CERT
19. Automotive Technology: Engine Performance	SCERT	49. Computer Numerical Control	AAS
20. Automotive Technology: Engine Repair	SCERT	50. Computer Numerical Control: Programming and Operation	SCERT
21. Automotive Technology: Heating and Air Conditioning	SCERT	51. Craft Brewing	SCERT
22. Automotive Technology: Manual Drive Train and Axle	SCERT	52. Criminal Justice: Corrections	AAS
23. Automotive Technology: Suspension and Steering	SCERT	53. Criminal Justice: Law Enforcement	AAS
24. Aviation Mechanics: Airframe	AAS	54. Criminal Justice: Public/Private Security	CERT
25. Aviation Mechanics: Airframe	CERT	55. Dental Assisting	CERT
26. Aviation Mechanics: Powerplant	AAS	56. Dental Hygiene	AAS
27. Aviation Mechanics: Powerplant	CERT	57. Digital Media Production	AAS
28. Bio-Medical Equipment Repair Technology	AAS	58. Digital Media Production	CERT
29. Bookkeeping	SCERT	59. Digital Photography Technology	CERT
30. Business Administration	AA	60. Digital Photography Technology: Forensic Photography	CERT
		61. Early Childhood Education	AAS
		62. Early Childhood Education: Childcare Training: CDA	SCERT
		63. Electrical Electronics Engineering Technology (EEE)	AAS
		64. Electrical Electronics Engineering Technology (EEE)	CERT
		65. EEE: Computer Technology	AAS
		66. EEE: Programmable Logic Controllers	CERT
		67. Emergency Medical Technology	AAS
		68. Emergency Medical Technology	CERT

69. Emergency Room Multi-Skill Healthcare Technology	AAS	105. Nursing Assistant Training	SCERT
70. Emergency Room Multi-Skill Healthcare Technology	CERT	106. Office Information Systems: E-Business	AAS
71. Entrepreneurship	CERT	107. Office Information Systems: E-Business	SCERT
72. Facility Maintenance	AAS	108. Office Information Systems: Office Specialist	AAS
73. Facility Maintenance	CERT	109. Office Information Systems: Office Specialist	CERT
74. Facility Maintenance: Building Engineer	CERT	110. Paralegal Technology	AAS
75. Fashion Design	AA	111. Patient Care Technology	SCERT
76. Fashion Design	CERT	112. Phlebotomy Technician	SCERT
77. Fire Protection Technology: Fire Administration	AAS	113. Pharmacy Technology	AAS
78. Fire Protection Technology: Fire Suppression	AAS	114. Pharmacy Technology	CERT
79. Fire Protection Technology	CERT	115. Physical Therapy Technician	CERT
80. Gerontology	CERT	116. Practical Nursing Education	CERT
81. Global Supply Chain Management	CERT	117. Pre-Engineering	AS
82. Graphic Design Technology	CERT	118. Pre-Mortuary Science	AS
83. Heating Ventilation, Air Conditioning (HVAC)	AAS	119. Pre-Physician Assistant	AAS
84. HVAC: 3rd Class Refrigeration	SCERT	120. Pre-Social Work	AA
85. HVAC: Geothermal Technology	CERT	121. Product Development Prototyping	AAS
86. HVAC: High Pressure Steam	CERT	122. Product Development Prototyping: Introduction to Rapid Prototyping	SCERT
87. HVAC: Sheet Metal Design and Fabrication	CERT	123. Product Development Prototyping: Advanced Rapid Prototyping	SCERT
88. Home Health Care Aide	SCERT	124. Project Management	CERT
89. Homeland Security	CERT	125. Renewable Energy Technology	AAS
90. Hotel and Restaurant Management	CERT	126. Renewable Energy Technology	CERT
91. International Business	AAS	127. Surgical Technology	AAS
92. Library Technology	CERT	128. Surgical Technology: Central Service Technician	SCERT
93. Light Rail Engineering Technology	CERT	129. Surgical Technology: Surgical First Assistant	CERT
94. Light Rail Engineering Technology: Railroad Rules and Safety	SCERT	130. Teacher Education: Elementary Education	AA
95. Manufacturing Technology	CERT	131. Water and Environmental Technology	CERT
96. Manufacturing Technology	SCERT	132. Welding Technology	AAS
97. Mechatronics Technology	AAS	133. Welding Technology: General - Level 1	CERT
98. Medical Administrative Specialist	AAS	134. Welding Technology: Advanced - Level 2	SCERT
99. Medical Administrative Specialist	CERT	135. Welding Technology: Specialized - Level 3	SCERT
100. Medical Office Specialist	SCERT	136. Welding Technology: Artistic Welding	CERT
101. Mental Health	AS		
102. Mental Health	CERT		
103. Nursing	AAS		
104. Nursing: Care Coordination and Transition Management	SCERT		

DEGREE PROGRAMS

ACCOUNTING

Associate of Applied Science Degree: (ACC-AAS)

- College Certificate: (ACC-CERT)

About the Program

The Accounting Associate of Applied Science degree and College Certificate programs prepare students presently employed in the accounting field and for those seeking advancement or 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.

This Program Offers:

- Associate of Applied Science: 67 credit hours
- College Certificate: 34 credit hours

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
- To prepare students to successfully pass the National Certified Bookkeeping Exam and Individual Income Taxation Enrolled Agent Exam

Program Outcomes

- Demonstrate use of technology, software and integrated computerized accounting software to perform basic accounting and bookkeeping tasks
- Demonstrate proficiency in preparing and processing payroll records and reports in compliance with state and federal requirements

- Competently prepare and analyze financial statements in accordance with generally accepted accounting principles
- Recognize and interpret the fundamentals of Individual Income Taxation (according to Enrolled Agent Exam objectives)
- Apply the Internal Revenue Code as it relates to individual, partnership, and corporation income taxes
- Identify and explain concepts of financial accounting in accordance with the National Certified Bookkeeping Exam objectives
- Balance and reconcile financial information and fundamentals of Individual Income Taxation according to the Enrolled Agent Exam objectives
- Accurately prepare professional financial statements and other reporting documents with a 70% or higher proficiency rate
- Articulate, apply and practice ethical parameters of the profession to include federal and state regulatory guidelines for generally accepted accounting principles

College Certificate Goals

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

College Certificate Outcomes

- Demonstrate use of technology, software and integrated computerized accounting software to perform basic accounting and bookkeeping tasks
- Demonstrate competency in the preparation of financial statements, payroll reports, tax returns and other related financial documents

Continued on next page.

Accounting continued

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ACC 110	Principles of Accounting I	4
BUS 150	Introduction to Business	3
BUS 225	Computer Applications in Business	3
ENG 119	English I	3
MAT 155	College Algebra	4
SEMESTER TOTAL		17
<u>SEMESTER 2</u>		
ACC 111	Principles of Accounting II	4
ACC 105	Income Tax Accounting	3
ACC 112	Computerized Accounting Software	3
BL 201	Business Law I	4
BUS 240	Business Communications	3
—OR—		
BUS 221	Business Statistics	3
SEMESTER TOTAL		17
CERTIFICATE TOTAL		34

Note: Certificate total hours may not include prerequisites.

**Accounting: Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
SPH 101	Fundamentals of Speech	3
—OR—		
SPH 105	Improving the Speaking Voice . . .	3
BUS 150	Introduction to Business	3
BUS 225	Computer Applications in Business .	3
ACC 110	Principles of Accounting I	4
SEMESTER TOTAL		16
<u>SEMESTER 2</u>		
ENG 120	English II	3
MAT 155	College Algebra	4
PS 101	American Government	3
ACC 111	Principles of Accounting II	4
SEMESTER TOTAL		14
<u>SEMESTER 3</u>		
Elective: Other		6*
ACC 112	Computerized Accounting Software .	3
ACC 105	Income Tax Accounting	3
SEMESTER TOTAL		12
<u>SEMESTER 4</u>		
ECO 101	Principles of Economics I	3
BL 201	Business Law I	4
MGT 205	Principles of Management	3
ACC 210	Intermediate Accounting I	3
SEMESTER TOTAL		13
<u>SEMESTER 5</u>		
ECO 102	Principles of Economics II	3
MKT 200	Principles of Marketing	3
BUS 221	Business Statistics	3
—OR—		
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.

**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

ADDICTION STUDIES

- College Certificate: (ADD-CERT)

About the Program

The Addiction Studies College Certificate program prepares graduates to work as entry level professionals in centers and facilities serving persons who are dependent upon addictive substances. Helping individuals, families and communities with challenges of addiction in interpersonal, familial and community problems is the focus of the addiction studies program. This certificate seeks to prepare students to tackle the problems of addiction by teaching them the knowledge and necessary skills to understand and address these issues.

College Certificate Goals

- To prepare students for State of Michigan Certification as a Certified Addictions paraprofessional
- To prepare students to work for organizations and agencies as paraprofessionals to deliver quality helping services to those in need of assistance and support while improving the social functioning and wellbeing of clients
- To enhance career opportunities and advancement in the Behavioral Sciences industry

College Certificate Outcomes

- Meet the educational requirements to become certified by taking the Michigan Certification Board for Addiction Professionals (MCBAP) examination and passing with at least 85% and/or the State of Michigan Social Services Technician examination
- Implement themes of the Social Work Mission while assisting clients
- Navigate through the National Association of Social Workers (NASW) Code of Ethics, while employing the most appropriate ethics

- Learn about various substance abuse, social programs, services, activities, agencies, organizations and institutions that will be useful in advocating and providing services to clients

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Addiction Studies: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ADD 100	Addiction Counseling: An Introduction to Addiction and Theories	3
ENG 119	English I	3
HUS 135	Professionalism in Human Services .	3
PSY 101	Introductory to Psychology	3
SEMESTER TOTAL		12
<u>SEMESTER 2</u>		
ADD 103	Co-Occurring Disorders	3
ADD 112	Addictions and Criminal Justice .	3
SW 105	Social Work Field Instruction I . .	4
SEMESTER TOTAL		10
<u>SEMESTER 3</u>		
ADD 130	Assessment, Diagnosis and Treatment of Addictions	3
HUS 200	Group and Social Process	4
SW 106	Social Work Field Instruction II . .	4
SEMESTER TOTAL		11
CERTIFICATE TOTAL		33

Note: Certificate totals may not include prerequisite work.

ALTERNATIVE FUELS TECHNOLOGY

- College Certificate: (CERT-AFT)

About the Program

The Alternative Fuels College Certificate prepares students for careers utilizing alternative energy and fuel cell technology. Students will be taught and prepared to work on gas-electric hybrids, hydrogen, compressed natural gas, bio-diesel, 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 related to a wide range of technologies to insure 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

- Demonstrate basic electrical, mechanical, and chemical, mathematics, science and computer skills knowledge to identify 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 alternatively 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 the ACCUPLACER® assessment results
- Complete a WCCCD program admission application during the semester they are enrolled in AUT 117, and then submit the application to the Campus Academic and Student Services Officer

**Alternative Fuels Technology:
College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
AUT 114	Electrical/Electronic Systems I	3
AUT 115	Electrical/Electronic Systems II	3
SEMESTER TOTAL		6
SEMESTER 2		
AUT 116	Electrical/Electronic Systems III	3
AUT 118	Electrical/Electronic Systems IV	3
SEMESTER TOTAL		6
SEMESTER 3		
AUT 150	Introduction to Alternative Fuels	4
AUT 152	Introduction to Electric and Fuel Cells	4
AUT 154	Introduction to Hybrid Fuel Technology	4
SEMESTER TOTAL		12
SEMESTER 4		
AUT 151	Light Duty Diesel Engines	4
AUT 153	Introduction to Gaseous Fuels	4
AUT 155	Introduction to Hydrogen Applications and Safety	4
SEMESTER TOTAL		12
CERTIFICATE TOTAL		36

Note: Certificate totals may not include prerequisite work.

**AMERICAN SIGN LANGUAGE
INTERPRETATION**

Associate of Applied Science Degree: (AAS-ASL)
• Short-Term Certificate: (SCERT-ASL)

About the Program

The American Sign Language Interpretation Associate of Applied Science Degree and Short-Term College Certificate program provides language training and cultural enrichment for people who wish to learn American Sign Language and the uniqueness of deaf 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.

This Program Offers:

- Associate of Applied Science: **60** credit hours
- Short-Term Certificate: **28** credit hours

Program Goals

- To teach students the style and semantic concepts of ASL allowing for effective communication with deaf persons in informal settings, human services, 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
- To 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

Program Outcomes

- Describe the structures of ASL to include phonology, morphology syntax and semantics at a 75% proficiency level or higher

Continued on next page.

American Sign Language Interpretation continued

- Apply basic language skills to produce American Sign Language in a variety of ways to communicate effectively with deaf adults and children who depend on visual presentations of English for communication
- Demonstrate the appropriate use of classifiers through directionality, word signs, noun placement and non-manual signs with a 75% proficiency level or higher
- Exhibit an awareness, support and respect for ASL as the visual language of the deaf community

Certificate Goals

- To teach students the style and semantic concepts of ASL to allow for effective communication with deaf persons in informal settings, human services, 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
- To 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

Certificate Outcomes

- 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
- Demonstrate the appropriate use of classifiers through directionality, word signs, noun placement and non-manual signs with a 75% proficiency level or higher

- Exhibit an awareness, support and respect for ASL as the visual language of the deaf community

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Declare intent to enter the American Sign Language Interpretation Program
- Students must complete a WCCCD Program Application and submit to the Campus President/CAO

**American Sign Language Interpretation:
Associate of Applied Science**

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ASL 100	American Sign Language I	3
ASL 110	Introduction to Deaf Culture	3
ASL 115	Beginning Finger Spelling and Number Use	2
SOC 100	Introduction to Sociology	3
ENG 119	English I	3
SEMESTER TOTAL		14
<u>SEMESTER 2</u>		
ASL 105	Orientation to Deafness	3
ASL 120	American Sign Language II	3
ASL 130	Intermediate Finger Spelling and Number Use	2
PS 101	American Government	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		14
<u>SEMESTER 3</u>		
ASL 125	Interpreting I	3
ASL 150	Principles of Interpreting	3
ASL 200	American Sign Language III	3
SEMESTER TOTAL		9

SEMESTER 4

ASL 220	American Sign Language IV	3
ASL 225	Interpreting II	3
ASL 230	Structure of American Sign Language	3
ASL 270	Topics in Interpreting	1
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		13

SEMESTER 5

ASL 250	Interpreting III	3
ASL 260	Interpreting and Transliterating	3
ASL 299	Sign Internship	1
ANT 154	Introduction to Cultural Anthropology	3
SEMESTER TOTAL		10

A.A.S. PROGRAM TOTAL .60

Note: Program total hours may not include prerequisites.

**American Sign Language Interpretation:
Short-Term Certificate**

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ASL 100	American Sign Language I	3
ASL 110	Introduction to Deaf Culture	3
ASL 115	Beginning Finger Spelling and Number Use	2
ENG 119	English I	3
SEMESTER TOTAL		11

SEMESTER 2

ASL 105	Orientation to Deafness	3
ASL 120	American Sign Language II	3
ASL 130	Intermediate Finger Spelling and Number Use	2
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		11

SEMESTER 3

ASL 125	Interpreting I	3
ASL 150	Principles of Interpreting	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		28

Note: Certificate total hours may not include prerequisites.

ANESTHESIA TECHNOLOGY

Associate of Applied Science Degree: (AT-AAS)

About the Program

The Anesthesia Technology Associate of Applied Science degree program is a six semester program that will prepare students to enter the allied health profession specifically focused on fundamental and advanced clinical procedures. The Anesthesia Technologists is proficient in the acquisition, preparation, and application of various types of equipment required for the delivery of anesthesia care.

This Program Offers:

- Associate of Applied Science: **68** credit hours

Program Goals

- To prepare the student with the knowledge and technical skills to effectively perform as a team member of the anesthesia care unit under the direct supervision of a doctor or registered nurse
- To prepare the anesthesia technology student to proficiently maintain and service equipment by cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, requisitioning and recording of inspections and maintenance. The student will use critical thinking skills to become an intricate member of the anesthesia care team
- To prepare the student to successfully pass the National Certifying Examination for Anesthesia Technologist

Continued on next page.

*Anesthesia Technology continued***Program Outcomes**

- Students will be able to demonstrate and apply technical competency as it applies to the Anesthesia Technology profession
- Exhibit proficiency in successfully completing the National Certification Examination for Anesthesia Technologists
- Demonstrate expertise in the application of sterile and aseptic technique
- Model a self-sufficient Anesthesia Technologist who displays positive values, integrity and professionalism
- Recognize and verbalize indications for anesthesia intervention and the associated risks and benefits
- Anticipate the needs of the anesthesia provider to assist with the delivery of patient care
- Demonstrate the ability to maintain and update all relevant anesthesia equipment and troubleshoot as necessary
- Maximize patient safety by facilitating a safe environment

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Be 18 years of age or older and have a high school diploma or GED
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Declare intent to enroll in the Anesthesia Technology program by submitting an Allied Health Department application and submit to Health Sciences Department
- Must complete criminal background check, physical exam, Hepatitis B, MMR, Varicella, Tetanus, and Tuberculosis shot
- Submit official transcripts from previous institutions

- Valid State Picture I.D.
- Meet with the Program Designee to review and complete paperwork
- Students are allowed two attempts for successful program completion

Additional entry requirements for Anesthesia Technology

Grade “C” or better in science courses (NO science course older than 5-years can be transferred into the program)

- Chemistry
- Anatomy and Physiology I and II
- Introduction to Biology

Two reference letters

- If currently working - 1 professional letter (signed and dated) 1 personal letter (signed and dated -not from a relative)
- If not currently employed-2 personal letters (signed and dated -not from relatives) A letter from a current or previous WCCCD faculty member is acceptable
- Attend Pre-Admission Orientation

Prior to starting Clinical Education**Requirements:**

- Negative drug screen
- Update tuberculous skin test
- Influenza vaccine (if applicable)

Degree Requirements

Students must complete all core course work with a grade of “B” or better to meet graduation requirements for Anesthesia Technology.

- Core course work grading scale

A = 100 – 95%

B = 94 – 85%

C = 84 – 70%

D = 69 – 60%

E = 59% & Below

- Students must achieve a minimum score of *85% or higher on their first attempt of the mock national certification examination

- Exam will take place in ANE 220
- Exam will be proctored, timed, and challenged through a Blackboard learning shell
- Students must obtain AHA Healthcare Provider Basic Life Support (BLS)/CPR card and Advanced Cardiac Life Support (ACLS) / CPR card – both are provided to the student through programmatic scheduling of courses

*The score of 85% is reflective of the passing score needed to become a national certified anesthesia technologist through the American Society of Anesthesia Technologists and Technicians (ASATT).

Based upon Michigan Law

Students applying for admission to the Anesthesia 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 Anesthesia 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.

Anesthesia Technology:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ALH 110	Medical Terminology	3
ANE 100	Introduction to Anesthesia Technology	3
BIO 155	Introductory Biology	4
ALH 230	Medical Ethics	3
SEMESTER TOTAL		13

SEMESTER 2

ANE 105	Basic and Advanced Principles of Anesthesia Technology	3
BIO 240	Human Anatomy and Physiology I .4	
ENG 119	English I	3
SEMESTER TOTAL		10

SEMESTER 3

ANE 110	Anesthesia Technology Instrumentation	4
CHM 105	Introduction to Chemistry	4
BIO 250	Human Anatomy and Physiology II	4
SEMESTER TOTAL		12

SEMESTER 4

ANE 200	Anesthesia Technology Clinical I . .4	
ENG 120	English II	3
ANE 205	Anesthesia Technology Pharmacology	3
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		13

SEMESTER 5

PS 101	American Government	3
ALH 115	Medical Computers	3
ANE 210	Anesthesia Technology Clinical II .4	
SEMESTER TOTAL		10

SEMESTER 6

ANE 220	Anesthesia Technology Seminar and Certification Preparation4	
ANE 225	Anesthesia Technology Clinical III .4	
SEMESTER TOTAL		8

A.A.S. PROGRAM TOTAL68

Note: Program total hours may not include prerequisites.

ANESTHESIA TECHNOLOGY: ACCELERATED ALTERNATE DELIVERY

Associate of Applied Science Degree: (ATAD-AAS)

About the Program

The purpose of the Anesthesia Technology Accelerated Alternate Delivery Associates of Applied Science is to prepare working professionals in the Anesthesia Technology field to sit for the National Certification Examination sponsored by the American Society of Anesthesia Technologists and Technicians, ASATT.

The instructional format for this program is hybrid delivery. The Anesthesia Technologist assists with care of the surgical anesthesia patient before, during and after surgery as a member of the anesthesia care team (Anesthesiologist, Certified Registered Nurse Anesthetist, Anesthesia Technician, Anesthesia Technologist, Anesthesia Assistant, Surgeon, Surgical First Assist, Surgical Technologist, Registered Nurse, and other surgical personnel). The Anesthesia Technologist is proficient in the acquisition, preparation, and application of various types of equipment required for the delivery of anesthesia care.

This Program Offers

- Associate of Applied Science: 60 credit hours

Program Goals

- To prepare the student with the knowledge and technical skills to effectively perform as a team member of the anesthesia care unit under the direct supervision of an anesthesiologist or certified registered nurse anesthetist.
- To prepare the anesthesia technology student to proficiently maintain and service equipment by cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, requisitioning, and recording of inspections and maintenance. The student will use critical thinking skills to become an intricate member of the anesthesia care team.

- To prepare the student to successfully pass the National Certifying Examination for Anesthesia Technologist sponsored by the American Society of Anesthesia Technologists and Technicians, ASATT.

Program Outcomes

- Students will be able to demonstrate and apply technical competency as it applies to the anesthesia technologist profession.
- Exhibit proficiency in successfully completing the National Certifying Examination for Anesthesia Technologists with an 80% or better proficiency rate.
- Demonstrate expertise in the application of sterile and aseptic technique.
- Apply principles of pharmacology as related to the Anesthesia Technologist and the surgical patient.
- Demonstrate critical thinking skills during peri-operative procedural management according to the facility policies, procedures, and anesthesia preferences.
- Perform competently in the Anesthesia Technologist role in accordance with American Society of Anesthesia Technologist and Technicians standards.
- Maximize patient safety by facilitating a safe surgical / anesthesia environment
- Demonstrate self-direction and responsibility for maintaining anesthesia competency and patient safety.
- Effectively use written, oral, and interpersonal communication skills operating as a member of a diverse team of medical professionals.
- Incorporate safety principles, practices and standards as governed by the profession.baccalaureate institution
- Model a self-sufficient Anesthesia Technologist who displays positive values, integrity, and professionalism.
- Recognize and verbalize indications for anesthesia intervention and the associated risks and benefits.

- Anticipate the needs of the anesthesia provider to assist with the delivery of safe patient care.
- Demonstrate the ability to maintain and update all relevant anesthesia equipment and troubleshoot, as necessary.

Admission Requirements

An applicant for Anesthesia Technology Accelerated Alternate Delivery (AAD) Program is required to:

- Apply to WCCCD for college admission.
- Complete a WCCCD Health Science Program Application and submit to the Campus Academic Officer.
- Be 18 years of age or older and have a high school diploma or GED.
- Fulfill course placement requirement based on ACCUPLACER assessment.
- Submit official transcripts from previous institutions of higher education.
- Valid state picture I.D.
- Meet with Program Dean to review and complete appropriate paperwork.
- Students will only be provided two attempts for successful program completion.

Programmatic Admission / Portfolio Requirements

- Valid and current AHA-BLS (Provider) card.
- Current ASATT Membership.
- All science courses (biology, chemistry, anatomy and physiology I and II) must be taken within the previous five-years when transferring the credit(s) into the anesthesia technology program.
- Complete criminal background check (paid for by student).
- Physical exam / assessment by primary care physician (PCP).

- Provide documentation of the following vaccines:
 - Hepatitis B
 - MMR
 - Varicella
 - Tetanus
 - Seasonal Flu
- Negative Tuberculosis examination – tested within previous 12-months
 - Negative chest x-ray (CXR) may also be provided.
- Two reference letters (should speak of your character and why you should be considered for entry)
 - 1 professional letter (examples include)
 - Chief or Co-Chief Anesthesiologist
 - Chief or Co-Chief CRNA
 - Staff Anesthesiologist
 - Staff CRNA
 - Chief Anesthesia Technologist / Technician
 - Operating Room Director
 - Education Director that has worked closely with you over the years.
 - 1 personal letter (examples include)

This letter should come from someone that you've worked with over the years.

 - Surgical Technologist
 - Registered Nurse
 - Central Processing Technician
 - Pharmacist(s)
 - Volunteer Organization Leader / Member
 - Church Congregation Member
 - Educational Leader
- Negative Urine Drug Screening
 - This will be completed and submitted before attending clinical education for graduate checkoffs.

Continued on next page.

*Anesthesia Technology:
Accelerated Alternate Delivery continued*

- Submit documentation verifying clinical experiences for at least 300 anesthesia surgical procedures in the anesthesia technician 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 grade as follows:
- Anesthesia Technologist (ANE) 200 – Anesthesia Technology Clinical I – 4 credit hours, and 240 contact hours. Experiential learning credit is given to a student that has worked in the role as an Anesthesia Technician with worked hours between 6240 (ambulatory surgery), 4160 hours within level 2 trauma, or 2080 hours in level 1 trauma.
- Anesthesia Technologist (ANE) 210 – Anesthesia Technology Clinical II – 4 credit hours, and 240 contact hours. Experiential learning credit is given to a student that has worked in the role as an Anesthesia Technician with worked hours between 6240 (ambulatory surgery), 4160 hours within level 2 trauma, or 2080 hours in level 1 trauma.
- Anesthesia Technologist (ANE) 230 – Anesthesia Technology Clinical Education – 180 contact hours. Experiential learning credit is given to a student that has worked in the role as an Anesthesia Technician with worked hours between 6240 (ambulatory surgery), 4160 hours within level 2 trauma, or 2080 hours in level 1 trauma.

Degree Requirements

- Students must complete 180 hours of clinical experience time, outside of their “home” or “employer” facility.
 - This unbiased approach will provide exceptional opportunities for the student so he/she can showcase their skills and education gained throughout the program.
- Students must complete all core course work with a grade of “B” or better to meet graduation requirements for Anesthesia Technology AAD program.
 - Anesthesia Technology Course Grading Scale
 - A = 100 – 95%
 - B = 94 – 85%
 - C = 84 – 70%
 - D = 69 – 60%
 - E = 59% and Below
- Students must achieve a minimum score of *85% or higher on their first attempt of the mock national certification examination.
 - Exam will take place in ANE 220.
 - Exam will be proctored, timed, and challenged through a Blackboard learning shell.
- Student must obtain American Heart Association Advanced Cardiac Life Support (ACLS). This training will be provided by the college at no additional cost to the student. This course has been incorporated into the ANE 230 Clinical course.
 - *The score of 85% is reflective of the passing score needed to become national certified anesthesia technologist through the American Society of Anesthesia Technologists and Technicians (ASATT).

Based upon Michigan Law

Students applying for admission to the Anesthesia 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 Anesthesia Technology Program based on 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.

Anesthesia Technology Accelerated Alternate Delivery: Associate of Applied Science (A.A.S.) Recommended Sequence of Courses:

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ALH 110	Medical Terminology	3
ANE 100	Introduction to Anesthesia Technology	2
BIO 155	Introductory Biology	4
ALH 230	Medical Ethics	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
ANE 105	Basic and Advanced Principles of Anesthesia Technology	3
BIO 240	Human Anatomy and Physiology	4
ENG 119	English I	3
SEMESTER TOTAL		10
<u>SEMESTER 3</u>		
ANE 110	Anesthesia Technology Instrumentation	4
CHM 105	Introduction to Chemistry	4
BIO 250	Human Anatomy and Physiology II	4
SEMESTER TOTAL		12
<u>SEMESTER 4</u>		
ANE 205	Anesthesia Technology Pharmacology	3
ENG 120	English II	3
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		9
<u>SEMESTER 5</u>		
PS 101	American Government	3
ALH 115	Medical Computers	3
SEMESTER TOTAL		6
<u>SEMESTER 6</u>		
ANE 220	Anesthesia Technology Seminar and Certification Preparation	4
ANE 230	Anesthesia Technology Clinical Experience III	6
SEMESTER TOTAL		10
PROGRAM TOTAL		60

Note: Certificate totals may not include prerequisites.

ASSOCIATE OF ARTS - A.A.

Associate of Arts Degree: (AA)

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 for associate of arts studies as the precursor to 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

Continued on next page.

Associate of Arts continued

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:

<u>AMERICAN GOVERNMENT</u>	3
PS 101 American Government	3

<u>ENGLISH</u>	6
ENG 119 English I	3
ENG 120 English II	3

HUMANITIES **9**

- Consult a counselor for other course options
- Courses must be taken in more than one of the following academic disciplines:
 - Dance
 - English {200 level courses only}
 - French
 - Humanities courses
 - Music
 - Philosophy
 - Languages
 - Speech
 - MWS 102 Muslim World Civilization

NATURAL SCIENCE **8**

- Courses must be taken in more than one of the following academic disciplines:
 - ANT 153 Introduction to Physical Anthropology
 - Biology
 - Chemistry
 - Mathematics courses numbered 135 or above
 - Physics
- Consult a counselor for other course options

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	• 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: (AGS)

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 of study 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 which fifteen (15) must be earned at WCCCD
- Complete the “Requirements for All Degrees”
- Complete all academic group requirements
- Must complete at least twenty-six (26) credit hours with an overall GPA of 2.0

Associate of General Studies (A.G.S.) Degree:

AMERICAN GOVERNMENT 3
PS 101 American Government3

ENGLISH 6
ENG 119 English I3
Elective: any English course above ENG 119 ..3

HUMANITIES 3

Select one three (3) credit course from the following:

- Dance
- English
- French
- Humanities
- Music
- Philosophy
- Languages
- Speech

MATHEMATICS 3

NATURAL SCIENCE 3

Any three (3) credit course from the following:

- Astronomy
- Biology
- Chemistry
- Geology
- Physics
- ANT 153 Introduction to Physical Anthropology
- DT 130 Fundamentals of Nutrition

GENERAL EDUCATION TOTAL18

ELECTIVES42

A.G.S. PROGRAM TOTAL60

Note: Program total hours may not include prerequisites.

ASSOCIATE OF SCIENCE - A.S.

Associate of Science Degree: (AS)

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. Students pursuing this degree plan to transfer and major in the natural or physical sciences including chemistry, mathematics, biology and physics. Courses leading to an A.S. degree are designed for students enrolled in pre-professional studies for such areas as medicine, dentistry, engineering, dietetics and environmental and natural resources.

Program Goals

- To provide a general foundation for associate of science studies as the precursor to 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 which fifteen (15) must be earned at WCCCD
- Complete the “Requirements for All Degrees”
- Complete all academic group requirements
- Consult a transfer coordinator at the campus for course requirement advising

Associate of Science (A.S.) Degree: General Education Course Requirements:

AMERICAN GOVERNMENT **3**
PS 101 American Government3

ENGLISH **6**
ENG 119 English I3
ENG 120 English II3

HUMANITIES **9**

- 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
 - Languages
 - Speech
 - MWS 102 Muslim World Civilization

NATURAL SCIENCE **20**

- Courses must be taken in more than one of the following academic disciplines:
 - ANT 153 Introduction to Physical Anthropology
 - Biology
 - Chemistry
 - Mathematics courses numbered 135 or above
 - Physics
- Consult a counselor for other course options

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 TOTAL47

ELECTIVES13

A.S. PROGRAM TOTAL60

Note: Program total hours may not include prerequisites.

AUTO BODY TECHNOLOGY

Associates of Applied Science Degree: (ABT-AAS)

- College Certificate: (ABT-CERT)

About the Program

The Auto Body Technology Associate of Applied Science degree is designed to provide students with in-depth instruction in the field of Automotive Body Paint and Repair. The Auto Body Technology Program is designed to develop qualified technicians who can diagnose, repair and service the body and finish work of automobiles. The program provides opportunities for students to develop their skills and competencies for positions such as Automotive Painter, Auto Body Paint and Repair Technician, Collision Repair Technician, Glazier (glass repair specialist), as well as self-employment in the Auto Body and Auto Collision repair field. The program prepares students for Automotive Service Excellence (ASE) and State of Michigan certifications in Damage Repair and Refinishing, and Damage Analysis and Estimating.

This Program Offers:

- Associates of Applied Science: **62** credit hours
- College Certificate: **36** credit hours

College Certificate Goals

- To prepare students for employment in the auto body paint and repair technology industry through applied knowledge of automotive paint, refinishing and repair equipment
- To teach students the basic principles of auto body technology safety as it applies to tools and equipment operations
- To prepare students for individual credentialing by recognized skill standards established by the Automotive Service Excellence (ASE)

Continued on next page.

*Auto Body Technology continued***College Certificate Outcomes**

- Students will be able to develop a competency in the use of appropriate tools and equipment to provide painting and basic repair services according to industry standards in a safe manner
- Students will be able to demonstrate basic math and English competency as required in the auto body field especially as it relates to Damage Analysis/Estimating/Customer Service
- Students will be able to work independently and professionally as a member of an automotive body technology team
- Students will be able to obtain individual credentialing through the National Institute for Automotive Service Excellence (ASE)

Program Goals

- To prepare students for employment in the auto body paint and repair technology industry through applied knowledge of automotive paint, refinishing and repair equipment
- To teach students the basic principles of auto body technology safety as it applies to tools and equipment operations
- To provide basic welding skills used in the auto body repair industry
- To prepare students for individual credentialing by recognized skill standards established by the National Institute for Automotive Service Excellence (ASE)

Program Outcomes

- Students will be able to develop a competency in the use of appropriate tools and equipment to provide painting and basic repair services according to industry standards in a safe manner
- Students will be able to demonstrate basic Math, Science and English competency as required in the auto body field especially as it relates to Damage Analysis/Estimating/ Customer Service

- Students will be able to demonstrate commonly utilized welding practices in the Auto Body Repair field
- Students will be able to work independently and professionally as a member of an automotive body technology team
- Students will be able to obtain individual credentialing through the National Institute for Automotive Service Excellence (ASE)

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Chief Campus Academic Officer

Auto Body Technology: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ABT 101	Intro to Auto Body Technology . . .	4
ABT 103	Auto Body Work Environment and Safety	4
ABT 131	Introduction to Electrical/Mechanical Repair	2
CIS 110	Intro to Computer Info Systems . .	4
SEMESTER TOTAL		14
<u>SEMESTER 2</u>		
ABT 105	Damage Analysis and Repair Estimating	4
ABT 141	Surface Preparation and Fillers . .	4
ENG 119	English 1	3
MAT 105	Pre-Algebra	3
—OR—		
MAT 111	Pre-College Mathematics	3
SEMESTER TOTAL		14
<u>SEMESTER 3</u>		
ABT 201	Basic Automotive Finishes	4
ABT 203	Advanced Finishes/Custom Paint . .	4
SEMESTER TOTAL		8
CERTIFICATE TOTAL		36

Note: Certificate totals may not include prerequisites.

Auto Body Technology: Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ABT 101	Intro to Auto Body Technology . . .	4
ABT 103	Auto Body Work Environmental and Safety	4
ABT 131	Introduction to Electrical/Mechanical Repair	2
CIS 110	Intro to Computer Info Systems . .	4
SEMESTER TOTAL		14
SEMESTER 2		
ABT 105	Damage Analysis and Repair Estimate	4
ABT 141	Surface Preparation and Fillers . .	4
MAT 105	Pre-Algebra	3
—OR—		
MAT 111	Pre-College Mathematics	3
ENG 119	English I	3
SEMESTER TOTAL		14
SEMESTER 3		
ABT 201	Basic Auto Finishes	4
ABT 203	Advanced Finishes/Custom Paint	4
SEMESTER TOTAL		8
SEMESTER 4		
WLT 101	Arc - O2 /Acetylene Welding . . .	5
Elective:	Humanities	3
PS 101	American Government	3
ENG 120	English II	3
SEMESTER TOTAL		14
SEMESTER 5		
SPH 101	Fundamentals of Speech	3
Elective:	Natural Science with Lab	4
WLT 105	MIG/Flux-Core/Plasma Welding	5
SEMESTER TOTAL		12
A.A.S. PROGRAM TOTAL		62

Note: Program totals may not include prerequisites.

AUTOMOTIVE SERVICE TECHNOLOGY (NATEF-MASTER)

Associate of Applied Science Degree: (AST-AAS)

• College Certificate: (AST-CERT)

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 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 for 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 and Transaxle (SCERT-AUTO)
- Brakes (SCERT-BRKS)
- Electrical/Electronic Systems (SCERT-EES)
- Engine Performance (SCERT-EP)
- Engine Repair (SCERT-E/REP)
- Heating and Air Conditioning (SCERT-HAC)
- Manual Drive Train and Axle (SCERT-MDTRN)
- Suspension and Steering (SCERT-SUSP)

This Program Offers:

- Associate of Applied Science: **64** credit hours
- College Certificate: **30** credit hours
- Short-Term Certificate: **12-24** credit hours

**See schedule for short-term sequencing offerings*

Continued on next page.

*Automotive Service Technology continued***Program Goals**

- To prepare students for employment in the auto 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

Program Outcomes

- Students will be able to demonstrate basic math and use of appropriate tools and equipment to perform maintenance and basic repair services according to industry standards in a safe manner
- Diagnose and perform basic mechanical and electrical repairs using appropriate tools and equipment according to industry standards in a safe manner
- Work independently and professionally as a member of an automotive service technology team
- Students will be able to obtain individual credentialing through the National Institute for Automotive Service Excellence (ASE) with a cut score or better proficiency rate established by the industry association
- Students will be able to obtain individual credentialing in any of the eight (8) automotive areas and/or “Master” certification by the State of Michigan with a 70% or better proficiency rate

College Certificate Goals

- To provide a basic foundation of the automotive service industry through applied knowledge of machinery, software and its applications
- 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 the ACCUPLACER® assessment
- Complete a 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 and Student Services Officers

Automotive Service Technology:

College Certificate

Recommended Sequence of Courses

REQUIRED CAREER COURSES:

AUT 114	Electrical/Electronic Systems I	3
AUT 115	Electrical/Electronic Systems II	3
AUT 116	Electrical/Electronic Systems III	3
AUT 117	Electrical/Electronic Systems IV	3

Select 18 credits from the following:

AUT 101	Automotive Fundamentals	3
AUT 118	Engine Performance I	3
AUT 119	Engine Performance II	3
AUT 200	Engine Performance III	3
AUT 201	Engine Performance IV	3
AUT 120	Brakes I	3
AUT 203	Brakes II	3
AUT 121	Suspension and Steering I	3
AUT 204	Suspension and Steering II	2
AUT 122	Automatic Transmission and Transaxle I	4
AUT 206	Automatic Transmission and Transaxle II	3
AUT 124	Engine Repair I	4
AUT 207	Engine Repair II	3
AUT 125	Heating and Air Conditioning I	3
AUT 208	Heating and Air Conditioning II	2
AUT 126	Manual Drive Train and Axles I	3
AUT 209	Manual Drive Train and Axles II	2

CERTIFICATE TOTAL**30**

Note: Certificate totals may not include prerequisites.

Automotive Service Technology:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

AUT 101	Automotive Fundamentals	3
AUT 114	Electrical/Electronic Systems I	3
AUT 115	Electrical/Electronic Systems II	3
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		15

SEMESTER 2

AUT 116	Electrical/Electronic Systems III	3
AUT 117	Electrical/Electronic Systems IV	3
PS 101	American Government	3
ENG 120	English II	3
Elective:	Natural Science with Lab	4
SEMESTER TOTAL		16

SEMESTER 3

BUS 240	Business Communications	3
SPH 101	Fundamentals of Speech	3
Elective:	Social Science (<i>any course</i>)	3
Elective:	Humanities (<i>any course</i>)	3

Any 6 credits from the list below:

AUT 118	Engine Performance I	3
AUT 119	Engine Performance II	3
AUT 200	Engine Performance III	3
AUT 201	Engine Performance IV	3
AUT 120	Brakes I	3
AUT 203	Brakes II	3
AUT 121	Suspension and Steering I	3
AUT 204	Suspension and Steering II	2
AUT 122	Automatic Transmission and Transaxle I	4
AUT 206	Automatic Transmission and Transaxle II	3
AUT 124	Engine Repair I	4
AUT 207	Engine Repair II	3
AUT 125	Heating and Air Conditioning I	3
AUT 208	Heating and Air Conditioning II	2
AUT 126	Manual Drive Train and Axles I	3
AUT 209	Manual Drive Train and Axles II	2
SEMESTER TOTAL		18

Continued on next page.

*Automotive Service Technology continued***SEMESTER 4**

Select any 15 credits of AUT courses below to complete A.A.S. requirements:

AUT 118	Engine Performance I3
AUT 119	Engine Performance II3
AUT 200	Engine Performance III3
AUT 201	Engine Performance IV3
AUT 120	Brakes I3
AUT 203	Brakes II3
AUT 121	Suspension and Steering I3
AUT 204	Suspension and Steering II2
AUT 122	Automatic Transmission and Transaxle I4
AUT 206	Automatic Transmission and Transaxle II3
AUT 124	Engine Repair I4
AUT 207	Engine Repair II3
AUT 125	Heating and Air Conditioning I	..3
AUT 208	Heating and Air Conditioning II	..2
AUT 126	Manual Drive Train and Axles I	..3
AUT 209	Manual Drive Train and Axles II	..2
SEMESTER TOTAL	15
AUT: A.A.S. PROGRAM TOTAL	64

Note: Program total hours may not include prerequisites.

Refer to course descriptions for prerequisite information.

AVIATION MECHANICS: AIRFRAME

Associate of Applied Science Degree: (AMAF-AAS)
• College Certificate: (AMAF-CERT)

About the Program

The Aviation Mechanics Associate of Applied Science and College Certificate degree program offer two options: Airframe and Powerplant. Courses are conducted in partnership with the Michigan Institute of Aviation Technology (MIAT). Successful completers will be granted credit toward the Associate of Applied Science degree.

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 college 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 elect 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: **27** credit hours
- College Certificate: Airframe Aviation
Technician: **48** credit hours

Airframe 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 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

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 the ACCUPLACER® assessment
- Complete a 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

Continued on next page.

*Aviation Mechanics: Airframe continued***Aviation Mechanics (Airframe):**

Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses

GENERAL EDUCATION COURSES

ENG 119	English I3
ENG 120	English II3
PS 101	American Government3
	Natural Science with Lab4
GENERAL EDUCATION TOTAL	13

OCCUPATIONAL SUPPORT COURSES

MAT 155	College Algebra4
OCCUPATIONAL SUPPORT TOTAL	4

AIRFRAME OCCUPATIONAL SPECIFIC COURSE

(Courses from the following required to achieve a Federal Aviation Administration (FAA):

Air Science Section

ATP 101	Introduction to Aviation I8
ATP 102	Introduction to Aviation II8
ATP 103	Basic Electricity8
ATP 104	Materials, Fuel, Fire and Corrosion8
AIR SCIENCE SECTION TOTAL	32

Airframe Section

AFM 201	Basic Sheet Metal8
AFM 202	Non-Metallic Structures and Finishes8
AFM 203	Airframe Electrical8
AFM 204	Aircraft Navigation and Communications8
AFM 205	Assembly and Rigging and Aircraft Systems8
AFM 206	Landing Gear Systems and Airframe Inspections8
AIRFRAME SECTION TOTAL	48

AIRFRAME A.A.S.

PROGRAM TOTAL**97**

Note: Program totals may not include prerequisites.

**AVIATION MECHANICS:
POWERPLANT**

Associate of Applied Science Degree: (AMP-AAS)
 • College Certificate: (AMP-CERT)

About the Program

The Aviation Mechanics Associate of Applied Science and College Certificate degree program offers two options: Airframe and Powerplant. Courses are conducted in partnership with the Michigan Institute of Aviation Technology (MIAT). Successful completers will be granted credit toward the Associate of Applied Science degree.

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 college 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 elect 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: Mechanical Powerplant: **27** 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

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 credentialing by the Federal Aviation Administration (FAA) General Powerplant written, oral and practical exams with a 70% or better proficiency rate and attain a mechanics certificate with powerplant ratings

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

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 powerplant

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Aviation Mechanics (Powerplant):

College Certificate

Recommended Course Sequence

Note: Courses from the following are required to achieve a Federal Aviation Administration (FAA) Certificate in Aviation Mechanics Powerplant:

Powerplant Section

PPM 201	Reciprocating Engine Operation . . .	8
PPM 202	Reciprocating Engine Systems . . .	8
PPM 203	Reciprocating Engine Overhaul and Troubleshooting	8
PPM 204	Propellers and Turbine Engine Operation	8
PPM 205	Turbine Engine Designs, Accessories and Instruments	8
PPM 206	Turbine Engine Overhaul and Troubleshooting	8

AVIATION POWERPLANT CERTIFICATE TOTAL48

Continued on next page.

Aviation Mechanics: Powerplant continued

**Aviation Mechanics (Powerplant):
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses**

GENERAL EDUCATION COURSES

ENG 119	English I3
ENG 120	English II3
PS 101	American Government3
Elective:	Natural Science with Lab4
GENERAL EDUCATION TOTAL	13

OCCUPATIONAL SUPPORT COURSES

MAT 155	College Algebra4
OCCUPATIONAL SUPPORT TOTAL		...4

POWERPLANT OCCUPATIONAL SPECIFIC COURSES

Courses from the following required to achieve a Federal Aviation Administration (FAA):

Air Science Section

ATP 101	Introduction to Aviation I8
ATP 102	Introduction to Aviation II8
ATP 103	Basic Electricity8
ATP 104	Materials, Fuel, Fire and Corrosion8
AIR SCIENCE SECTION TOTAL	32

Powerplant Section

PPM 201	Reciprocating Engine Operation	..8
PPM 202	Reciprocating Engine Systems	...8
PPM 203	Reciprocating Engine Overhaul and Troubleshooting8
PPM 204	Propellers and Turbine Engine Operation8
PPM 205	Turbine Engine Designs, Accessories and Instruments	...8
PPM 206	Turbine Engine Overhaul and Troubleshooting8
POWERPLANT SECTION TOTAL	48

POWERPLANT A.A.S.

PROGRAM TOTAL97

Note: Program total hours may not include prerequisites.

BIO-MEDICAL EQUIPMENT REPAIR TECHNOLOGY

Associate of Applied Science Degree: (BET-AAS)

About the Program

The Bio-Medical Equipment Repair Technology Associate of Applied Science degree program is designed to provide students with in-depth knowledge of high technology equipment used in hospitals, clinics and in the offices of medical doctors. Health care facilities today depend heavily on technology to diagnose, monitor and treat diseases. The equipment and technology utilized are intended to improve the quality of healthcare. The medical community must rely on the skills of Bio-Medical Equipment Repair Technicians to maintain their equipment. The students in the program will benefit by gaining skills to make themselves competitive in the employment market as trends continue to require more technological training in the healthcare field. Their tasks include functional and safety inspections, preventive maintenance, calibration, troubleshooting, equipment repair, and the training of hospital personnel in the safe and proper use of the equipment.

This Program Offers:

- Associate of Applied Science: **62** credit hours

Program Goals

- The Bio-Medical Equipment Repair Technology program will provide the skills and training necessary for students to understand and preserve medical electronic equipment to prepare students to initiate functional and safety inspections, preventive maintenance, calibration, troubleshooting, equipment repair, and the training of hospital personnel in the safe and proper use of Bio-Medical equipment
- Prepare students to successfully pass the ICC Certification exam for the Bio-Medical Equipment Technician (BMET) with a proficiency of 70% or higher

- Provide transferability to four-year universities offering BS in electrical electronics, engineering technology and vocational teaching certificates, students may replace EE 107 and EE 115 with MAT 155 and MAT 156

Program Outcomes

- Demonstrate knowledge of techniques, skills, and modern tools used within Bio-Medical Equipment industry
- Apply creativity in the design of systems, components, and processes appropriate to program objectives
- Function effectively as part of a team and communicate effectively with clients
- Identify, analyze, troubleshoot and repair hardware and software problems of bio-medical equipment
- Recognize the need for lifelong learning and upgraded certifications in the field
- Understand professional, ethical, and social responsibilities of working in the health care field
- Repair, maintain, install, upgrade, layout and modify electrical/electronics of bio-medical equipment

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Students must declare intent to enter the Bio-Medical Equipment Repair Technology program and complete a WCCCD Program Application and submit to the Campus Chief Academic Officer
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Obtain an Educational Development Plan (Plan of Work), outlining the student’s plan for program completion
- Complete the following courses at WCCCD or obtain equivalent transfer credit for the following courses: MAT 113, BIO 155, CIS 110, and BUS 225. Courses must be completed with a “C” or better for program admission

Bio-Medical Equipment Repair Technology:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

EE 101	Circuit Analysis I	4
EE 107	Mathematics for Electrical/ Electronics I	4
CT 203	Digital Logic I	4

SEMESTER TOTAL12

SEMESTER 2

EE 102	Circuit Analysis II	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for Electrical/ Electronics II	4
CT 205	Introduction to Microprocessors . .	4

SEMESTER TOTAL15

SEMESTER 3

BIO 240	Anatomy and Physiology I	4
CT 209	Computer Repair I – CompTIA A+ .	4
EE 205	Linear Integrated Circuits	2

SEMESTER TOTAL10

SEMESTER 4

BET 110	Bio-Medical Instrumentation and Safety I	3
ENG 119	English I	3
CT 211	Computer Networking I	4

SEMESTER TOTAL10

SEMESTER 5

ENG 134	Technical Communication	3
BET 210	Bio-Medical Instrumentation and Safety II	3
BET 240	Bio-Medical Equipment Repair Technology Practicum I	3

SEMESTER TOTAL9

SEMESTER 6

PS 101	American Government	3
BET 250	Bio-Medical Equipment Repair Technology Practicum II	3

SEMESTER TOTAL6

A.A.S. PROGRAM TOTAL62

Note: Program total hours may not include prerequisites.

BOOKKEEPING

- Short-Term Certificate: (SCERT-BOK)

About the Program

The Bookkeeping Short-Term Certificate is designed to provide students with in-depth instruction in the field of Accounting with a concentration in Bookkeeping. The program covers the foundational knowledge and skills needed to help process a company's business transactions. The curriculum focuses on the role of accounting in business and management. Students will encounter real-world scenarios where they will use accounting information resources and systems, and present conclusions based on accounting and business data. Additionally, students will use ledgers, journals, and worksheets to complete formal, informal, and quantitative accounting tasks.

Students successfully completing this short-term certificate in Bookkeeping may sit for one of two national Bookkeeper certification exams. Certification is not required, however holding a national certification may increase employment opportunities.

1. The National Association of Certified Professional Bookkeepers: administers the Uniform Bookkeeper Certification Exam.
2. The American Institute of Professional Bookkeepers: administers the Certified Bookkeepers Exam. Candidates for this certification must document at least two years of full-time work experience as a condition for meeting certification requirements.

This Program Offers:

- Short-Term Certificate: **20** credit hours

Certificate Goals

- To learn the skills necessary for employment in the field of accounting in an entry-level position such as Bookkeeper, Accounting Associate or similar position and title

- To teach students to comprehend, apply and integrate the basic principles of accounting
- To prepare students to use accounting and business terminology as well as effective communication skills

Certificate Outcomes

- Perform all phases of the accounting cycle using manual and computerized systems
- Create and communicate written accounting reports for internal and/or external constituents
- Perform specialized accounting functions such as cost, tax and payroll accounting
- Demonstrate accounting skill and knowledge
- Operate software to record, store and analyze accounting data and generate reports
- Check figures, postings and documents for correct entry and mathematical accuracy

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Bookkeeping: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ACC 110	Principles of Accounting I	4
BUS 150	Introduction to Business	3
MGT 205	Principles of Management	3
SEMESTER TOTAL		10
SEMESTER 2		
ACC 111	Principles of Accounting II	4
ACC 112	Computerized Accounting Software .3	
BUS 240	Business Communication	3
SEMESTER TOTAL		10
CERTIFICATE TOTAL		20

Note: Certificate totals may not include prerequisites.

BUSINESS ADMINISTRATION

Associate of Arts Degree: (BAD-AA)

Associate of Applied Science Degree: (BAD-AAS)

About the Program

The Business Administration Associate of Arts and Associate of Applied Science degree programs are suitable for students presently employed in business and industry and seeking advancement, those seeking such a position immediately upon graduation and those anticipating transfer to a four-year institution. The student will complete a core liberal arts and business courses. Those anticipating transfer should coordinate their studies with the transfer policies of the institutions to which they intend to transfer. In some instances, these students may find it more advantageous to pursue a more general associate degree.

This Program Offers:

- Associate of Arts Degree: **62** credit hours
- Associate of Applied Science: **61** credit hours

Certificate Offered:

- Business Administration: Retail Management Short-Term Certificate (RTM-SCERT): **24** credit hours

Program Goals

- To teach and provide a general foundation of the field of business administration as a precursor for a declared four-year degree

Program Outcomes

- Employ effective oral, written and presentational techniques consistent with the business and management environment
- Demonstrate and apply ethical values, global awareness and technological skills to identified problems and issues making appropriate decisions related to business problems
- Assess, identify and apply critical thinking skills to formulate viable solutions to business problems by using basic accounting, business and financial concepts

- Proficiently articulate and communicate business information and data utilizing word processing, spreadsheet applications, slide presentations and database software

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Business Administration: Associate of Arts (A.A.) Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ACC 110	Principles of Accounting I	4
BUS 150	Introduction to Business	3
BUS 225	Computer Applications in Business	3
ENG 119	English I	3
SPH 101	Fundamentals of Speech —OR—	3
SPH 105	Improving Your Speaking Voice . . .	3
SEMESTER TOTAL		16
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	3
SEMESTER TOTAL		17

Continued on next page.

Business Administration continued

SEMESTER 3

ECO 101 Principles of Economics I3
 BUS 228 Internet Web Page Design3
 MKT 200 Principles of Marketing3
 BUS 221 Business Statistics

—OR—

BUS 240 Business Communications3
 Elective: Humanities3

SEMESTER TOTAL15

SEMESTER 4

BL 201 Business Law I4
 ECO 102 Principles of Economics II3
 Elective: Natural Science w/Lab4
 Elective: Humanities3

SEMESTER TOTAL14

A.A. PROGRAM TOTAL62

Note: Program total hours may not include prerequisites.

Business Administration:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

ACC 110 Principles of Accounting I4
 BUS 150 Introduction to Business3
 BUS 225 Computer Applications in Business .3
 ENG 119 English I3
 SPH 101 Fundamentals of Speech

—OR—

SPH 105 Improving Your Speaking Voice . . .3

SEMESTER TOTAL16

SEMESTER 2

ENG 120 English II3
 MAT 155 College Algebra4
 PS 101 American Governments3
 ACC 111 Principles of Accounting II4
 MGT 205 Principles of Management3

SEMESTER TOTAL17

SEMESTER 3

ECO 101 Principles of Economics I3
 Elective: BUS/ACC3
 BUS 228 Internet Web Page Design3
 MKT 200 Principles of Marketing3
 BL 201 Business Law I4

SEMESTER TOTAL16

SEMESTER 4

ECO 102 Principles of Economics II3

BUS 221 Business Statistics

—OR—

BUS 240 Business Communications3

BUS 210 Supervision3

BUS 215 Interpersonal Communications
 in Business3

SEMESTER TOTAL12

A.A.S. PROGRAM TOTAL61

Note: Program total hours may not include prerequisites.

BUSINESS ADMINISTRATION: RETAIL MANAGEMENT

- Short-Term Certificate (RTM-SCERT)

About the Program

The Retail Management Short-Term Certificate is designed to prepare students for career opportunities and upward mobility in the retail industry.

This Program Offers:

- Short-Term Certificate: **24** credit hours

Certificate Goals

The goal of the Retail Management Certificate is to create a career pathway for students interested in management careers in the retail industry. Students will learn the most relevant, in-demand skills that will lead to career advancement and increased wages

Certificate Outcomes

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate computer and information literacy
- Discuss topics such as budgets and financial statements
- Explain the management function and apply it to business organization

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Retail Management: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 210	Supervision	3
BUS 225	Computer Applications in Business	3
BUS 215	Interpersonal Communications in Business	3
SEMESTER TOTAL		9
<u>SEMESTER 2</u>		
MGT 205	Principles of Management	3
MKT 200	Principles of Marketing	3
ENT 210	Human Resource Management for Small Business	3
SEMESTER TOTAL		9
<u>SEMESTER 3</u>		
ACC 100	Introduction to Accounting	3
MGT 299	Retail Management Practicum	3
SEMESTER TOTAL		6
BUSINESS ADMINISTRATION: RETAIL MANAGEMENT		
CERTIFICATE TOTAL		24

Note: Certificate total hours may not include prerequisites.

BUSINESS ANALYTICS

- College Certificate: (CERT-BAN)

About the Program

This Business Analytics College Certificate is designed to provide students with in-depth instruction and prepares students for entry-level. Business Analytics positions requiring knowledge, setup and usage of business intelligence and data analysis solutions. Business Analytics is expanding in businesses, government agencies and not-for-profit organizations, enabling professionals to make better decisions utilizing appropriate data and information. Students will have the ability to structure data and prepare reports in a way that is meaningful to business decision makers. Course work will include database concepts, data modeling, SQL, data analysis, data mining tools, mathematical and statistical techniques, project management and systems analysis. Emphasis is placed on strong communication skills necessary to interact with key users and understand their requirements.

This Program Offers:

- College Certificate: **33** credit hours

Certificate Goals

- The goal of the program is to prepare data specialists who understand the fundamentals of business analytics, are able to effectively analyze data in the digital realm, and apply digital analytics to pricing and marketing campaigns. Program participants will be prepared to successfully take the industry recognized Certified Data Science Associate Certification.

Certificate Outcomes

- Understand how and why digital analytics is an essential component of any successful business strategy
- Be able to develop a framework for quantifying the returns on social media and digital marketing
- Understand and be able to demonstrate the uses of cross-platform and cross-device effects in digital attribution analyses

- Integrate data from the mobile landscape and use key metrics in the development of a mobile marketing/social media strategy
- Demonstrate how to extract business intelligence from social listening tools

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Business Analytics: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computer Information Systems	4
CIS 112	Structured Design	3
BUS 161	Introduction to Big Data and Business Analytics	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		13
SEMESTER 2		
BUS 241	Business Analytics Software and Programming	4
CIS 120	Introduction to Database Concepts	3
CIS 207	Java Programming Language	4
SEMESTER TOTAL		11
SEMESTER 3		
MAT 131	Descriptive Statistics	3
BUS 261	Business Applications of Big Data	3
CIS 260	System Analysis and Design	3
SEMESTER TOTAL		9
BUSINESS ANALYTICS		
CERTIFICATE TOTAL		33

Note: Certificate total hours may not include prerequisites.

COMPUTER AIDED DESIGN

Associate of Applied Science Degree: (ICGT-AAS)

• College Certificate: (ICGT-CERT)

About the Program

The Computer Aided Design 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 drawing, 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 Computer Aided Design 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 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

Continued on next page.

*Computer Aided Design continued***College Certificate Goals**

- To provide students a basic understanding of principles of mechanical design technology utilizing computer integration in the manufacturing industry

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

Admission Requirements

Individuals interested in the Computer Aided Design program are required to fulfill the following requirements:

- Fulfill all WCCCD college admission requirements
- Declare intent to enter the Computer Aided Design program on the WCCCD Application for Admission or change intent at the Admissions Office

- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer during the semester they are enrolled in CAD 101, Fundamentals of Computer Aided Design (4 credits) or CAD 110, Introduction to NX CAD/CAM (4 credits)

Computer Aided Design:**College Certificate****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
CAD 101	Fundamentals of Computer Aided Design	4
---OR---		
CAD 110	Introduction to NX CAD/CAM . . .	4
MAT 121	Technical Mathematics I	3
MAN 101	Manufacturing Process I	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
DRT 102	Fundamentals of Mechanical Drawing	4
CAD 102	Advanced Computer Aided Design	4
---OR---		
CAD 222	NX Solids Modeling	4
ENG 119	English I	3
SEMESTER TOTAL		11
<u>SEMESTER 3</u>		
DRT 112	Technical Drawing Applications . .	3
DRT 113	Descriptive Geometry	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		30

Note: Certificate total hours may not include prerequisites.

Computer Aided Design:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses**CR. No. COURSE TITLE CREDITS****SEMESTER 1**

DRT 101 Blueprint Reading3

CAD 101 Fundamentals of Computer
Aided Design4

---OR---

CAD 110 Introduction to Unigraphics
CAD/CAM4

MAT 121 Technical Mathematics I3

Elective: Other4

MAN 101 Manufacturing Process I3

SEMESTER TOTAL17**SEMESTER 2**DRT 102 Fundamentals of Mechanical
Drawing4

Elective: Other3

CAD 102 Advanced Computer Aided
Design4

---OR---

CAD 222 Unigraphics Solids Modeling4

ENG 119 English I3

SEMESTER TOTAL14**SEMESTER 3**

DRT 112 Technical Drawing Applications . .3

DRT 113 Descriptive Geometry3

CAD 121 Tool and Fixture Detailing4

CAD 203 CAD Applications4

---OR---

CAD 224 Unigraphics Assembly/
Components/Drafting4

MAT 122 Technical Mathematics II3

SEMESTER TOTAL17**SEMESTER 4**

CAD 211 Die Design and Panel Tipping4

DRT 115 Geometric Dimensioning
Tolerancing2

ENG 134 Technical Communications3

PS 101 American Government3

Elective: Humanities3

SEMESTER TOTAL15**A.A.S. PROGRAM TOTAL63***Note: Program total hours may not include prerequisites.*

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree: (AAS-CIS)

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, 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 leads to work in systems analysis and project management.

This Program Offers:

- Associate of Applied Science Degree: **60** credit hours
- Associate of Applied Science Degree: Cybersecurity **60** credit hours

Certificates Offered:

1. Application Developer (CERT-APD): **34** credit hours
2. Computer Support Specialist (SCERT-CSS): **27** credit hours
3. Cybersecurity (CERT-CYB): **32** credit hours

4. Certified Ethical Hacker (SCERT-CEH): **13** credit hours
5. Network+ (SCERT-NTWK): **10** credit hours
6. Security+ (SCERT-SEC): **16** credit hours
7. Database Administrator (SCERT-DBA): **29** credit hours
8. Network Administrator (CIS-NTWK-ADM-CERT): **30** credit hours
9. Video Game Design and Animation (CERT-VGDA): **34** credit hours
10. Website Developer (CERT-CMW): **30** credit hours

Program Goals

- 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

Program Outcomes

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem, identify and define the computing requirements appropriate to its solution
- Demonstrate applied knowledge to design, implement, and evaluate a computer-based system, process, component or program to meet desired needs
- Exhibit an applied understanding of processes that support the delivery and management of information systems within a specific application environment
- Effectively use written, oral, verbal and interpersonal communication skills while operating as a member of a diverse team of individual support interacting with a broad range of audiences

- Demonstrate 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 admission application or change program intent at the campus admission office
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student's plan for program completion from an academic advisor

Computer Information Systems:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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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
SEMESTER TOTAL		13

SEMESTER 2

CIS 203	Visual Basic Programming Language	3
Elective:	Humanities	3
CIS 241	Internet Foundations	4
Elective:	English	3
SEMESTER TOTAL		13

SEMESTER 3

CIS 207	Java Programming Language	4
MAT 113	Intermediate Algebra	3
Elective:	CIS	3
PS 101	American Government	3
SEMESTER TOTAL		13

SEMESTER 4

CIS 209	C Programming Language	4
SPH 101	Fundamentals of Speech	3
CIS 210	Introduction to Operating Systems	3
Elective:	Social Science	3
SEMESTER TOTAL		13

SEMESTER 5

CIS 212	Linux	4
Elective:	Natural Science w/Lab	4
SEMESTER TOTAL		8
CIS A.A.S. PROGRAM TOTAL		60

Note: Program total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: APPLICATION DEVELOPER

- College Certificate: (CERT-APD)

About the Program

The Computer Information Systems Application Developer College Certificate is designed to prepare students for mobile application developer career positions or as entrepreneurs in mobile application development. Students will gain technical foundation in how to design, develop, implement, and market simple business or personal solutions through mobile applications. The student completing this program can publish his or her application in the APP-Store.

This Program Offers:

- College Certificate: **34** credit hours

Certificate Goals

- To prepare students to enter the Information Technology Industry as application developers

Certificate Outcomes

- Learn mobile application platforms such as Google Android and Apple iOS
- Learn development tools including Android Studio, Xcode, and related utilities
- Learn and apply programming languages such as Java, Swift, and XML
- Learn about cloud computing platforms such as Amazon Web Services, Google App Engine, and Apple iCloud
- Learn mobile design approaches and industry practices
- Apply new knowledge to build new mobile applications
- Deploy applications to the Google Play store and/or Apple App Store

Admission Requirements

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 the ACCUPLACER® assessment
- Obtain an educational Development plan of Work, outlining the student's plan for program completion from an academic advisor

Application Developer: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computer Information Systems	4
BUS 225	Computer Application in Business . . .	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		10
SEMESTER 2		
CIS 130	Introduction to Application Development	4
CIS 207	Java Programming Language	4
CIS 241	Internet Foundations	4
SEMESTER TOTAL		12
SEMESTER 3		
CIS 215	iOS Application Development	4
CIS 217	Android Application Development	4
CIS 220	Application Development Capstone Project	4
SEMESTER TOTAL		12
CIS: APPLICATION DEVELOPER CERTIFICATE TOTAL		34

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: COMPUTER SUPPORT SPECIALIST

- Short-Term Certificate: (SCERT-CSS)

About the Program

The Computer Information Systems Computer Support Specialist Short-Term Certificate program is designed to provide a solid foundation in the fundamental skills that are generally required to analyze system requirements and design solutions, and or 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 matters. 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.) to write a custom program or integrate multiple software applications. Students are also prepared to interface with users and functions as an integral part of an IT support team.

This Program Offers:

- Short-Term Certificate: 27 credit hours

Certificate Goals

- Provide basic foundation and practical experience in computer systems concepts with an emphasis in microcomputer applications

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 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
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Declare program intent on the WCCCD admission application or change program intent at the campus admission office
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor

Continued on next page.

CIS: Computer Support Specialist continued

**Computer Support Specialist:
Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 210	Introduction to Operating Systems	3
CIS 240	Networking Essentials	3
CT 210	Comp TIA A+	6
CT 211	Computer Networking I	4
SEMESTER TOTAL		16
<u>SEMESTER 2</u>		
CIS 212	Linux	4
CIS 245	Wireless Networking	3
CIS 248	Computer Support	4
SEMESTER TOTAL		11
CIS: COMPUTER SUPPORT SPECIALIST CERTIFICATE TOTAL . . .27		
<i>Note: Certificate total hours may not include prerequisites.</i>		

COMPUTER INFORMATION SYSTEMS: CYBERSECURITY

Associate of Applied Science Degree (AAS-CYB)

About the Program

The Cybersecurity Associate of Applied Science degree program is designed to provide fundamental skills, knowledge, and abilities to design and maintain secure IT systems. This program is aligned with the National Initiative for Cybersecurity Education (NICE) and the Department of Defense Directive 8570.

Students will utilize virtual environments, including Cybersecurity simulations and game-based learning, to demonstrate mastery of competencies while preparing for industry recognized Cybersecurity certifications.

This Program Offers

- Associates of Applied Science Degree:
60 credit hours

Certificates Offered:

1. Cybersecurity (CERT): **32** credit hours
2. Certified Ethical Hacker (SCERT): **13** credit hours
3. Network+ (SCERT): **10** credit hours
4. Security+ (SCERT): **16** credit hours

Program Goals:

- Teach students foundational skills in preparation for entry-level careers in Cybersecurity
- Provide students with course content and practical experience consistent with the competencies required to pass Network+, Security+, Certified Ethical Hacker (CEH), Cisco Certified Network Association (CCNA), and Certified Authorization Professional (CAP) certification exams.

Program Outcomes

- Apply knowledge of computer networking concepts and protocols, and network security methodologies
- Analyze, identify, and define risk management requirements
- Demonstrate applied knowledge of Cybersecurity principles
- Explain processes that support the management of mitigating vulnerabilities, threats, and risk to IT systems
- Demonstrate appropriate written, oral, verbal, and interpersonal communication skills
- Describe professional, ethical, legal, social issues, and responsibilities germane to the Cybersecurity industry

Admission Requirements

To be admitted into the Cybersecurity Program students must:

- Fulfill all WCCCD admission requirements
- Declare Cybersecurity as program intent on the WCCCD admission application or change program intent at the campus admission office
- Attend an informational session about the Cybersecurity Program
- Complete the Cybersecurity Program Application
- Provide a reference letter
- Existing WCCCD students must also have:
 - o Completed both CIS 110 and CIS 240 with a C or better
- Students new to WCCCD must also:
 - o Complete Llobet Reasoning Assessment
- Entry into the Cybersecurity Program is based upon on a selective admissions process that requires successful completion of all above conditions

Cybersecurity: A.A.S. Program

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 110	Introduction to Computer Information Systems	4
ENG 119	English I	3
BUS 225	Computer Applications in Business	3
Elective:	Humanities	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
CIS 240	Networking Essentials	3
MAT 113	Intermediate Algebra	3
CIS 210	Introduction to Operating Systems	3
ENG 120	English II	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
CIS 270	Network+	3
CIS 272	Security+	3
SPH 101	Fundamentals of Speech	3
Elective:	CIS	3
SEMESTER TOTAL		12
<u>SEMESTER 4</u>		
CIS 274	Certified Ethical Hacker	3
CIS 276	Cyber Network Associate	3
PS 101	American Government	3
Elective:	Social Science	3
SEMESTER TOTAL		12
<u>SEMESTER 5</u>		
CIS 278	Certified Authorization Professional	3
CIS 212	Linux	4
Elective:	Natural Science w/Lab	4
SEMESTER TOTAL		11
CIS: CYBERSECURITY A.A.S.		
PROGRAM TOTAL		60

Note: Program total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: CYBERSECURITY

- College Certificate (CERT-CYB)

About the Program

The Cybersecurity Certificate program provides the “how to” of installing, configuring, operating, and troubleshooting medium-size routed and switched networks; implementing infrastructure-level network security; connecting remote sites via a WAN; and mitigating network infrastructure level security threats in preparation for the following certification exams: Network+, Security+, and Certified Ethical Hacker (CEH).

This Program Offers

- College Certificate (CERT): **32** credit hours

College Certificate Goals:

- Teach students foundational skills in preparation for entry-level careers in Cybersecurity
- Provide students with course content and practical experience consistent with the competencies required to pass the following certification exams: (a) Network+, (b) Security+, and (c) Certified Ethical Hacker (CEH)

College Certificate Outcomes

- Select the components required to meet a given network specification
- Describe the purpose and basic operation of the protocols in the OSI and TCP/IP models
- Identify key issues plaguing the information security world, incident management process, and penetration testing
- Explain system hacking methodology, steganography, steganalysis attacks, and covering tracks
- Explain various types of penetration testing, security audits, vulnerability assessments, and penetration testing

Admission Requirements

To be admitted into the Cybersecurity Program students must:

- Fulfill all WCCCD admission requirements
- Declare Cybersecurity as program intent on the WCCCD admission application or change program intent at the campus admission office
- Attend an informational session about the Cybersecurity Program
- Complete the Cybersecurity Program Application
- Provide a reference letter
- Existing WCCCD students must also have:
 - o Completed both CIS 110 and CIS 240 with a C or better
- Students new to WCCCD must also:
 - o Complete Llobet Reasoning Assessment.
- Entry into the Cybersecurity Program is based upon on a selective admissions process that requires successful completion of all above conditions

Cybersecurity: 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
BUS 225	Computer Applications in Business	3
SEMESTER TOTAL		10
SEMESTER 2		
ENG 120	English II	3
CIS 210	Introduction to Operating Systems	3
CIS 270	Network+	3
CIS 272	Security+	3
SEMESTER TOTAL		12
SEMESTER 3		
CIS 212	Linux	4
CIS 245	Wireless Networking	3
CIS 274	Certified Ethical Hacker	3
SEMESTER TOTAL		10
CIS: CYBERSECURITY CERTIFICATE TOTAL		
		32

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: CERTIFIED ETHICAL HACKER

- Short-Term College Certificate (SCERT-CEH)

About the Program

The Certified Ethical Hacker Certificate Program is designed to provide the “how to” of Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation and perimeter defense development in preparation for the Certified Ethical Hacker (CEH) certification exam.

This Program Offers

- College Certificate (SCERT): **13** credit hours

College Certificate Goals

- Teach students foundational skills in preparation for entry-level careers in Cybersecurity
- Provide students with course content and practical experience consistent with the competencies required to pass the Certified Ethical Hacker (CEH) certification exam

College Certificate Outcomes

- Describe the key issues plaguing the information security world, incident management process, and penetration testing
- Explain various types of footprinting, footprinting tools, and countermeasures
- Classify malware, malware analysis procedures, and countermeasures
- Explain social engineering techniques, identify theft, and social engineering countermeasures

Continued on next page.

CIS: Certified Ethical Hacker continued

- Describe different types of webserver attacks, attack methodology, and countermeasures
 - Demonstrate network scanning techniques and scanning countermeasures

Admission Requirements

To be admitted into the Cybersecurity Program students must:

- Fulfill all WCCCD admission requirements
- Declare Cybersecurity as program intent on the WCCCD admission application or change program intent at the campus admission office
- Attend an informational session about the Cybersecurity Program
- Complete the Cybersecurity Program Application
- Provide a reference letter
- Existing WCCCD students must also have:
 - Completed both CIS 110, CIS 120 and CIS 240 with a C or better
- Students new to WCCCD must also:
 - Complete Llobet Reasoning Assessment
- Entry into the Cybersecurity Program is based upon on a selective admissions process that requires successful completion of all above conditions

Certified Ethical Hacker: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 212	Linux	4
CIS 270	Network+	3
SEMESTER TOTAL		7
SEMESTER 2		
CIS 272	Security+	3
CIS 274	Certified Ethical Hacker	3
SEMESTER TOTAL		6
CIS: CERTIFIED ETHICAL HACKER CERTIFICATE TOTAL		13

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: NETWORK+

- Short-Term Certificate (SCERT-NTWK)

About the Program

The Network+ Certificate Program provides the broad-based knowledge of the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model in preparation for the Network+ certification.

This Program Offers

- Short-Term Certificate (SCERT): **10** credit hours

College Certificate Goals

- Teach students foundational skills in preparation for entry-level careers in Cybersecurity
- Provide students with course content and practical experience consistent with the competencies required to pass the Network+ certification exam

College Certificate Outcomes

- Identify the layers of the OSI reference model and describe the functions of each layer
- Describe the different types of hubs, bridges, switches, and routers and explain their functions
- Describe the technologies used to connect remote computers to networks
- Evaluate the physical installation site for a network and explain how environmental conditions can affect the network planning process
- Explain the various mechanisms used to make network data continuously available
- Distinguish among network problems, computer problems, and user problems

Admission Requirements

To be admitted into the Cybersecurity Program students must:

- Fulfill all WCCCD admission requirements
- Declare Cybersecurity as program intent on the WCCCD admission application or change program intent at the campus admission office
- Attend an informational session about the Cybersecurity Program
- Complete the Cybersecurity Program Application
- Provide a reference letter
- Existing WCCCD students must also have:
 - o Completed both CIS 110 and CIS 240 with a C or better
- Students new to WCCCD must also:
 - o Complete Llobet Reasoning Assessment
- Entry into the Cybersecurity Program is based upon on a selective admissions process that requires successful completion of all above conditions

**Network+: Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computer Information Systems	4
CIS 240	Networking Essentials	3
CIS 270	Network+	3
SEMESTER TOTAL		10
CIS: NETWORK+ CERTIFICATE TOTAL		10

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: SECURITY+

- Short-Term Certificate (SCERT-SEC)

About the Program

The Security+ Certificate Program provides the broad-based knowledge about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security in preparation for the Security+ certification exam.

This Program Offers

- Short-Term Certificate (SCERT): **16** credit hours

College Certificate Goals

- Teach students foundational skills in preparation for entry-level careers in Cybersecurity
- Provide students with course content and practical experience consistent with the competencies required to pass the Security+ certification exam

College Certificate Outcomes

- Identify network perimeter security and elements of an effective security policy
- Classify encryption, including the three main encryption methods used in internetworking
- Discuss universal guidelines and principles for effective network security, as well as guidelines to create effective specific solutions
- Describe security principles and security attack identification
- Explain mechanisms used to implement security systems, tools to evaluate key security parameters, techniques for security accounts, and threats to Windows and UNIX systems
- Security auditing and discovery processes, audit plans, and network-based and host-based discovery software

Continued on next page.

CIS: Security+ continued

Admission Requirements

To be admitted into the Cybersecurity Program students must:

- Fulfill all WCCCD admission requirements
- Declare Cybersecurity as program intent on the WCCCD admission application or change program intent at the campus admission office
- Attend an informational session about the Cybersecurity Program
- Complete the Cybersecurity Program Application
- Provide a reference letter
- Existing WCCCD students must also have:
 - Completed both CIS 110 and CIS 240 with a C or better
- Students new to WCCCD must also:
 - Complete Llobet Reasoning Assessment
- Entry into the Cybersecurity Program is based upon on a selective admissions process that requires successful completion of all above conditions

Security+: Short-Term Certificate

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

CIS 110	Introduction to Computer Information Systems	4
CIS 240	Networking Essentials	3
CIS 270	Network+	3
SEMESTER TOTAL		10

SEMESTER 2

CIS 245	Wireless Networking	3
CIS 272	Security+	3
SEMESTER TOTAL		6

CIS: SECURITY+

CERTIFICATE TOTAL		16
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Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: SOFTWARE DEVELOPER

- Certificate: (SFD-CERT)

About the Program

The software development certificate teaches students how to create applications and systems that run on a variety of devices including personal computers, mobile phones, tablets, automobiles, and other devices. The program achieves this goal by exposing students to key programming languages.

This Program Offers:

- College Certificate: **37** credit hours

College Certificate Goals

- Teach students in-demand and emerging programming languages such as advanced Java programming, Python, JavaScript, Swift, and Kotlin.
- Students will learn about development tools and platforms such as IntelliJ IDEA, NetBeans IDE, Android Studio, Apple Xcode, Visual Studio Code, and cloud based services.
- Students will be exposed to database concepts, various operating systems such as Linux, macOS, and modern versions of Windows.

College Certificate Outcomes

- Students will be prepared to work as software development employees or contractors
- Students are able to transfer courses to a 4-year institution for completion of computer science or related degree

Admission Requirements

Students are admitted to the program each semester. 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 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 ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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.

**Software Developer: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 110	Introduction to Computer Information Systems	4
CIS 120	Introduction to Database Concepts	3
CIS 112	Structured Design	3
CIS 130	Introduction to Application Development	4
SEMESTER TOTAL		14
<u>SEMESTER 2</u>		
CIS 210	Introduction to Operation Systems	3
CIS 207	Java Programming Language	4
CIS 200	Python Programming Language	4
SEMESTER TOTAL		11
<u>SEMESTER 3</u>		
CIS 258	JavaScript/PERL	4
CIS 208	Advanced Java Programming Language	4
CIS 255	Swift Programming Language	4
SEMESTER TOTAL		12
CIS: SOFTWARE DEVELOPER CERTIFICATE TOTAL		37
<i>Note: Certificate total hours may not include prerequisites.</i>		

COMPUTER INFORMATION SYSTEMS: DATABASE ADMINISTRATOR

- Short-Term Certificate: (SCERT-DBA)

About the Program

The Computer Information Systems: Database Administrator Short-Term Certificate program is designed to give students a thorough technical foundation to design and implement the infrastructure for business solutions using database tools. Database Administrators use software to store and organize business data of all kinds and works in nearly all industries. The student completing this program can sit for Oracle Certification exams. This program focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques and database creation. Database administrators typically perform tasks such as identify user needs to create and administer databases, coordinate changes to computer databases, test and implement the database applying knowledge of database management systems, coordinate and implement security measures to safeguard computer databases, ensure that the database operates efficiently and without error, make and test modifications to the database structure, maintain the database and update user permissions, merge old databases into new ones, and backup and restore data to prevent data loss.

This Program Offers:

- Short-Term Certificate: **29** credit hours

College Certificate Goals

- To prepare students to gain employment in the computer information systems field as a database administrator or technician
- To prepare students to sit for individual certification by recognized industry experts for Oracle Database Administrator

College Certificate Outcomes

- Be knowledgeable of database management system architecture and environment, with emphasis on database processing, physical representation, modeling, and database implementation
- Identify network components
- Understand Oracle Database Administrator functions as well as using RMAN, SQL, and Flashback technology
- Analyze database management problems using elements and components of database software
- Demonstrate a working knowledge of computer information systems, fundamental computer concepts, database structures, and programming techniques
- Develop database structures to store, retrieve and update data
- Develop programs using structured design and logic tools
- Design software that integrates web sites and databases including client and server-side scripting
- Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Database Administrator: Short-Term Certificate
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BUS 225	Computer Applications in Business	3
CIS 112	Structured Design	3
CIS 120	Introduction to Database Concepts	3
SEMESTER TOTAL		9
SEMESTER 2		
CIS 203	Visual Basic Programming Language	3
CIS 210	Introduction to Operating Systems	3
CIS 246	Oracle Database Administrator I	4
SEMESTER TOTAL		10
SEMESTER 3		
CIS 240	Networking Essentials	3
CIS 247	Oracle Database Administrator II	4
OIS 254	Microsoft Access Specialist	3
SEMESTER TOTAL		10
CIS: DATABASE ADMINISTRATOR CERTIFICATE TOTAL		29

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: NETWORK ADMINISTRATOR

- College Certificate: (CIS-NTWK-ADM-CERT)

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 organization's 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.

The goal of the Network Administrator is to 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

Continued on next page.

*CIS: Network Administrator continued***College Certificate Goals**

- 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
- Proficiency and applied knowledge in various Windows server services implemented in a network environment
- Proficiency and applied knowledge in working with common network devices such as hubs, switches, routers, firewalls, and network cabling
- Proficiency in managing resources including folders, files and printers in a network environment
- 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 support team interacting with a broad range of audiences.
- Exhibit 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 the ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

**Computer Network Administrator:
College Certificate****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CIS 110	Introduction to Computer Information Systems	4
CT 211	Computer Networking I	4
SEMESTER TOTAL		8
<u>SEMESTER 2</u>		
CIS 210	Introduction to Operating Systems .	3
CIS 240	Networking Essentials	3
CT 210	Computer Repair II - CompTIA A+	6
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
CIS 237	Cisco CCNA	7
CIS 243	Network Security Fundamentals .	3
SEMESTER TOTAL		10
CIS: NETWORK ADMINISTRATOR		
CERTIFICATE TOTAL		30

**CIS: NETWORK ADMINISTRATOR
CERTIFICATE TOTAL30**

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: VIDEO GAME DESIGN AND ANIMATION

- College Certificate: (CERT-VGDA)

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 with a basic foundation for 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
- Effectively use written, oral, verbal and interpersonal communication skills when operating as a member of a diverse support team 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'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 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 the ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student's plan for program completion from an academic advisor
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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.

Continued on next page.

CIS: Video Game Design and Animation continued

**Video Game Design and Animation:
College Certificate**

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS
SEMESTER 1

CIS 110	Introduction to Computer Information Systems	4
VGD 268	Computer Games Foundations . . .	3
ART 115	Basic Drawing for Animation . . .	3
DMP 101	Story Elements for a Digital Environment	3

SEMESTER TOTAL13

SEMESTER 2

CIS 266	Introduction to Graphic Design . .	3
VGD 269	Introduction to 3D Graphics and Animation	4
VGD 270	3D Character Development and Animation	4

SEMESTER TOTAL11

SEMESTER 3

VGD 271	Introduction to 3D Design	4
VGD 272	Texturing Fundamentals	4
VGD 999	Computer Video Game Project . .	2

SEMESTER TOTAL10

CIS: VGD CERTIFICATE TOTAL34

Note: Certificate total hours may not include prerequisites.

COMPUTER INFORMATION SYSTEMS: WEBSITE DEVELOPER

- College Certificate: (CERT-CMW)

About the Program

The Computer Information Systems Website Developer College Certificate program is designed to prepare students for employment in the area of web design. Students will learn web design, XHTML coding, image editing, validation, CSS, GUI editors, server-side and client-side languages.

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

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 website 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'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 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 ACCUPLACER® assessment
- Obtain an Educational Development Plan of Work, outlining the student’s plan for program completion from an academic advisor
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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 Developer: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CIS 110	Introduction to Computer Information Systems	4
CIS 112	Structured Design	3
CIS 241	Internet Foundations	4
SEMESTER TOTAL		11
SEMESTER 2		
BUS 228	Internet Web Page Design	3
CIS 266	Introduction to Graphic Design . . .	3
CIS 213	Web Design Methodology and Technology	3
SEMESTER TOTAL		9
SEMESTER 3		
CIS 258	JavaScript/PERL	4
CIS 250	E-commerce Strategies and Practices	3
CIS 267	Understanding and Developing Multimedia	3
SEMESTER TOTAL		10
CIS: WEBSITE DEVELOPER CERTIFICATE TOTAL		30

Note: Certificate total hours may not include prerequisites.

COMPUTER NUMERICAL CONTROL

Associate of Applied Science Degree: (CNC-AAS)

- CNC Programming and Operation Short-Term Certificate: (CNC-SCERT)

About the Program

The Computer Numerical Control Associates of Applied Science degree program prepares students to be successful in a highly technical field with the foundation and skill-set to make them a valued asset in an ever-changing industry. Students will be exposed to topics that include, but are not limited to, basic and advanced programming, machine controls, machine set-up, and program structure to manufacture parts to blueprint standards for fit and tolerances as dictated by modern Geometric Dimensioning & Tolerancing (GD&T) standards. Students will be required to complete hands-on projects in a state-of-the-art lab environment.

This Program Offers:

- Associate of Applied Science Degree: **60** credit hours
- CNC Programming and Operation Short-Term Certificate: **24** credit hours

Program Goals

- To prepare students for employment in highly-skilled manufacturing environments
- To instruct students on how to apply critical thinking and analytical problem solving as a CNC operator and/or programmer
- To prepare the student to successfully take the National Institute of Metalworking Skills (NIMS) certification exams (4 exams that can be taken at different intervals as the student moves through the program)
- To emphasize the importance accuracy and attention to detail
- To expose students to resources such as online forums and networking

Continued on next page.

Computer Numerical Control continued

- To teach students to adhere to safety standards and procedures to not endanger themselves or others

Program Outcomes

- Accurately interpret blueprint drawings and apply information to product development
- Demonstrate basic knowledge of manufacturing processes
- Utilize the CAD application within MasterCam for both 2D and 3D drawing development
- Write and apply 2D and 3D programs
- Demonstrate ability to start-up and set-up CNC machines
- Utilize machine controls on various CNC equipment
- Set-up machines to execute programs
- Demonstrate ability to load programs and/or use Intuitive Programming proficiently
- Demonstrate knowledge of safety standards as they apply to all manufacturing environments
- Demonstrate ability to measure and gage parts accurately
- Demonstrate knowledge of and ability to apply Reinshaw Probing
- Demonstrate and apply proficient use of point-to-point measuring equipment as well as surface scanning
- Demonstrate an understanding of hard part machining

Certificate Goals

- To instruct students on how to apply critical thinking and analytical problem solving as a CNC operator and/or programmer
- To prepare the student to successfully take the National Institute of Metalworking Skills (NIMS) certification exams
- To teach students to adhere to safety standards and procedures to not endanger themselves or others

Certificate Outcomes

- Accurately interpret blueprint drawings and apply information to product development
- Demonstrate basic knowledge of manufacturing processes
- Utilize the CAD application within MasterCam for both 2D and 3D drawing development
- Write and apply 2D and 3D programs
- Demonstrate ability to start-up and set-up CNC machines

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® test
- Students must be 18 years of age and possess a high school diploma or GED
- Declare intent to enter the Computer Numerical Control Program
- Students must Complete a WCCCD Program Application and submit to the Campus President/CAO

Computer Numerical Control:

Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

CNC 111	Introduction to Computer Numerical Control	3
CNC 122	CNC Machine Controls	3
MAN 101	Manufacturing Process I	3
MAN 105	Basic Metrology	3
SEMESTER TOTAL		12

SEMESTER 2

CNC 230	CNC Design I	3
CNC 231	CNC Programming and Machining I	3
MAN 115	Manufacturing Process II	3
MAN 205	Advanced Metrology	3
SEMESTER TOTAL		12

SEMESTER 3

Elective	Humanities	3
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
PS 101	American Government	3
SEMESTER TOTAL		12

SEMESTER 4

Elective	Natural or Social Science	3
ENG 134	Technical Communications	3
CNC 234	CNC Design II	3
CNC 235	CNC Programming and Machining II	3
SEMESTER TOTAL		12

SEMESTER 5

CNC 240	CNC Programming and Machining III	3
CNC 245	CNC Intuitive Programming	3
MAN 220	Fixture Design and Construction	3
MAN 225	Introduction to Hard Machining	3
SEMESTER TOTAL		12
PROGRAM TOTAL		60

Note: Program total hours may not include prerequisites.

Computer Numerical Control

**Programming and Operation:
Short-Term Certificate**

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

CNC 111	Introduction to Computer Numerical Control	3
CNC 122	CNC Machine Controls	3
MAN 101	Manufacturing Process I	3
MAN 105	Basic Metrology	3
SEMESTER TOTAL		12

SEMESTER 2

CNC 230	CNC Design I	3
CNC 231	CNC Programming and Machining I	3
MAN 115	Manufacturing Process II	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		12

CERTIFICATE TOTAL24

Note: Certificate total hours may not include prerequisites.

CRAFT BREWING

- Craft Brewing Short-Term Certificate (BRW-SCERT)

About the Program

The Craft Brewing Short-Term Certificate Program prepares individuals for careers in the growing beer brewing industry. Classroom instruction and laboratory work serve to educate the student in aspects of the craft brewing industry are included in the certificate program. Coursework will cover brewing, fermentation, safety and sanitation, operations, agriculture, marketing, management, equipment for production and bottling, packaging as well as specifics of craft beer microbiology. Courses will be taught in a setting designed to mirror operations in both large and small brewing operations. Graduates of the program will be prepared to sit for certification exams offered by the Institute of Brewing and Distilling (IBD) and qualify for employment in local and national brewing establishments.

This Program Offers:

- Craft Brewing Short-Term Certificate:
21 credit hours

Certificate Goals

- To provide awareness and practical application of all aspects of the craft beer brewing industry
- To prepare students for Institute of Brewing and Distilling (IBD) Certification Exams

Certificate Outcomes

- Students will be prepared for advanced mid-level positions in the craft brewing industry and pass IBD certification exams
- Students will be able to identify, in detail, the brewing process and correctly articulate the safety and sanitation needs of brewing
- Students will be able to indicate the microbiological challenges of the brewing process

- Students will be able to indicate the heat transfer and fluid challenges of the brewing process
- Students will be able to demonstrate the bottling aspects of the brewing process
- Students will be able to indicate the agricultural opportunities and recipe creation strategies in the brewing process

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® test
- Declare intent to enter the Craft Brewing Program
- Students must complete WCCCD Program Application and submit to the Campus President/CAO

Craft Brewing: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BRW 101	Craft Beer Brewing and Beer Styles	.3
BRW 210	Raw Materials, Soil and Malting	.3
ENT 100	Introduction to Entrepreneurship	.3
SEMESTER TOTAL		.9
SEMESTER 2		
BRW 200	Brewing Science (w/Lab)	.4
BRW 240	Recipe Formulation (w/Lab)	.5
BRW 260	Brewing Internship I	.3
SEMESTER TOTAL		.12
CERTIFICATE TOTAL		.21

Note: Certificate total hours may not include prerequisites.

CRIMINAL JUSTICE: LAW ENFORCEMENT ADMINISTRATION AND CORRECTIONS

Associate of Applied Science Degree(s):

- Law Enforcement Administration (CJLE-AAS)
- Corrections (CJC-AAS)
- College Certificate (CJPPS-CERT)

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 criminal justice system. The Corrections option prepares students for employment in correctional institutions or fields related to probation and parole.

This Program Offers:

- Associate of Applied Science Degree(s):
 1. Law Enforcement Administration: **61** credit hours
 2. Corrections: **61** credit hours
- College Certificate: Criminal Justice: Public Private Security: **31** 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's designed to assimilate into a policing competency

- Demonstrate critical thinking, decision-making and problem solving as it applies to the vocation
- Utilize effective verbal and written communication with the public, staff and administration by documenting activities, maintaining databases and effective performance
- Exhibit knowledge of and apply ethical values, cultural awareness and technological skills when making decisions related to the vocation

College Certificate Goals

- To prepare students interested in entering the field of public/private security for high quality corporate security jobs in law enforcement, retail, education, management, design and business
- To prepare students for jobs in the Transportation Security Administration (TSA) of the Department of Homeland Security

College Certificate Outcomes

- Explain basic security functions, crime causation theories and the relationship between security and policing
- Distinguish between the different categories of crime
- Develop an investigative strategy and prepare and present findings
- Identify threats to information security, develop policies and procedures to help detour incidents
- Demonstrate an understanding of cybercrime
- Evaluate potential threats and conduct information security assessments

Continued on next page.

*Criminal Justice:
Law Enforcement Administration
and Corrections continued*

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 ACCUPLACER® assessment
- Obtain an Educational Development Plan (Plan of Work), outlining the student’s plan for program completion
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Criminal Justice: Corrections
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CJS 100	Introduction to Criminal Justice . . .	3
ENG 119	English I	3
PS 101	American Government	3
	—OR—	
AAS 131	American Government and the African American Struggle	4
HUS 105	Group Expression for Self-Growth I	3
Elective:	Natural Science w/Lab	4
SEMESTER TOTAL		16-17
SEMESTER 2		
ENG 120	English II	3
COR 100	Introduction to Corrections	3
COR 101	Introduction to Juvenile Justice . . .	3
COR 105	Introduction to Correctional Counseling	3
Elective:	Humanities	3
SEMESTER TOTAL		15

SEMESTER 3

AAS 237	Illegal Drug Traffic and the African-American Community . . .	3
COR 110	Introduction to Deviant Behavior . . .	3
COR 200	Social Science for Correctional Personnel	3
COR 205	Institution Corrections Personnel . . .	3
Elective:	Humanities	3
SEMESTER TOTAL		15

SEMESTER 4

COR 210	Correctional Institutions and Facilities	3
COR 215	Correctional Field Work	3
COR 218	Race Relations for Correctional Personnel	3
COR 255	Legal Issues in Corrections	3
EMT 105	Medical First Responder	3
SEMESTER TOTAL		15
CRIMINAL JUSTICE: CORRECTIONS		
A.A.S. PROGRAM TOTAL61-62

Note: Program total hours may not include prerequisites.

Criminal Justice: Law Enforcement Admin.
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CJS 100	Introduction to Criminal Justice . . .	3
ENG 119	English I	3
PS 101	American Government	3
	—OR—	
AAS 131	American Government and the African American Struggle	4
HUS 105	Group Expression for Self-Growth I	3
Elective:	Natural Science w/Lab	4
SEMESTER TOTAL		16-17

SEMESTER 2

LEA 201	Introduction to Law Enforcement . . .3
ENG 120	English II3
AAS 237	Illegal Drug Traffic and the African- American Community . . .3
LEA 210	Highway and Traffic Control3
Elective:	Humanities3
SEMESTER TOTAL15

SEMESTER 3

LEA 230	Fundamentals of Criminal Investigation3
LEA 231	Criminal Law and Justice I3
LEA 250	Social Problems in Law Enforcement3
EMT 105	Medical First Responder3
Elective:	Humanities3
SEMESTER TOTAL15

SEMESTER 4

LEA 225	Law Enforcement Administration: Seminar I2
LEA 226	Law Enforcement Administration: Practicum4
LEA 232	Criminal Law and Justice II3
LEA 235	Race Relations for Law Enforcement3
LEA 253	Law Enforcement Capstone3
SEMESTER TOTAL15

CRIMINAL JUSTICE: LAW

ENFORCEMENT PROGRAM TOTAL . .61-62

Note: Program total hours may not include prerequisites.

**Criminal Justice: Public/Private Security
(CJPPS-CERT) College Certificate**

Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

CJS 100	Introduction to Criminal Justice . .3
SEC 100	Introduction to Security3
CIS 110	Introduction to Computer Information Systems4
HLS 100	Introduction to Homeland Security3

SEMESTER TOTAL13

SEMESTER 2

SEC 103	Legal Guidelines for Security3
SEC 204	Physical Security3
SEC 205	Asset Protection and Incident Response3
LEA 230	Criminal Investigation*3

SEMESTER TOTAL12

SEMESTER 3

SEC 207	Security Administration3
SEC 208	Security Capstone Course3

SEMESTER TOTAL6

CERTIFICATE TOTAL31

*Note: Certificate total hours may not include prerequisites.
Existing course must be taken at WCCCD

DENTAL ASSISTING

- College Certificate: (DEA-CERT)

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 diagnostic x-rays and performing office management tasks such as billing, maintain patient information, 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, follow instructions, work quickly and independently, be responsible for personal and office organization, and interact well with people.

Upon completion of the program, students are eligible to take the Dental Assisting National Board 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).

The program in Dental Assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education.

College Certificate Goals

- To teach and prepare students as dental assistants to competently perform a variety of dental assisting tasks in a variety of community and health care settings

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
- Perform clinical and support treatments to include collecting diagnostics and data
- Manage proper infection control and hazard management protocol
- Take proficient diagnostic radiographs related to exposure and evaluation
- Carry 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 American Dental Assistants Association (ADAA) code of ethics and Health Insurance Portability and Accountability Act (HIPAA) guidelines while modeling professional behaviors, ethics and appearance
- Provide patient oral health instructions
- Upon completion of the Dental Assisting Program, the HESI Dental Assisting Exit Exam will be administered

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:

- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Request official high school and/or college transcripts to be sent to the Dental Assisting Program office

- 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 comprehension via the ACCUPLACER® assessment with a score of 276 in the Next Generation Reading portion or Freshman English 119. Based on the results of the test Prerequisite courses may be required
- 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
- Show proof of enrolling in an applicable CPR (for the healthcare provider) course
- Obtain a Criminal Background Check (through the program)
- Meet with the Dental Assisting Program Director
- The admitted student must purchase the required uniform. Students will be loaned a dental kit in the first week of classes
- Program approval is required for credits for “Prior Experience and Required Knowledge”
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

An admitted student must purchase the required uniform. Students will be loaned a dental kit in the first of week of classes and will need to provide:

- Documentation of current medical examination
- Complete CPR training for the Health Care Provider (A CPR course is offered by the College)
- Documentation of dental examination and completed treatment

Before participating in any clinical course:

- The admitted student must purchase the required uniform. Students will be loaned a dental kit in the first week of classes.

**Dental Assisting: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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PREREQUISITE COURSE

ENG 119	English I	3
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SEMESTER 1

DA 104	Dental Materials	5
DA 106	Applied Sciences and Medical Emergencies	4
DA 110	Clinical Dental Assisting	4
DA 115	Infection Control and Preventive Dentistry	2
DA 120	Dental Specialties	2
DEN 200	Dental Radiology Theory	2
DEN 201	Dental Radiology Lab	2
SEMESTER TOTAL		21

SEMESTER 2

DA 117	Clinical Practice I	5
DA 126	General Anatomy,Pharmacology and Oral Pathology	3
DA 127	Dental Office Management	2
DA 129	Legal, Ethical and Communication Issues	2
DA 203	Expanded Functions for the Registered Dental Assistant	3
DA 204	Expanded Functions for the Registered Dental Assistant Clinical Lab	4
SEMESTER TOTAL		19

SEMESTER 3

DA 125	Clinical Practice II	8
SEMESTER TOTAL		8
CERTIFICATE TOTAL		48

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 Degree: (DEH-AS)

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 to provide 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, such as scaling, root planning and polishing, recording medical/dental history, diagnostic data collection, dental charting, oral cancer screening, oral examinations, treatment planning; expose, and interpret dental radiographs, apply fluoride, and 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 National Board Dental Hygiene and The Commission on Dental Competency Assessment Examination. 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: **83** credit hours

Program Goals

- The Dental Hygiene Graduate will be competent with respect to “Competencies For The Dental Hygiene Graduate”
- Maintain a contemporary program curriculum that reflects relevant and current evidence based dental hygiene practice
- Prepare students to successfully pass State and National licensing examinations that qualifies the graduate for licensure
- Maintain expert dental hygiene faculty and staff with relevant work experience, educational methodology and lifelong learning experiences
- Maintain admissions policies to ensure qualified students
- Maintain an active Advisory Committee
- Satisfy patients with the quality of student dental hygiene care
- Maintain a quality assurance program for patient care

Program Outcomes

- The dental hygiene graduate must be able to discern and manage ethical issues of dental hygiene practice in a rapidly changing environment
- The dental hygiene graduate must be able to acquire and synthesize information in a critical, scientific and effective manner in order to provide dental hygiene care to promote patient health and wellness
- The dental hygiene graduate must be concerned with improving the knowledge, skills and values of the profession
- The dental hygiene graduate must be able to provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimum health

- The dental hygiene graduate must be able to initiate and assume responsibility for health promotion and disease prevention activities for diverse populations
- The dental hygiene graduate must be able to provide accurate consistent and complete documentation systematically collect, analyze and accurately record baseline data on the general oral and psychological health status using methods consistent with medicolegal principles
- The dental hygiene graduate must be able to discuss the conditions of the oral cavity, actual and potential problems, etiological and contributing factors and recommended and alternative treatments available
- This involves collaborating with the patient and or other health professionals to formulate a comprehensive dental hygiene care plan that is patient centered and based on current scientific evidence
- The dental hygiene graduate must be able to provide patient centered care that is culturally appropriate and based on current standards of practice and specialized treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals
- The dental hygiene graduate must be able to evaluate the effectiveness of planned clinical and educational services and modify as necessary

Admission Requirements

Admission is competitive and based on previous academic performance, test scores, criminal background check letters of recommendation, an interview and fulfillment of ALL admission requirements. Deadline for application to the program is May 15th and admission is granted prior to the Fall semester. Additional admission information is in the DHY Student Information Booklet. Students may request a copy by contacting the Dental Hygiene Program office. Once a student

has been admitted there will be additional required information that the student must submit to the dental hygiene program office.

Students must complete the following:

- Fulfill all WCCCD admission requirements
- Possess a high school diploma or GED
- Must be 18 years of age or older
- Declare intent to enter the Dental Hygiene program by submitting an Allied Health Application
- Complete an Admission Assessment Exam before acceptance
- 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
 - Complete a WCCCD Program Application and submit to the Campus Academic Officer

Degree Requirements

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

Continued on next page.

*Dental Hygiene continued***Dental Hygiene: Associate of Science (A.S.)****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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PREREQUISITE COURSES

ENG 119	English I	3
ENG 120	English II	3
BIO 155	Introductory Biology	4
BIO 240	Human Anatomy and Physiology I	4
BIO 250	Human Anatomy and Physiology II	4
BIO 295	Microbiology	4
CHM 105	Introductory Chemistry	4
CHM 155	Survey of Organic and Biochemistry	4
DEN 100	Professional Development	3
PHL 201	Introduction to Philosophy	3
SPH 101	Fundamentals of Speech	3
PSY 101	Introductory Psychology	3
SOC 100	Introduction to Sociology	3
PS 101	American Government	3
HUM	Humanities Elective	3
PREREQUISITES TOTAL		51

SEMESTER 1

DHY 101	Fundamentals of Dental Hygiene	3
DHY 110	Oral Anatomy and Physiology	3
DHY 120	Clinical Techniques	3
DEN 112	Medical and Dental Emergencies	2
DT 130	Fundamentals of Nutrition	3
SEMESTER TOTAL		14

SEMESTER 2

DHY 111	Oral Histology and Embryology	3
DHY 129	Clinical Dental Hygiene I: Lecture	2
DHY 130	Clinical Dental Hygiene I: Lab	3
DHY 221	Dental Biomaterials	3
DEN 200	Dental Radiology Theory	2
DEN 201	Dental Radiology Lab	2
SEMESTER TOTAL		15

SEMESTER 3

DHY 131	Clinical Dental Hygiene II: Lecture	2
DHY 132	Clinical Dental Hygiene II: Lab	3
DHY 211	Pharmacology	3
DHY 213	Periodontology	2
DHY 227	Radiology II	1
SEMESTER TOTAL		11

SEMESTER 4

DHY 121	Oral Pathology	3
DHY 209	Clinical Dental Hygiene III: Lecture	2
DHY 210	Clinical Dental Hygiene III: Lab	5
DHY 214	Local Anesthesia and Pain Management	3
DHY 223	Dental Health Education	3
SEMESTER TOTAL		16

SEMESTER 5

DHY 231	Community Dentistry	4
DHY 219	Clinical Dental Hygiene IV: Lecture	2
DHY 220	Clinical Dental Hygiene IV: Lab	5
DHY 225	Management of Special Patients	3
SEMESTER TOTAL		14

SEMESTER 6

DHY 226	Advanced Periodontology	1
DHY 229	Clinical Dental Hygiene V: Lecture	2
DHY 230	Clinical Dental Hygiene V: Lab	5
DHY 233	Dental Hygiene Seminar	2
ALH 230	Medical Ethics	3
SEMESTER TOTAL		13
A.S. PROGRAM TOTAL		83

Note: Program total hours may not include prerequisites.

DIGITAL MEDIA PRODUCTION

Associate of Applied Science Degree: (AAS-FTC)

- College Certificate: (CERT-FTC)

About the Program

The Digital Media Production Associate of Applied Science degree and College Certificate program will provide students with a broad survey of the digital production tools. 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 effectively use industry-standard motion media editing 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

- Create a production plan and schedule that meets client needs, appropriately utilizes resources and operates timely and efficiently within budget constraints
- Demonstrate an understanding of legal regulations, industry ethics, production schedules and budgets to effectively function as a contributing member of the production team
- Use listening and knowledge of technical terms/industry jargon to effectively communicate both verbally and in writing with clients, colleagues and other industry professionals

College Certificate Goals

- To provide student's a basic foundation in digital media production
- Provide a foundation for students to develop competency in developing media projects utilizing digital media technology

College Certificate Outcomes

- Students will be able to create art and design projects utilizing digital media technology software
- Demonstrate competency in developing media projects that incorporate web design and development, computer graphics and digital video
- Demonstrate proficiency in editing, streaming media, web animation, motion graphics, and dimensional animation

Admission Requirements

Students are required to do the following:

- Declare intent to enter the Digital Media Production program on the WCCCD Admission Application or change intent
- Obtain an Education Development Plan (Plan of Work) outlining the student's plan for program completion from an academic advisor

Continued on next page.

Digital Media Production continued

- Complete 23 required credits and 7 electives credits from the Digital Media program electives list at the Admissions Office
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Prerequisite Work

- Prior to beginning the Major Requirements students are required to test at the level or complete English 119 and be computer literate or complete OIS 101

Digital Media Production: College Certificate Recommended Sequence of Courses:

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 228	Internet Web Page Design for Business Applications	3
DMP 101	Story Elements for a Digital Environment	3
PRM 101	Project Management	3
SPH 105	Improving the Speaking Voice	3
SEMESTER TOTAL		12

SEMESTER 2

CIS 266	Introduction to Graphic Design	3
DMP 102	Digital Video Production 1	3
DMP 111	Television Programming	3
---OR---		
RTV 101	Writing for Radio/TV	3
DMP 114	Writing for the Media	3
---OR---		
RTV 102	Advanced Writing for Radio/TV	3
SEMESTER TOTAL		12

SEMESTER 3

CIS 267	Understanding and Developing Multimedia	3
DMP 103	Digital Video Production II	3
DMP 107	Digital to Audio Production II	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		33

Note: Certificate total hours may not include prerequisites.

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

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ART 101	Drawing I	3
DMP 101	Story Elements for a Digital Environment	3
ENG 119	English I	3
HUM 101	Introduction to Visual Arts	3
SEMESTER TOTAL		12

SEMESTER 2

CIS 110	Introduction to Computer Information Systems	4
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 Business Applications	3
CIS 266	Introduction to Graphic Design	3
DMP 103	Digital Video Production II	3
SPH 105	Improving the Speaking Voice	3
SEMESTER TOTAL		12

SEMESTER 4

CIS 267	Understanding and Developing Multimedia	3
DMP 104	Digital Audio Production and Broadcasting	3
DMP 111	Television Programming	3
	---OR---	
RTV 101	Writing for Radio/TV	3
DMP 114	Writing for Media	3
	---OR---	
RTV 102	Advanced Writing for Radio/TV . .	3
SEMESTER TOTAL		12

SEMESTER 5

DMP 105	Media Programming	3
DMP 107	Digital Audio Production II	3
HUM 231	Introduction to Film	3
PS 101	American Government	3
SEMESTER TOTAL		12
A.A.S. PROGRAM TOTAL		61

Note: Program total hours may not include prerequisites.

DIGITAL PHOTOGRAPHY TECHNOLOGY

- College Certificate: (CERT-DPT)

About the Program

The Digital Photography Technology College Certificate program is designed to provide students with in-depth instruction in the field of Digital Photography. Students will gain a theoretical grasp of the implications of digital photography through various digital photography courses, hands-on experience with cameras and lighting, and digital post production of images. This certificate in Digital Photography Technology will prepare students to enter a number of professional photography fields, such as portrait and commercial studios, and in computer-based processing labs. Emphasis is placed on digital photography and computer-based media imaging.

This Program Offers:

- Digital Photography Technology
College Certificate: **36** credit hours
- Digital Photography Technology: Forensic
Photography College Certificate: **30** credit hours

College Certificate Goals

- To prepare students to become photographic entrepreneurs and business owners in the vast and varied industry of photography
- To teach students the skills that will make them knowledgeable, competent, and competitive when seeking employment in the industry
- To teach the fundamentals of commercial photography (studio, architectural, etc.)

Continued on next page..

*Digital Photography Technology continued***College Certificate Outcomes**

- Students will be able to perform all of the fundamental and advanced camera techniques used in digital photography
- Students will be able to produce digital images at a quality level equal to professional photographers
- Students will have the skills to establish a business of their own in photography or be employed by a professional photo organization
- Students will understand the role of photography in advertising and commercial publicity
- Students will understand typical personnel structures and commissioning methods of advertising agencies, design groups and public relations organizations
- Students will understand the relationship of copy and image in advertising
- Students will understand the aspects of the equipment and props, including lighting, used in commercial photography

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Digital Photography Technology:**College Certificate****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

DPT 110	Digital Photography I	3
DPT 112	Product Development, Framing and Matting	3
ENT 100	Introduction to Entrepreneurship . .	3
MKT 200	Principles of Marketing	3
SEMESTER TOTAL		12

SEMESTER 2

DPT 115	Digital Photo Imaging I	3
DPT 119	Photographic Lighting	3
DPT 205	Digital Photography II	3
DPT 210	Studio Photography	3
DPT 219	Commercial Photography	3
SEMESTER TOTAL		15

SEMESTER 3

DPT 220	Architectural/Environmental Photography	3
DPT 235	Photojournalism	3
DPT 255	Capstone Portfolio Project	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		36

Note: Certificate total hours may not include prerequisites.

DIGITAL PHOTOGRAPHY TECHNOLOGY: FORENSIC PHOTOGRAPHY

- College Certificate: (FOR-CERT)

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 studios, and computer based processing labs. 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
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Digital Photography Technology: Forensic Photography College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DPT 110	Digital Photography	3
DPT 115	Digital Photo Imaging I	3
CJS 100	Introduction to Criminal Justice . .	3
SEMESTER TOTAL		9
<u>SEMESTER 2</u>		
LEA 201	Introduction to Law Enforcement . 3	
SOC 100	Introduction to Sociology	3
DPT 120	Forensic Photography	3
SEMESTER TOTAL		9
<u>SEMESTER 3</u>		
LEA 230	Fundamentals of Criminal Investigation	3
DPT 210	Studio Photography I	3
DPT 235	Photojournalism	3
DPT 255	Capstone Portfolio Project	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		30

Note: Certificate total hours may not include prerequisites

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree: (ECE-AAS)
 • Short-Term Certificate: (ECE-SCERT)

About the Program

The Early Childhood Education Program offers a Short-Term 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 six competencies and function 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.

** Selected WCCCD courses will transfer to some colleges and universities to meet requirements for an Elementary Education Certification — Early Childhood Endorsement. (See a counselor or academic advisor for more information)*

This Program Offers:

- Associate of Applied Science: **62** credit hours
- Short-Term Certificate: **18+** credit hours

Program Goals

- To prepare students with educational and academic skills to compete for professional employment
- To prepare students with practical experiences which are implemented in a child care setting

Program Outcomes

- 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 promote physical, cognitive and/or socio-emotional development
- Understand, articulate and practice the regulations governing legal and ethical boundaries of the profession

College Certificate Goals

- To prepare students to meet the requirements to apply for a CDA certification
- To provide students with a foundation in child development theories to examine program philosophy goals, classroom design, teacher/child interaction, curriculum planning and implementation, assessment of the young child, involvement of the family/community and issues of diversity
- To teach students methods of formulation lesson plans that foster 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 theories

College Certificate Outcomes

- To prepare students to meet the goals, guidelines and objectives of the National Council for Professional Recognition (CDA) certification
- To prepare students to maintain their current employment as well as to increase employment opportunities

Admission Requirements

To be admitted into the 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 the ACCUPLACER® assessment
- Submit a Program application to the Campus Academic Officer before the ninth week of the fall or spring semesters
- Students must complete and present the following when admitted into the program: CPR Training/Food handler’s card (as needed), Current TB results/Current Immunization Records, Background check (clearance from federal, state and local agencies), and Drug test

**Early Childhood Education (CDA):
Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
EMT 101	First Aid2+
ECE 101	Introduction to Early Childhood Education3
ECE 120	Building Family and Community Relationships3
SEMESTER TOTAL8+

<u>SEMESTER 2</u>		
ECE 104	Methods and Techniques in Child Care: Infant and Toddler Development -Field Experience I3
—OR—		
ECE 106	Methods and Techniques Preschool Development-Field Experience II3
ECE 210	Special Populations3
ECE 111	Child Assessment Techniques3
ECE 260	Professionalism for Early Childhood Educators3
SEMESTER TOTAL12+
CERTIFICATE TOTAL20+

Note: Certificate total hours may not include prerequisites.

+: Student may be eligible for course substitution. See the Campus Chief Academic Officer for more information.

Continued on next page.

Early Childhood Development continued

Early Childhood Education (CDA)
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ECE 101	Introduction to Early Childhood Care	3
EMT 101	First Aid	2
ENG 119	English I	3
HUS 135	Professionalism in Human Services	3
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		14
<u>SEMESTER 2</u>		
ENG 120	English II	3
ECE 104	Methods and Techniques in Child Care: Infant and Toddler Development – Field Experience I .3	
ECE 106	Methods and Techniques Preschool Development – Field Experience II	3
ECE 111	Child Assessment Techniques	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
ENG 285	Children’s Literature	3
ECE 120	Building Family and Community Relationships	3
ECE 210	Special Populations	3
PS 101	American Government	3
SEMESTER TOTAL		12
<u>SEMESTER 4</u>		
SPH 105	Improving the Speaking Voice	3
SOC 230	Ethnic Minorities	3
ECE 157	Child Care Practicum I	3
ECE 230	Program Management and Supervision	3
SEMESTER TOTAL		12

SEMESTER 5

ECE 227	Child Care Practicum II	3
ECE 257	Infant Literature; Birth to 36 months	3
ECE 260	Professionalism for Early Childhood Educators	3
Elective:	with Lab	4
SEMESTER TOTAL		13

EARLY CHILDHOOD EDUCATION**A.A.S. PROGRAM TOTAL63***Note: Program total hours may not include prerequisites.**Students can only select one practicum course per semester except ECE 104 and ECE 106.*

ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Applied Science Degree: (EEET-AAS)

- College Certificate: (CERT-EEET)

About the Program

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

The Electrical Electronics Engineering Technology program prepares students for various International Society of Certified Technician (ISCET) certification exams.

This Program Offers:

- Associate of Applied Science: Electrical Electronics Technology: **67** credit hours
- College Certificate: Electrical Electronics Engineering Technology: **32** credit hours

Concentrations in Electrical Electronics Engineering Technology:

- Associate of Applied Science Degree:
- Computer Technology (AAS-EECT): **65** credit hours
- College Certificate: Programmable Logic Controllers (CERT-PLC) : **37** credit hours

Program Goals

- Provide students with 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 exam

- Provide transferability to four-year universities offering BS in electrical electronics, engineering technology and vocational teaching certificates
- Provide transferability to four-year universities offering BS in electrical electronics, engineering technology and vocational teaching certificates, students may replace EE 107 and EE 115 with MAT 155 and MAT 156

Program Outcomes

- Successfully pass the International Society of Certified Technician (ISCET) certification exam with a passing score of 70% or better
- Read and interpret electrical drawings, electronic schematics, and building and machinery blueprints
- Repair, maintain, install, upgrade, lay out and modify industrial electrical/electronic equipment and manufacturing control systems
- Identify, troubleshoot and repair hardware and software problems
- Effectively communicate through verbal, written and drawing documentation in a team environment
- Students with prior electrical electronics license, training and experience may be qualified to waive certain classes
- Electrical Electronics Engineering Programs are approved by the FAA (Federal Aviation Administration)

College Certificate Goals

- Successfully pass the International Society of Certified Technician (ISCET) certification exam with a passing score of 70% or better
- To provide students a foundation in electrical and electronics installation and maintenance

Continued on next page.

*Electrical Electronics Engineering Technology
continued*

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 perform installations, repairs 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 the ACCUPLACER® assessment
- Students must Complete a 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 electronic licenses, training and experience may be qualified to waive certain classes

**Electrical Electronics Engineering Technology:
College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CT 203	Digital Logic I	4
EE 101	Circuit Analysis I	4
EE 105	Electronics Fabrication and Design	2
EE 107	Mathematics for Electrical/ Electronics I	4
ENG 119	English I	3
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Circuit Analysis II	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for Electrical/ Electronics II	4
SEMESTER TOTAL		15

EEE TECHNOLOGY

CERTIFICATE TOTAL32

Note: Certificate total hours may not include prerequisites.

**Electrical Electronics Engineering Technology:
Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CT 203	Digital Logic I	4
EE 101	Circuit Analysis I	4
EE 105	Electronics Fabrication and Design	2
EE 107	Mathematics for Electrical/ Electronics I	4
ENG 119	English I	3
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors	4
EE 102	Circuit Analysis II	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for Electrical/ Electronics II	4
SEMESTER TOTAL		15

SEMESTER 3

EE 205	Linear Integrated Circuits	2
Elective:	Natural Science	3
MCT 203	Electrical Machinery and Controls	3
EE 203	Communications I	3
MCT 208	Programmable Logic Controllers . . .	3
CAD 101	Fundamentals of Computer Aided Design	4

SEMESTER TOTAL18

SEMESTER 4

MCT 202	Introduction to Robotics	3
EE 103	Residential Wiring	3
Elective:	Humanities	3
ENG 120	English II	3
PHY 235	General Physics I	4
PS 101	American Government	3

SEMESTER TOTAL19

EEE TECHNOLOGY

A.A.S. PROGRAM TOTAL69

Note: Program total hours may not include prerequisites.

It is recommended that the Electronics Electives be taken in EE, CT, or MCT disciplines.

Students may substitute MAT 155 and MAT 156 for EE107 and EE 115.

ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY: COMPUTER TECHNOLOGY

Associate of Applied Science Degree: (AAS-EECT)

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 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

Continued on next page.

*Electrical Electronics Engineering Technology(EEE):
Computer Technology continued*

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 the ACCUPLACER® assessment
- Students must Complete a 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**

CR. No. COURSE TITLE CREDITS
SEMESTER 1

CT 203	Digital Logic I	4
EE 101	Circuit Analysis I	4
EE 105	Electronics Fabrication and Design	2
EE 107	Mathematics for Electrical/ Electronics I	4
ENG 119	English I	3
SEMESTER TOTAL		17

SEMESTER 2

CT 205	Introduction to Microprocessors . .	4
EE 102	Circuit Analysis II	4
EE 115	Mathematics for Electrical/ Electronics II	4
EE 111	Solid State Fundamentals	3
SEMESTER TOTAL		15

SEMESTER 3

CT 207	Digital Logic II	3
CT 209	Computer Repair I - CompTIA A+	4
CIS 240	Networking Essentials	3
ENG 134	Technical Communications	3
SEMESTER TOTAL		13

SEMESTER 4

CT 211	Computer Networking I	4
EE 205	Linear Integrated Circuits	2
Elective:	Natural Science Elective	3
PS 101	American Government	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 TOTAL65

*Note: Program total hours may not include prerequisites.
Students may substitute MAT 155 and MAT 156 for
EE107 and EE 115.*

ELECTRICAL ELECTRONICS ENGINEERING TECHNOLOGY: PROGRAMMABLE LOGIC CONTROLLERS

- College Certificate: (CERT-PLC)

About the Program

The Electrical/Electronics Engineering Technology: Programmable Logic Controllers Technology certificate is designed to provide students with in-depth instruction in the field of Programmable Logic Controllers (PLC). This program will prepare students for employment in the ever-expanding Electrical/Electronics industry as entry-level programmable logic controller programmers and technicians, instrumentation technicians, field engineers, and sales and marketing engineers.

This Program Offers:

- College Certificate: **37** credit hours

College Certificate Goals

- Prepare students for employment in the manufacturing industry using applied knowledge of manufacturing with the ability to perform a task with minimal human intervention through automation
- Assure that students are provided educational experiences in the areas of automation that include entry level programming, installation and maintenance
- Provide transferability to four-year universities offering BS in electrical electronic engineering technology

College Certificate Outcomes

- Demonstrate proficiency in reading and interpreting electrical drawings, electronic schematics, and building and machinery blueprints
- Repair, maintain, install, upgrade, layout and modify industrial automation equipment

- Identify, troubleshoot and repair hardware and software problems related to PLC

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

EEE: Programmable Logic Controllers:

College Certificate

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CT 203	Digital Logic I	4
EE 101	Circuit Analysis I	4
EE 107	Mathematics for Electrical/ Electronics I	4
MCT 202	Introduction to Robotics	3
SEMESTER TOTAL		15
SEMESTER 2		
EE 102	Circuit Analysis II	4
EE 111	Solid State Fundamentals	3
MCT 207	Introduction to Hydraulics and Pneumatics	3
MCT 208	Programmable Logic Controllers	3
SEMESTER TOTAL		13
SEMESTER 3		
MCT 203	Electrical Machinery and Controls	3
MCT 210	Programmable Logic Controllers - Siemens	3
MCT 215	Advanced Programmable Logic Controllers	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		37

Note: Certificate total hours may not include prerequisites.

EMERGENCY MEDICAL TECHNOLOGY

Associate of Applied Science Degree: (EMT-AAS)
 • College Certificate: (CERT-EMT)

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's EMT Program is an approved State of Michigan Education Program Sponsor with the Michigan Department of Community Health EMS Section. The Emergency Medical Technician-Paramedic Program at Wayne County Community College District is accredited through The Commission on Accreditation of Allied Health Education Programs (CAAHEP) from the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP).

Therefore, students that successfully meet the completion criteria 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:

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

**Refer to Academic Schedule*

Medical First Responder: This certificate of completion will prepare individuals to take the Medical First Responder examination through the National Registry of EMTs.

Basic EMT: This certificate of completion will prepare individuals to take the Emergency Medical Technician examination through the National Registry of EMTs.

Paramedic: This certificate program is designed for individuals who desire employment on Advanced Life Support (ALS) Ambulance Agencies, Fire Departments or Hospital Emergency Departments requiring Paramedic skills.

Program Goals (CoAEMSP):

Goal Emergency Medical Technician

- To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains to the Paramedic or the Emergency Medical Technician-Intermediate or Emergency Medical Technician-Basic or First Responder Levels

Program Outcomes

- 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 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 the expectations of the position description safely and effectively
- Commitment to life-long learning

Admission Requirements

Entry into the Paramedic Program occurs each Fall semester and the Basic EMT program every Fall and Spring semester. Students interested in either program must submit a completed application and required documentation by the application due date. 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 ACCUPLACER® 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
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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 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, assault, battery or criminal sexual conduct within the past fifteen (15) years
- Any misdemeanor conviction involving fraud or theft

The Wayne County Community College District (WCCCD) Paramedic Program does not accept partial Experiential Learning. Students who have attended other institutions’ Paramedic Program but did not complete the

program, will not receive credit for that portion toward WCCCD’s Paramedic Program. These students are subject to all the admissions policies as a new student to enter the Paramedic Program at WCCCD.

EMT: Paramedic - College Certificate

CR. No.	COURSE TITLE	CREDITS
EMT 218	Emergency Medicine Preparatory5
EMT 221	Paramedic I	10
EMT 231	Paramedic II	10
EMT 236	Paramedic Clinical Experience I . .	.6
EMT 241	Paramedic III3
EMT 242	Paramedic IV2
EMT 246	Paramedic Clinical Experience II . .	.6
EMT 243	Paramedic V2
EMT 244	Paramedic VI3
EMT 256	Paramedic Field Internship6
CERTIFICATE OF COMPLETION		
TOTAL53

EMT: College Certificate

CR. No.	COURSE TITLE	CREDITS
EMT 114	Basic EMT I4
EMT 124	Basic EMT II4
EMT 126	Basic EMT Clinical Experience1

- AND -

CAREER COURSES:

(Any 21 credits from the following courses)

EMT 105	Medical First Responder3
EMT 218	Emergency Medicine Preparatory . .	.5
EMT 221	Paramedic I	10
EMT 231	Paramedic II	10
EMT 236	Paramedic Clinical Experience I . .	.6
EMT 241	Paramedic III3
EMT 242	Paramedic IV2
EMT 243	Paramedic V2
EMT 244	Paramedic VI3
EMT 246	Paramedic Clinical Experience II . .	.6
EMT 256	Paramedic Field Internship6
EMT COLLEGE CERTIFICATE TOTAL		.30

Note: Certificate total hours may not include prerequisites.

Continued on next page.

Emergency Medical Technology continued

EMT: Associate of Applied Science (A.A.S.)

CR. No.	COURSE TITLE	CREDITS
GENERAL EDUCATION COURSES		
ENG 119	English I	3
ENG 120	English II	3
SPH 101	Fundamentals of Speech	3
PS 101	American Government	3
Elective:	Natural Science with Lab	4
SOC 100	Introduction to Sociology	3

CAREER COURSES

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 Field Internship	6

A.A.S. PROGRAM TOTAL72

Note: Program total hours may not include prerequisites.

**EMERGENCY ROOM
MULTI-SKILL HEALTHCARE
TECHNOLOGY**

Associate of Applied Science Degree: (ERHT-AAS)

• College Certificate: (CERT-ERT)

About the Program

The Emergency Room Multi-Skill Health Care Technology (ERT) Associate of Applied Science Degree and College Certificate program is designed to prepare the student to work in the hospital and urgent health care environments. 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: **61** credit hours
- College Certificate: **30** credit hours

Program Goals

- Prepare students for advanced responsibilities in the emergency room assisting nurses and health care professionals in providing basic patient care

Program Outcomes

- 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
- Provide the Basic EMT with the principle skills and techniques necessary to provide additional patient care within a hospital, urgent care, or primary health care environment

- Prepare graduates to successfully obtain employment in a hospital, urgent care or primary health care environment
- Support the profession by preparing graduates who are competent Emergency Room Multi-Skilled Technicians and as members of the health care team

Admission Requirements

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

Based upon Michigan Law

Based on Michigan Law: Students applying for admission to the Emergency Room Multi-Skill Healthcare Technology (ERT) 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 ERT 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, assault, battery or criminal sexual conduct within the past fifteen (15) years
- Any misdemeanor conviction involving fraud or theft

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 ACCUPLACER® scores that fulfill program requirements
- Declare intent to enter the Emergency Medical Technology on the WCCCD Application for Admission

- Must be 18 years of age or older
- Must complete physical exam and other health requirements
- Complete and pass background check
- Obtain a basic EMT Certificate or License

Emergency Room Multi-Skill Healthcare Technology Program

College Certificate Requirements:

CR. No.	COURSE TITLE	CREDITS
EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic EMT Clinical Experience . . .	1
ERT 210	Emergency Room Technology . . .	6
ERT 215	Emergency Room Technician Clinical	6

CERTIFICATE REQUIREMENTS

SUBTOTAL21

CAREER COURSES

(Any 9 from the following courses)

ALH 105	Medical Math	3
ALH 110	Medical Terminology	3
BIO 240	Anatomy and Physiology I	4
BIO 250	Human Anatomy and Physiology II	4
ENG 119	English I	3
ENG 120	English II	3
BIO 155	Introductory Biology	4
BIO 252	Pathophysiology	4
PS 101	American Government	3
SOC 100	Introduction to Sociology	3

CERTIFICATE TOTAL30

Note: Certificate total hours may not include prerequisites.

Continued on next page.

*Emergency Room Multi-Skill Healthcare Technology
continued*

**Emergency Room Multi-Skill Healthcare
Technology Program:
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
EMT 114	Basic EMT I	4
EMT 124	Basic EMT II	4
EMT 126	Basic EMT Clinical Experience . . .	1
ENG 119	English I	3
SEMESTER TOTAL		12
<u>SEMESTER 2</u>		
ERT 210	Emergency Room 1	6
ERT 215	Emergency Room Clinical Experience	6
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
ENG 120	English II	3
BIO 155	Introductory Biology	4
SOC 100	Introduction to Sociology	3
Elective:	Humanities	3
SEMESTER TOTAL		13
<u>SEMESTER 4</u>		
ALH 110	Medical Terminology	3
BIO 240	Anatomy and Physiology I	4
PS 101	American Government	3
SEMESTER TOTAL		10
<u>SEMESTER 5</u>		
ALH 105	Medical Math	3
BIO 250	Human Anatomy and Physiology II	4
Elective:	3
BIO 252	Pathophysiology	4
SEMESTER TOTAL		14
A.A.S. PROGRAM TOTAL		61

Note: Program total hours may not include prerequisites.

ENTREPRENEURSHIP

- College Certificate: (CERT-ENT)

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

- Teach students basic principles, concepts and procedures necessary to start a business and/or grow an existing small business
- Provide students a foundation for strategic planning, decision making, critical thinking, communication skills and resources in starting and/or growing an existing business

College Certificate Outcomes

- 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
- Demonstrate knowledge in completing a comprehensive business plan that will enable the business to secure adequate funding
- Effectively use written, oral, listening and electronic communication skills when interacting in the office environment

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 the ACCUPLACER® assessment
- Students must Complete a WCCCD Program Application and submit to the Campus Academic Officer

**Entrepreneurship: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENT 100	Introduction to Entrepreneurship . . .	3
BUS 175	Small Business Management	3
BL 201	Business Law I	4
BUS 177	Small Business Financing	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
ENT 205	Operations Management for Small Business	3
BUS 225	Computer Applications in Business	3
MKT 200	Principles of Marketing	3
SEMESTER TOTAL		9
<u>SEMESTER 3</u>		
ENT 210	Human Resource Management for Small Business	3
BUS 240	Business Communications	3
BUS 221	Business Statistics	3
CIS 250	E-Commerce Strategies	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		34

Note: Certificate totals may not include prerequisites.

FACILITY MAINTENANCE

- Associate of Applied Science Degree: (FAM-AAS)
- College Certificate: (FAM-CERT)

About the Program

The Facility Maintenance Associate of Applied Science degree and College Certificate program prepares the student for immediate employment as a facility maintenance technician, maintenance and stationary engineer, and facility maintenance manager at health care institutions, large office towers, apartment complexes, professional buildings, multiuse facilities, plants, government and educational building, etc.

Students will be able to perform work related to carpentry, plumbing, ground maintenance, electrical, general maintenance of heating, ventilation, air conditioning and refrigeration, (HVAC/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) for 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. Students may be eligible to waive certain course.

This Program Offers:

- Associate of Applied Science: **62** credit hours
- College Certificate: **32** credit hours
- Building Engineer College Certificate: **33** credit hours

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

Continued on next page.

Facility Maintenance continued

Program Outcomes

- 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
- Describe 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 EPA regulatory laws in properly handling refrigerants and other environmentally hazardous materials used with HVAC/R systems
- Demonstrate 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

- 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 systems
- Demonstrate applied competency in 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 the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Facility Maintenance: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
FM 101	Basic Facility Maintenance	3
FM 102	Plumbing and Pipe Fitting	3
MAT 121	Technical Mathematics I	3
SEMESTER TOTAL		12
<u>SEMESTER 2</u>		
FM 103	Carpentry	3
FM 104	General Maintenance	3
HVA 106	Basic Heating and Heating Controls	5
SEMESTER TOTAL		11
<u>SEMESTER 3</u>		
EE 103	Residential Wiring	3
FM 105	Grounds Maintenance	3
HVA 200	Introduction to Boiler Plant Maintenance	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		32

Note: Certificate total hours may not include prerequisites.

Facility Maintenance:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
FM 101	Basic Facility Maintenance	3
FM 102	Plumbing and Pipe Fitting	3
MAT 121	Technical Mathematics I	3
SEMESTER TOTAL		12
SEMESTER 2		
FM 103	Carpentry	3
FM 104	General Maintenance	3
HVA 106	Basic Heating and Heating Controls	5
MAT 122	Technical Mathematics II	3
SEMESTER TOTAL		14
SEMESTER 3		
ENG 134	Technical Communications	3
FM 105	Grounds Maintenance	3
HVA 200	Introduction to Boiler Plant Maintenance	3
PS 101	American Government	3
SEMESTER TOTAL		12
SEMESTER 4		
Elective	Other	3
FM 106	Safety and Support Services	3
HVA 118	Codes and Regulations	3
HVA 205	Steam I	3
SEMESTER TOTAL		12
SEMESTER 5		
Elective	Natural Science or Social Science	3
Elective	Other	3
FM 299	Facility Maintenance Co-op	3
HVA 215	Boiler Plant Accessories	3
SEMESTER TOTAL		12
A.A.S. PROGRAM TOTAL		62

Note: Program total hours may not include prerequisites.

**FACILITY MAINTENANCE:
BUILDING ENGINEER**

- College Certificate: (BDE-CERT)

About the Program

The Facility Maintenance: Building Engineer Certificate is designed to prepare students for career opportunities in general building maintenance and repair, maintain machines, mechanical equipment for commercial and residential buildings. Students will be prepared to complete general repairs, work on plumbing, electrical, and air-conditioning and heating systems, among other tasks.

This Program Offers:

- College Certificate: **33** credit hours

College Certificate Goals

- Provide students with a basic foundation in performing maintenance and operations on building equipment including HVAC/R (Heating, Ventilation, Air Conditioning and Refrigeration), and Mechanical, Electrical and Plumbing Systems (MEP)

College Certificate Outcomes

Upon completion of the program, students will be able to:

- Demonstrate the ability to maintain and operate all building equipment (HVAC/R, MEP, etc.)
- Demonstrate the ability to perform miscellaneous maintenance throughout the building
- To learn the knowledge and skills to perform as supervisors and managers in the Building Engineering industry
- Demonstrate competency and compliance with all City, State and Federal safety and environmental laws, codes, standards and regulations
- Demonstrate the process in ordering, maintaining stock and inventory parts and supplies

Continued on next page.

Facility Maintenance: Building Engineer continued

- Demonstrate competency in inducing water treatment chemicals at proper amounts and times in heating and cooling systems
- Demonstrate competency in performing chemical analysis tests

Admission Requirements

To be admitted into the Facility Maintenance: Building Engineer 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 ACCUPLACER assessment
- Obtain an educational Development plan of Work, outlining the student’s plan for program completion from an academic advisor

Facility Maintenance: Building Engineer College Certificate

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
HVA 100	Introduction to HVAC and Hermetic Systems	5
HVA 106	Basic Heating and Heating Controls	5
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
HVA 103	Commercial Refrigeration	4
HVA 108	Refrigeration Controls	4
SEMESTER TOTAL		8
<u>SEMESTER 3</u>		
FM 101	Basic Facility Maintenance	3
FM 102	Plumbing and Pipe Fitting	3
HVA 111	Applied Electricity in AC and Heating	3
HVA 200	Introduction to Boiler Plant Maintenance	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		33

Note: Certificate total hours may not include prerequisites.

FASHION DESIGN

- Associate of Arts Degree: (FAD-AA)
- College Certificate: (FAD-CERT)

About the Program

The Fashion Design Associate of Arts Degree and College Certificate is designed for those persons who are innovative and driven to design and create apparel. Courses will offer students creative studies in design fundamentals, fashion analysis, fashion history, textiles, color theory, sketching, as well as technical training in draping, pattern making, pattern grading, and clothing construction. The Fashion Design degree will provide the training required for entry-level employment by the whole sale ready-to-wear industry or for custom design business operations.

This Program Offers:

- Associate of Arts: **63** credit hours
- College Certificate: **34** credit hours

Program Goals

- Utilize ability, critical thinking and problem-solving skills in the development of design ideas, as per industry standards
- Develop individual student design abilities with a strong emphasis on professionalism
- Exhibit analytical, creative, and intellectual competencies through rigorous coursework and training in all area of the curriculum
- Identify, explain and apply skills and abilities to career opportunities in the evolving global marketplace
- Deepen and broaden a fashion design student’s education through a strong core of foundation courses

Program Outcomes

- Identify, explain, and apply individual foundation skills developed through hands-on and digital methodology

- Examine and implement practical and conceptual design solutions through two-dimensional and three-dimensional techniques in projects and assignments
- Apply analytical, creative, and intellectual competencies when developing solutions for design projects and assignments
- Identify and apply the aesthetics, critical thinking and problem-solving skills required for entry level career positions
- Demonstrate requisite creative abilities and critical design skills that prepare students academically and professionally for entry into the upper division

College Certificate Goals

- To provide students with opportunity to apply basic design concepts with a strong emphasis on professionalism

College Certificate Outcomes

- Students will demonstrate requisite creative abilities and critical design skills that prepare students academically and professionally for entry into the upper division
- Possess basic competencies in sewing, draping, and pattern drafting and apply these in their understanding of fit on the human body

Admission Requirements

Students are required to do the following:

- Be 18 years of age or older (unless part of dual enrollment) or must have completed high school or hold a General Education Development (GED) Certificate
- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

**Fashion Design: Associate of Arts (A.A.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ART 101	Drawing I	3
FAD 101	Industry Sewing	3
FAD 102	Basic Draping Techniques	3
	Elective: Natural Sciences	4
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
ART 102	Drawing II	3
FAD 103	Color and Design Theory	3
FAD 104	Textile and Materials	3
ENG 119	English I	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
FAD 105	Fashion Sketching	3
CAD 101	Fundamentals of Computer Aided Design	4
FAD 106	Pattern Drafting	3
ENG 120	English II	3
SEMESTER TOTAL		13
<u>SEMESTER 4</u>		
FAD 107	Computer Aided Pattern Drafting	3
FAD 108	Creative Design Applications	3
PS 101	American Government	3
	Elective: Natural Sciences	4
SEMESTER TOTAL		13
<u>SEMESTER 5</u>		
SOC 100	Introduction to Sociology	3
ECO 101	Principles of Economics I.	3
ANT 152	Introduction to General Anthropology	3
HUM 222	Art History	3
SEMESTER TOTAL		12
PROGRAM TOTAL		63

Note: Program total hours may not include prerequisites.

Continued on next page.

Fashion Design continued

**Fashion Design: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ART 101	Drawing I	3
FAD 101	Industry Sewing	3
FAD 102	Basic Draping Techniques	3
SEMESTER TOTAL		9
<u>SEMESTER 2</u>		
ART 102	Drawing II	3
FAD 103	Color and Design Theory	3
FAD 104	Textile and Materials	3
SEMESTER TOTAL		9
<u>SEMESTER 3</u>		
FAD 105	Fashion Sketching	3
CAD 101	Fundamentals of Computer Aided Design	4
FAD 106	Pattern Drafting	3
SEMESTER TOTAL		10
<u>SEMESTER 4</u>		
FAD 107	Computer Aided Pattern Drafting	3
FAD 108	Creative Design Applications	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		34

Note: Certificate total hours may not include prerequisites.

**FIRE PROTECTION
TECHNOLOGY**

Associate of Applied Science Degree: (AAS-FPT)
• College Certificate: (CERT-FPT)

About the Program

The Fire Protection Technology Associate of Applied Science degree program addresses the constant change and growing complexities of modern living and the environment as it pertains to fire suppression. There is a demand for college-trained people in the various fields of Fire Protection. The degree addresses the needs of a person wanting to be an entry level firefighter, those desiring advancement within their fire career as well as those individuals seeking fire related jobs within companies. The program adheres to the National Fire Academy’s Fire and Emergency Services Higher Education (FESHE) model curriculum. WCCCD is an approved Regional Training Center (RTC) with the Michigan Firefighter Training Council, Bureau of Fire Services/OFFT.

This Program Offers:

- Associate of Applied Science: (AAS-FPT)
Fire Administration: **62** credit hours
- Associate of Applied Science: (AAS-FS)
Fire Suppression: **62** credit hours
- College Certificate: (CERT-FPT)
Fire Protection Technology: **30** credit hours

Program Goals

- To instruct students on the competencies and skills implored in the principles of fire development, cause and prevention
- To teach students advanced principles of fire chemistry, arson and investigation and fire health and safety according to the National Fire Protection Association (NFPA) guidelines
- To prepare entry level students to successfully pass the State of Michigan Fire Fighter Certification exam with a proficiency score of 70% or higher

Program Outcomes

- Students will be able to articulate and apply the principles of fire control through the utilization of personnel, equipment and extinguishing agents in fire management
- Demonstrate an understanding of the principles of fire development, cause and prevention
- Demonstrate a knowledge of hazardous materials and successful emergency scene operations
- Utilize knowledge of building construction principles, fire protection systems, and fire prevention codes to affect a safer community
- Demonstrate a working knowledge of fire ground strategy and tactics
- Effectively use written, oral, listening and electronic communications consistent with the fire service and related professional environment
- Understand and articulate the regulations governing legal and ethical boundaries of the profession
- Provide students with general education courses to competently and effectively use written/oral communication, computation, governmental systems, general science and humanities skills

College Certificate Goals

- To provide basic instruction on the competencies and skills in the principles of fire protection technology

College Certificate Outcomes

- Demonstrate basic and advance fire fighter competencies and skills
- Demonstrate knowledge of fire protection systems
- Demonstrate knowledge of hazardous materials
- Identify elements of building construction and how fire will effect construction

- Demonstrate basic communication skills
- Exhibit professional and ethical behavior consistent with the profession

Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer 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.
- Complete any prerequisite course with a "C" or better
- Declare intent to enter the Fire Protection Technology program on the WCCCD application
- Must be 18 years old on the day of State Examination
- Successfully complete a minimum of 12 college credits with a "C" or better and/or have ACCUPLACER® scores that fulfill program requirements
- Must submit a completed "Public Safety Program Application" packet.
- Have access to a computer and the internet
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Continued on next page.

*Fire Protection Technology continued***Fire Protection Technology: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
FPT 110	Fire Fighter I	8
FPT 115	Fire Fighter I Lab	5
FPT 150	Principles of Emergency Services	3
SEMESTER TOTAL		16

SEMESTER 2

FPT 120	Fire Fighter II	5
FPT 125	Fire Fighter II Lab	3
Elective:	FPT	6
SEMESTER TOTAL		14
CERTIFICATE TOTAL		30

*Note: Certificate total hours may not include prerequisites.***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 (A.A.S.)
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 and Emergency Services Safety and Survival	3
ENG 120	English II	3
SOC 100	Introduction to Sociology	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	Introductory 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: ADMINISTRATION PROGRAM

A.A.S. TOTAL	62
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Note: Program total hours may not include prerequisites.

Fire Protection Technology: Fire Suppression

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

FPT 110	Fire Fighter I	8
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FPT 115	Fire Fighter I Lab	5
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FPT 150	Principles of Emergency Services	3
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SEMESTER TOTAL		16
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SEMESTER 2

FPT 120	Fire Fighter II	5
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FPT 125	Fire Fighter II Lab	3
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ENG 119	English 1	3
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Elective:	FPT	6
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SEMESTER TOTAL		17
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SEMESTER 3

ENG 120	English II	3
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SOC 100	Introduction to Sociology	3
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BIO 155	Introductory Biology	4
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PSY 260	Social Psychology	3
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BUS 225	Computer Applications in Business	3
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SEMESTER TOTAL		16
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SEMESTER 4

FPT 225	Principles of Fire and Emergency Services Safety and Survival	3
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CHM 105	Introductory Chemistry	4
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PS 101	American Government	3
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MAT 112	Elementary Algebra	3
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SEMESTER TOTAL		13
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FPT: SUPPRESSION

A.A.S. PROGRAM TOTAL		62
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Note: Program total hours may not include prerequisites.

GERONTOLOGY

- College Certificate: (GER-CERT)

About the Program

The Gerontology College Certificate program is designed to prepare students for direct service occupations in the care of seniors. Students are trained for positions in 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.

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
- Understand, articulate and adhere to the professional and ethical care standards and regulations governing the profession

Continued on next page.

Fire Protection Technology continued

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 the ACCUPLACER® assessment
- Students must Complete a 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**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
GER 110	Introduction to the Study of Aging	3
GER 115	Program/Services to the Aged ...	3
HUS 135	Professionalism in Human Services	3
BUS 225	Computer Applications in Business	3
SEMESTER TOTAL		12

<u>SEMESTER 2</u>		
GER 120	Health and Physical Processes of Aging	3
SW 105	Social Work Field Instruction I ..	4
SW 108	Case Documentation	2
SEMESTER TOTAL		9

<u>SEMESTER 3</u>		
GER 125	Mental Health and Aging	3
SW 106	Field Practicum II	4
SW 110	Case Management and Service Care Navigation	3
SEMESTER TOTAL		10
CERTIFICATE TOTAL		31

Note: Certificate total hours may not include prerequisites.

GLOBAL SUPPLY CHAIN MANAGEMENT

- College Certificate: (CERT-LOG)

About the Program

The Global Supply Chain Management College Certificate program is a unique business management program that prepares graduates for employment in the areas of global supply chain (logistics) management, inventory control, materials management, and distribution. The field of global supply chain 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, and supply chain management.

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 Global Supply Chain Management program on the WCCCD Application for Admission
- Must be 18 years old before the first day of class
- Fulfill course placement requirements based on the ACCUPLACER® assessment or completed 12 credits or more of college courses with a grade of a “C” or better
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Global Supply Chain Management: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	4
LOG 101	Principles of Logistics	3
SEMESTER TOTAL		10
SEMESTER 2		
LOG 102	Purchasing	3
LOG 103	Introduction to Supply Chain Management	3
MGT 205	Principles of Management	3
MKT 200	Principles of Marketing	3
SEMESTER TOTAL		12
SEMESTER 3		
LOG 104	Materials Management	3
LOG 105	Inventory and Warehouse Management	3
LOG 110	Transportation and Distribution	3
LOG 200	International Supply Chain Management	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		34

Note: Certificate total hours may not include prerequisites.

GRAPHIC DESIGN TECHNOLOGY

- College Certificate: (CERT-GDT)

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.

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

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 ACCUPLACER® Test
- Students must Complete a WCCCD Program Application and submit to the Campus Academic Officer

Graphic Design Technology: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ART 101	Drawing I	3
CIS 110	Introduction to Computer Information Systems	4
HUM 101	Introduction to Visual Arts	3
PRN 101	Introduction to Print Technology	3
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
ART 111	Design I	3
CIS 266	Introduction to Graphic Design	3
DMP 105	Media Programming	3
OIS 227	Desktop Publishing I	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
ART 112	Design II	3
MAT 100	Basic Mathematics	3
OIS 228	Desktop Publishing II	3
PRM 101	Project Management	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		37

Note: Certificate total hours may not include prerequisites.

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

Associate of Applied Science Degree: (HVAC-AAS)

About the Program

The Heating, Ventilation and Air Conditioning (HVAC) Associate of Applied Science degree and College Certificates are designed to provide students an opportunity to develop their skills and competencies for entry-level positions in the Heating, Ventilation, Air Conditioning and Refrigeration field. The curriculum focuses on the ability to maintain, install and repair climate control and refrigeration devices in residential, industrial and commercial buildings. The program provides students with training in the layout and design of cooling, heating and refrigeration systems, the use of the latest tools, gauges and testing equipment used in the field, as well as troubleshooting and inspection of equipment. The program certificates and degree prepare students for federal, state and local licensing exams.

This Program Offers:

- Associate of Applied Science Degree:
64 credit hours
- College Certificate(s):
 1. 3rd Class Refrigeration (SCERT-HVAC-TCR):
28 credit hours
 2. Geothermal Technology (CERT-HVAC-GTT):
33 credit hours
 3. High Pressure Steam (CERT-HVAC-HPS):
30 credit hours
 4. Sheet Metal Design and Fabrication
(CERT-HVAC-SMDF): **34** credit hours

Program Goals:

- To teach students the principles and technical application of installing, maintaining, and repairing heating, air conditioning and cooling systems according to industry standards
- Students will be prepared to pass federal, state and local licensing/certification exams

Program Outcomes:

- Exhibit knowledge of basic principles of electricity, electrical current, and circuitry for heating, refrigeration and air conditioning devices
- Describe and apply refrigeration theory and refrigeration cycle, troubleshoot, diagnose and repair sealed systems
- Demonstrate proper application and use of tools, test equipment, safety procedures, and 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
- Exhibit knowledge and hands-on ability to perform soldering and brazing techniques in a safe manner
- Exhibit knowledge of equipment used in the HVAC field and use it in a safe manner
- Distinguish quality standards of products commonly used in professional HVAC operations and install HVAC equipment compliant with local codes

Continued on next page.

*HVAC continued***College Certificate Goals:**

- Teach students the principles and technical application of installing, maintaining, and repairing heating, air conditioning and refrigeration systems according to industry standards
- Students will be familiar with operation and maintenance of low and high pressure boilers and/or operation, maintenance, installation and servicing of non-domestic refrigeration systems, depending on the certificate
- Students will be prepared to pass federal, state and local licensing/certification exams

College Certificate Outcomes:**3rd Class Refrigeration**

- Demonstrate knowledge of basic principles of electricity, electrical current, and circuitry for food preservation refrigeration systems
- Describe and apply refrigeration theory and refrigeration cycle, troubleshoot, diagnose and repair sealed systems
- Understand and demonstrate the knowledge of: relief valves rupture disks, fusible plugs, high and low pressure controls, safety heads, leak testing, condensers, expansion valves and evaporators, as well as correct start and stop procedures, causes of pressure problems and purging procedures
- Demonstrate proper application and use of tools, test equipment, safety procedures, and safety techniques of basic shop tools used in the refrigeration industry
- Students will be prepared to pass the local 3rd Class Refrigeration license examination as well as the EPA Certification Exam to be able to handle refrigerants

College Certificate Outcomes:**Geothermal Technology**

- Demonstrate knowledge of the basic principles of geothermal energy production
- Describe and apply reverse refrigeration theory and the reverse refrigeration cycle as well as troubleshoot, diagnose and repair sealed geothermal systems
- Demonstrate proper application and use of tools, test equipment, safety procedures, and safety techniques of basic shop tools used in the industry
- Exhibit knowledge of safety and equipment used in HVAC/Geothermal field
- Pass the GHEX Accreditation Examination for Geothermal installers

College Certificate Outcomes:**High Pressure Steam**

- Demonstrate knowledge of basic principles of steam boilers systems as well as electricity, electrical current, and circuitry for High Pressure Steam Boilers
- Describe and apply steam heating theory and troubleshoot, diagnose and repair systems
- Understand and demonstrate the knowledge of: boiler appliances and auxiliaries, pumps, regulators, gauges, valves and injectors as well as boiler inspection, maintenance and periodic system testing procedures. All requirements to operate, maintain, test and shut-down low and high pressure boilers and pass the local high pressure boiler exam will be demonstrated by the student
- Demonstrate proper application and use of tools, test equipment, safety procedures, and safety techniques of basic shop tools used to install, maintain and repair steam boilers
- Prepare to pass the local High Pressure Steam license examination

College Certificate Outcomes:

Sheet Metal Design and Fabrication

- Demonstrate knowledge of duct and air handing system design
- Build simple and complicated sheet metal ductwork
- Demonstrate proper application and use of tools, test equipment, safety procedures, and safety techniques of basic shop tools used in the refrigeration and air condition industry
- Exhibit knowledge of safety and equipment used in HVAC field

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

HVAC Short-Term Certificate:

3rd Class Refrigeration

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

DRT 101	Blueprint Reading	3
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HVA 100	Introduction to HVAC and Hermetic Systems	5
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MAT 113	Intermediate Algebra	3
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SEMESTER TOTAL		11
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SEMESTER 2

ENG 119	English I	3
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HVA 103	Commercial Refrigeration	4
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HVA 108	Refrigeration Controls	4
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SEMESTER TOTAL		11
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SEMESTER 3

HVA 111	Applied Electricity in Air Conditioning and Heating	3
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HVA 118	Codes and Regulations	3
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SEMESTER TOTAL		6
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HVAC: 3RD CLASS REFRIGERATION

CERTIFICATE TOTAL		28
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Note: Certificate total hours may not include prerequisites.

HVAC College Certificate:
Geothermal Technology
Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

GTT 101 Principles of Thermogeology3

MAT 113 Intermediate Algebra3

RET 101 Renewable Energy Principles3

SEMESTER TOTAL9

SEMESTER 2

GTT 105 Applications of Geothermal
Systems4

HVA 100 Introduction to HVAC and
Hermetic Systems5

SEMESTER TOTAL9

SEMESTER 3

HVA 104 Air Conditioning I4

HVA 105 Air Conditioning II4

GTT 201 Geothermal REHC Technology . .3

GTT 220 GHEX Accreditation4

SEMESTER TOTAL15

HVAC: GEOTHERMAL

CERTIFICATE TOTAL33

Note: Certificate total hours may not include prerequisites.

HVAC College Certificate: High Pressure Steam
Recommended Sequence of Courses

CR. No. COURSE TITLE CREDITS

SEMESTER 1

DRT 101 Blueprint Reading3

HVA 106 Basic Heating and Heating
Controls5

MAT 113 Intermediate Algebra3

SEMESTER TOTAL11

SEMESTER 2

HVA 110 Forced Air and Hydronic Heating . .4

HVA 118 Codes and Regulations3

HVA 200 Introduction to Boiler Plant
Maintenance3

SEMESTER TOTAL10

SEMESTER 3

HVA 205 Steam I3

HVA 210 Steam II3

HVA 215 Boiler Plant Accessories3

SEMESTER TOTAL9

HVAC: HIGH PRESSURE STEAM

CERTIFICATE TOTAL30

Note: Certificate total hours may not include prerequisites.

**HVAC College Certificate:
Sheet Metal Design and Fabrication
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
HVA 106	Basic Heating and Heating Controls	5
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		11

<u>SEMESTER 2</u>		
HVA 100	Introduction to HVAC and Hermetic Systems	5
HVA 109	Ventilation and Duct Fabrication .	5
SEMESTER TOTAL		10

<u>SEMESTER 3</u>		
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	4
HVA 115	Physical Properties of Air and Duct Design	5
SEMESTER TOTAL		13

**HVAC: SHEET METAL DESIGN
CERTIFICATE TOTAL34**
Note: Certificate total hours may not include prerequisites.

**HVAC: Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
DRT 101	Blueprint Reading	3
ENG 119	English I	3
HVA 100	Introduction to HVAC and Hermetic Systems	5
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		14

<u>SEMESTER 2</u>		
HVA 103	Commercial Refrigeration	4
HVA 106	Basic Heating and Heating Controls	5
HVA 108	Refrigeration Controls	4
SEMESTER TOTAL		13

<u>SEMESTER 3</u>		
HVA 104	Air Conditioning I	4
HVA 105	Air Conditioning II	4
HVA 120	Advanced Heating and Heating Controls	3
SEMESTER TOTAL		11

<u>SEMESTER 4</u>		
HVA 110	Forced Air and Hydronic Heating .	4
HVA 118	Codes and Regulations	3
Elective:	Humanities	3
PS 101	American Government	3
SEMESTER TOTAL		13

<u>SEMESTER 5</u>		
HVA 111	Applied Electricity in Air Conditioning and Heating	3
ENG 134	Technical Communications	3
Elective:	Natural Science w/Lab	4
Elective:	Social Science	3
SEMESTER TOTAL		13
HVAC: AAS PROGRAM TOTAL		64
<i>Note: Program total hours may not include prerequisites.</i>		

HOME HEALTH CARE AIDE

- Short-Term Certificate: (SCERT-HHA)

About the Program

The Home Health Care Aide Short-Term certificate is designed to provide students with in-depth instruction and will prepare students for employment in the home health care industry. Home Health Care Aides (HHA) provide personal and homemaking services to ill, convalescing, elderly, and disabled persons and, if needed, to their families. Home Health Care Aides may provide services in a variety of environments including rehabilitation centers, long-term care centers and hospice; however, most assignments are usually in the patients' home. Graduates will learn to care for clients in a holistic, respectful and professional manner. Graduates will demonstrate the ability to properly follow directions/care plans, respect client privacy, as well as provide emotional comfort and support to diverse clients and their families. Graduates will be able to assist in client observation, ambulation, transfer, transport, personal grooming and hygiene in a safe and effective manner.

College Certificate Goals

- To prepare students to gain employment in a health care setting as a Home Health Care Aide
- To teach students the basic principles of safety as it relates to patient care in the home
- To teach students to comprehend, apply and integrate principles of home health care
- Prepare the student to be field ready with the tools necessary to be successful
- Learn to care for clients in a holistic, respectful and professional manner

College Certificate Outcomes

- Identify the role and scope of practice of the Home Health Care Aide as part of the holistic health care team
- Be able to immediately recognize any safety or medical emergency issues concerning a patient

- Demonstrate effective, efficient and culturally sensitive communication skills
- Adhere to HIPPA regulations at all times
- Understand the special needs of specific client populations including the elderly, physically and emotionally challenged, very young patients or those dealing with end of life concerns
- Explore concerns and feelings regarding end of life issues including death and dying and respecting client/family values
- Identify and understand the reporting process for any ethical concerns
- Identify the role of the Home Health Care Aide in the maintenance of a clean, safe and healthy environment

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Home Health Care Aide: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ALH 110	Medical Terminology	3
ALH 230	Medical Ethics	3
SOC 100	Introduction to Sociology	3
SEMESTER TOTAL		9
SEMESTER 2		
EMT 101	First Aid	2
HHA 200	Home Health Aide Skills	4
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		18

Note: Certificate total hours may not include prerequisites.

HOMELAND SECURITY

- College Certificate: (HLS-CERT)

About the Program

The Homeland Security College Certificate 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 emphasis 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 Security College Certificate 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
- Demonstrate knowledge of critical thinking concepts to adapt intervention and assessment skills to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide, or human-induced crisis

- Develop competence in applying a code of behavior consistent with the professional attitudes and ethical standards expected of homeland security management professionals
- Demonstrate an understanding of the importance of maintaining effective communication and collaborative relationships with all federal, state and local criminal justice organizations, human service agencies, area communities and community-based organizations

Admission Requirements

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

To be admitted into the Homeland Security certificate 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 the ACCUPLACER® assessment
- Students must complete WCCCD program admission applications during the semester they are first HLS course and then submit the program application to the Campus Chief Academic Officer

Continued on next page.

*Homeland Security continued***Homeland Security Certificate Program
Recommended Sequence of Courses****CR. No. COURSE TITLE CREDITS**
SEMESTER 1

HLS 100	Introduction to Homeland Security	3
HLS 101	Introduction to Terrorism	3
HLS 201	Introduction to Intelligence	3
HLS 202	Homeland Security Emergency Management	3
HLS 203	Counterterrorism for First Responders	3

SEMESTER TOTAL15**SEMESTER 2****CAREER COURSES***(Select 15 credit hours from the list below)*

CJS 100	Introduction to Criminal Justice . .	3
LEA 201	Introduction to Law Enforcement	3
LEA 230	Introduction to Criminal Investigation	3
EMT 105	Medical First Responder	3
FPT 150	Principles of Emergency Service . .	3
HLS 102	Business and Industry Crisis Management	3
HLS 103	Emergency Management Principles and Application for Tourism, Hospitality and Travel Management Industries	3
HLS 104	Terrorism and Emergency Management Course	3
HLS 105	Hazards Risk Management	3

SEMESTER TOTAL15**CERTIFICATE TOTAL30***Note: Certificate total hours may not include prerequisites.***HOTEL AND RESTAURANT
MANAGEMENT**

- College Certificate: (CERT-HTM)

About the Program

The Hotel and Restaurant Management College Certificate program prepares students for immediate employment in the hotel 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 certificate is designed to prepare students for a broad range of positions across the hospitality industry.

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
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Fulfill course placement requirements based on the ACCUPLACER® assessment

**Hotel and Restaurant Management:
College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
HTM 105	Introduction to Hotel and Restaurant Management	3
ACC 110	Principles of Accounting	4
MKT 200	Principles of Marketing	3
HTM 210	Customer Service Management . . .	3
SEMESTER TOTAL		13

<u>SEMESTER 2</u>		
HTM 106	Hotel and Restaurant Management	3
BUS 225	Computer Applications in Business	3
HTM 200	Hotel and Restaurant Operations	3
SEMESTER TOTAL		9

<u>SEMESTER 3</u>		
HTM 225	Special Events and Catering Management	3
HTM 299	Hotel Management Practicum . . .	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		28

Note: Certificate total hours may not include prerequisites.

**Amended on 7/23/15*

INTERNATIONAL BUSINESS

Associate of Applied Science Degree: (IBU-AAS)

About the Program

This program is designed to prepare students for employment in international business, marketing, global supply chain management and other international related areas. This program also offers working professionals a certificate program that will enable them to refine their skills and prepare them to compete in any industry globally. The curriculum provides students with a solid background in language, culture, international politics and business. This program will provide the student with a better understanding of global political, social, economic, and trade relationships. Graduates of this program may work for a variety of organizations and businesses, both in this country and overseas. Foreign language skills and a technical or business specialty increases the graduate's employability.

This 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 focus on careers in import-export trading or management, international transportation and logistics, global supply chain management, international marketing, or various international business support services. Emphasis is placed on the contribution of speaking a foreign language, logistics, and preparing students for career(s) in an international trade marketplace.

This program offers courses that can prepare students to take the National Association of Small Business International Trade Educators (NASBITE) Certified Global Business Professional exam.

This Program Offers:

- Associate of Applied Science: **62** credit hours

Program Goals

- To teach students to become an effective leader in the international business arena

- To teach students an applied knowledge of global concepts to compete effectively in the ever-changing international business environment
- To learn a second language and see its use in international business
- To prepare students to successfully pass the National Association of Small Business International Trade Educators (NASBITE) Certified Global Business Professional exam

Program Outcomes

- Demonstrate the ability to plan and act strategically in an international business environment
- Demonstrate analytical and decision-making skills in international business and trade
- Analyze various international business practices and determine appropriate strategies for working across borders
- Develop basic written and verbal communication skills in at least one foreign language
- Describe current practices, issues, and concerns in international business and trade
- Summarize differences in business practices in different parts of the world and understand how these differences affect managing companies in various countries
- Explain the various ways to direct the allocation of materials, supplies, and finished products across international borders

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® test
- Students must be 18 years of age and possess a high school diploma or GED
- Declare intent to enter the International Business Program
- Students must Complete a WCCCD Program Application and submit to the Campus President/CAO

International Business:

Associate of Applied Science (A.A.S.)
 Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
BUS 150	Introduction to Business	3
LANG 1	Any Beginner I Language (101 class)	4
BUS 225	Computer Applications in Business	3
SEMESTER TOTAL		13
SEMESTER 2		
ENG 120	English II	3
MKT 200	Principles of Marketing	3
LANG 2	Any Beginner II Language (102 class)	4
BUS 155	International Business and Trade	3
SEMESTER TOTAL		13
SEMESTER 3		
PS 101	American Government	3
PHL 101	Comparative Religions I	3
ACC 110	Principles of Accounting I	4
SEMESTER TOTAL		10
SEMESTER 4		
ECO 101	Principles of Economics I	3
MGT 210	International Management	3
BL 201	Business Law I	4
PS 160	International Politics	3
SEMESTER TOTAL		13
SEMESTER 5		
ECO 102	Principles of Economics II	3
MAT 113	Intermediate Algebra	3
BL 210	International Business Law	4
BUS 240	Business Communications	3
SEMESTER TOTAL		13
A.A.S. PROGRAM TOTAL		62

Note: Program total hours may not include prerequisites.

LIBRARY TECHNOLOGY

- College Certificate: (CERT-LBT)

About the Program

The Library Technology Certificate program prepares students for employment in the library industry. Students will learn about the different departments, library types and issues within library science. The areas of service including circulation, reference and technical services will all be explored. The course objectives are reached by the use of case analysis, research papers, technology, tours and group projects.

College Certificate Goals

- To provide skills for paraprofessional technicians in library and information services as a foundation of exploring the elements within library science and the users it serves
- To enable students to critically explore and understand the roles of information technologies and resources as it relates to information access, retrieval and dissemination

College Certificate Outcomes

- Students will be able to evaluate oral, written and electronic communication used in library and information services.
- Apply knowledge of basic technology skills including online computer automation systems; productivity software, Internet, and database searching
- Identify, define and describe basic reference, information resource and referral procedures
- Demonstrate mastery of, apply critical thinking solutions to and explain basic library classification systems, their use and how to catalog and retrieve materials
- Analyze and evaluate information and utilize a variety of resources in making decisions or solving problems
- Demonstrate appropriate methods and techniques for material processing, storage and preservation

Continued on next page.

Library Technology continued

Admission Requirements

- Fulfill all WCCCD admissions requirements
- Declare intent to enter this program on the WCCCD Application for Admission or change intent at the Admissions Office
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Fulfill course placement requirements based on the ACCUPLACER® Test

Library Technology: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 225	Computer Applications in Business	3
ENG 119	English I	3
LBT 100	Introduction to Libraries and Service	3
SEMESTER TOTAL		9
<u>SEMESTER 2</u>		
ENG 120	English II	3
LBT 105	Library Technical Services and Acquisitions	3
LBT 200	Evaluating Information Sources	3
LBT 210	Library Technology	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
ENG 285	Children's Literature	3
LBT 215	Introduction to Media Management and Service	3
LBT 220	Library Internship	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		33

Note: Certificate total hours may not include prerequisites.

LIGHT RAIL ENGINEERING TECHNOLOGY

- College Certificate (CERT-LRT)
- Short-Term Certificate (SCERT-RRS)

About the Program

The Light Rail Engineering Technology College Certificate is designed to prepare students for employment in the expanding light rail industry. This program will also prepare the student to work within the expanding passenger and freight railroad industry. Railroads employ a substantial workforce to service, maintain, operate and manage their transportation networks. While railroads are required by federal law to train their own employees, the basic safety concerns, rules, orders and regulations are all standard in the industry. Students in this program will be exposed to these issues and become equipped to pass the standardized rail examinations required by each rail industry employer. Students will find employment with freight railroads, and passenger or light rail operations in railcar or track maintenance, dispatch, signaling, and many other related positions.

This Program Offers:

- Light Rail Engineering Technology College Certificate (CERT-LRT): **42** credit hours
- Railroad Rules and Safety Short-Term College Certificate (SCERT-RRS): **16** credit hours

Certificate Goals

- The program will allow for a basic understanding of the career opportunities within the railroad and light rail industry
- The program will prepare a student to have an understanding of railroad rules, regulations, operating procedures and safety provisions within the railroad and light rail industry
- The program will allow a student to obtain an understanding of the operation of railcar systems and or signaling/communication systems at use in the railroad industry nationwide

- The program will prepare a student to take the standardized application exam on basic railroad knowledge and skills for employment in the railroad/light rail industry

Certificate Outcomes

- Demonstrate a basic understanding of the operation of a rail line and railcar signaling/communication systems
- Be able to diagnose and conduct troubleshooting and repairs on signaling and communications systems along rail lines and on railcars
- Demonstrate a basic understanding of the career opportunities within the railroad and light rail industry
- Demonstrate and have an understanding of railroad rules, regulations, operating procedures and safety provisions
- Be prepared to take and pass standard railroad rules and safety examinations
- Be prepared to take an application exam on signaling and communication skills for employment in the railroad industry

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessments
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

**Light Rail Engineering Technology:
College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
EE 101	Circuit Analysis	4
EE 107	Mathematics for Electrical/ Electronics I	4
LRT 101	Rail Transportation and Railroad Careers	3
SEMESTER TOTAL		14
<u>SEMESTER 2</u>		
ENG 134	Technical Communications	3
EE 102	Circuit Analysis II	4
EE 115	Mathematics for Electrical/ Electronics II	4
LRT 102	Railroad Rules, Regulations, Standards and Practice	3
SEMESTER TOTAL		14
<u>SEMESTER 3</u>		
LRT 201	Safety in the Railroad Workplace . .	3
LRT 202	Reading and Interpreting Railroad Diagrams	3
LRT 240	Railroad Signaling and Switching .	4
LRT 242	Railroad Communications	4
SEMESTER TOTAL		14
CERTIFICATE TOTAL		42

Note: Certificate total hours may not include prerequisites.

LIGHT RAIL ENGINEERING TECHNOLOGY: RAILROAD RULES AND SAFETY

- Short-Term Certificate (SCERT-RRS)

About the Program

The Light Rail Engineering Technology: Railroad Rules and Safety certificate is designed to prepare the student to work within the expanding passenger and freight railroad industry. Railroads employ a substantial workforce to service, maintain, operate and manage their transportation networks. While railroads are required by federal law to train their own employees, the basic safety concerns, rules, orders and regulations are all standardized in the industry. Students in this program will be exposed to these issues and be prepared to pass the standardized rail examinations required by each rail industry employer. Students will find employment with freight railroads, and passenger or light rail operations in railcar or track maintenance, dispatch, signaling, and many other related positions.

This Program Offers:

- Short-Term Certificate: **16** credit hours

Certificate Goals

- The program will allow for a basic understanding of the career opportunities within the railroad and light rail industry
- The program will prepare a student to have an understanding of railroad rules, regulations, operating procedures and safety provisions
- The program will allow a student to obtain an understanding of the operation of railcar systems and or signaling/communication systems at use in the railroad industry nationwide
- The program will prepare a student to take the standardized application exam on basic railroad knowledge and skills for employment in the railroad/light rail industry

Certificate Outcomes

- Demonstrate a basic understanding of the career opportunities within the railroad and light rail industry
- Demonstrate and have an understanding of railroad rules, regulations, operating procedures and safety provisions
- Be prepared to take and pass standard railroad rules and safety examinations

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Light Rail Engineering Technology:

Railroad Rules and Safety: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
LRT 101	Rail Transportation and Railroad Careers	3
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	4
SEMESTER TOTAL		10
SEMESTER 2		
LRT 102	Railroad Rules, Regulations, Standards and Practices	3
LRT 201	Safety in the Railroad Workplace . . .	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		16

Note: Certificate total hours may not include prerequisites.

MANUFACTURING TECHNOLOGY

- College Certificate: (CERT-MANT)
- Short-Term Certificate: (SCERT-MANT)

About the Program

The Manufacturing Technology College Certificate and Short-term Certificate 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.

Certificate Goals

- To instruct students on how to apply critical thinking and analytical problem solving skills in an advanced manufacturing setting
- To prepare the student to successfully complete the National Institute of Metalworking Skills (NIMS) certification exams
- To teach students to adhere to industry safety standards and procedures

Certificate Outcomes: Manufacturing Technology

- Demonstrate knowledge of safety standards as they apply to all manufacturing environments
- Demonstrate ability to measure and gage parts accurately
- Demonstrate and apply proficient use of point-to-point measuring equipment as well as surface scanning

- Demonstrate an understanding of hard part machining
- Manage and develop quality control documentation to ensure part quality adheres to design and manufacturing intent

Certificate Outcomes: Metrology

- Understand the principles, history, and concepts of metrology
- Understand the critical tracking of data as it applies to measurement
- Understand and apply modern tools and standards in measurement systems
- Be able to document, graph and present results in a useful documentation format

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
- Course placement requirements based on ACCUPLACER® assessment results
- Students must Complete a WCCCD Program Application and submit to the Campus President/CAO

Continued on next page.

Manufacturing Technology continued

Manufacturing Technology:
College Certificate (CERT-MANT)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CNC 111	Introduction to Computer Numerical Control	3
CNC 122	CNC Machine Controls	3
MAN 101	Manufacturing Process I	3
MAN 105	Basic Metrology	3
SEMESTER TOTAL		12
<u>SEMESTER 2</u>		
CNC 230	CNC Design I	3
CNC 231	CNC Programming and Machining I	3
MAN 115	Manufacturing Process II	3
MAN 205	Advanced Metrology	3
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
CNC 234	CNC Design II	3
CNC 235	CNC Programming and Machining II	3
SEMESTER TOTAL		6
<u>SEMESTER 4</u>		
MAN 215	Quality and Inspection	3
MAN 225	Introduction to Hard Machining	3
SEMESTER TOTAL		6
CERTIFICATE TOTAL		36

Note: Certificate total hours may not include prerequisites.

Metrology: Short-Term Certificate (SCERT-MANT)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
CNC 111	Introduction to Computer Numerical Control	3
MAN 101	Manufacturing Process I	3
MAN 105	Basic Metrology	3
SEMESTER TOTAL		9
<u>SEMESTER 2</u>		
MAN 115	Manufacturing Process II	3
MAN 205	Advanced Metrology	3
MAN 215	Quality and Inspection	3
SEMESTER TOTAL		9
CERTIFICATE TOTAL		18

Note: Certificate total hours may not include prerequisites.

MECHATRONICS TECHNOLOGY

- Associate of Applied Science Degree: (AAS-MET)

About the Program

The Mechatronics Technology Associate of Applied Science Degree 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.

This Program Offers

- Associate of Applied Science: **63** credit hours

Program 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

Program 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 the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Continued on next page.

Mechatronics Technology continued

Mechatronics Technology:
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CT 203	Digital Logic	4
EE 101	Circuit Analysis I	4
EE 107	Mathematics for Electrical/ Electronics I	4
ENG 119	English I	3
SEMESTER TOTAL		15
SEMESTER 2		
EE 102	Circuit Analysis II	4
EE 111	Solid State Fundamentals	3
EE 115	Mathematics for Electrical/ Electronics II	4
MCT 202	Introduction to Robotics	3
SEMESTER TOTAL		14
SEMESTER 3		
CT 205	Introduction to Microprocessors	4
MCT 203	Electrical Machinery and Controls	3
MCT 207	Introduction to Hydraulics and Pneumatics	2
MCT 208	Programmable Logic Controllers	3
PS 101	American Government	3
SEMESTER TOTAL		15
SEMESTER 4		
MCT 212	Advanced Robotics	3
MCT 215	Advanced Programmable Logic Controllers	3
MCT 210	Programmable Logic Controllers -Siemens	3
ENG 120	English II	3
SEMESTER TOTAL		12
SEMESTER 5		
PHY 235	General Physics I	4
Elective:	Humanities	3
SEMESTER TOTAL		7
A.A.S. PROGRAM TOTAL		63

Note: Program total hours may not include prerequisites.

**MEDICAL ADMINISTRATIVE
SPECIALIST (MAS)**

Associate of Applied Science Degree: (MAS-AAS)
 • College Certificate: (MAS-CERT)

About the Program

The Medical Administrative Specialist Program prepares students for work in the office of a doctor, clinic, hospital, or for employment wherever knowledge of medical terminology, professional procedures and ethics is required. It also provides excellent preparation for administrative positions in any business. The status of Certified Medical Administrative Specialist can be acquired upon completion of the required job experience and written examinations. To graduate from the program, a student must receive a grade of C or higher in all program courses.

Career Potentials include, but are not limited to: Medical Administrative Assistant, Clinical Administrative Coordinator, Patient Appointment Scheduler, Medical Receptionist, Medical Records Clerk, Medical Secretary, Health Unit Coordinator, Medical Billing Specialist, Insurance Claims Processor, Program Assistant, Admitting/Discharge Clerk, Department/Clinic Assistant, and General Office Receptionist.

Program Goals:

- To understand all aspects of the Medical Administrative Specialist field including medical terminology as well as billing and coding
- To understand the different types of communication in the healthcare industry (therapeutic, doctor/patient, multi-cultural, electronic systems, etc.)

Program Outcomes:

After successful completion of Medical Administrative Specialist, you will be able to function as an important member of the healthcare team in the area of office administration. You will also learn how to do the following:

- Communicate in the healthcare industry, including therapeutic and multicultural communication
- Reduce occupational hazards in the workplace, including blood-borne pathogens
- Safeguard patient confidentiality in the computerized medical office, discover the importance of the medical record, and learn the ambulatory use of the electronic medical record (EMR)
- Screen and take appropriate messages and fax confidential information
- Use different types of patient scheduling systems
- Recognize the contents of the medical record, including SOAP notes, consultations, discharge summaries and operative reports and distinguish what makes them accurate and complete
- Learn the aspects of payables and receivables and become familiar with bookkeeping and practice management software

After successful completion of Medical Billing and Coding, you will be able to do the following:

- Adhere to legal concepts, such as advance directive, living will, power of attorney, and guardianship
- Explain the HIPAA Privacy Rule
- Safeguard and disclose protected health information (PHI)
- Recognize the implications of health insurance fraud and abuse
- Discover the five models of managed care organizations

- Assign accurate codes from the ICD-9-CM, CPT, and HCPCS Level II coding manuals
- Assign accurate codes from the ICD-10-CM Official Draft Code Set
- Develop an insurance claim
- Use the electronic data interchange (EDI)
- Recognize health insurances delivered by private companies and government-sponsored program

Admission Requirements

- Students are admitted to the program during the Fall semester. Students must have the Program's approval, a completed application, and other required information submitted by the required due date. 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 ACCUPLACER® scores that fulfill program requirements
- Declare intent to enter the Medical Administrative Specialist program on the WCCCD Application for Admission
- Must complete a physical exam and other health requirements
- Complete and pass a background check

Continued on next page.

Medical Administrative Specialist continued

**Medical Administrative Specialist (MAS):
Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses**

CR. No. COURSE TITLE CREDITS
PREREQUISITE COURSES

ACC 100	Introduction to Accounting	3
ALH 110	Medical Terminology	3
BUS 225	Computer Applications in Business	3
ALH 115	Medical Computer System	3
PREREQUISITE TOTAL		12

CR. No. COURSE TITLE CREDITS
SEMESTER 1 FIRST 7.5 WEEKS

MBS 108	Medical Coding	3
MOS 120	Medical Office Management	3
MOS 140	Patient Case Management	3

SEMESTER 1 SECOND 7.5 WEEKS

MBS 112	Medical Billing	3
SEMESTER TOTAL		12

SEMESTER 2 FIRST 7.5 WEEKS

MBS 122	Advanced Coding	3
OIS 280	Office Administration and Professional Development	3
MOS 150	Medical Administrative Specialist Practicum	5

SEMESTER 2 SECOND 7.5 WEEKS

MBS 124	Advanced Coding CPT	3
SEMESTER TOTAL		14

SEMESTER 3

MBS 126	Medical Billing Practicum Experience	4
SEMESTER TOTAL		4

SEMESTER 4

BIO 155	Introductory Biology	4
ENG 119	English I	3
PS 101	American Government	3
SEMESTER TOTAL		10

SEMESTER 5

ENG 120	English II	3
PSY 101	Introductory Psychology	3
SOC 100	Introduction to Sociology	3
SEMESTER TOTAL		9
AAS DEGREE TOTAL		61

**Medical Administrative Specialist (MAS):
College Certificate
Recommended Sequence of Courses**

CR. No. COURSE TITLE CREDITS
SEMESTER 1 FIRST 7.5 WEEKS

MBS 108	Medical Coding	3
MOS 120	Medical Office Management	3
MOS 140	Patient Case Management	3

SEMESTER 1 SECOND 7.5 WEEKS

MBS 112	Medical Billing	3
SEMESTER TOTAL		12

SEMESTER 2 FIRST 7.5 WEEKS

MBS 122	Advanced Coding	3
OIS 280	Office Administration and Professional Development	3
MOS 150	Medical Administrative Specialist Practicum	5

SEMESTER 2 SECOND 7.5 WEEKS

MBS 124	Advanced Coding CPT	3
SEMESTER TOTAL		14

SEMESTER 3

MBS 126	Medical Billing Practicum Experience	4
SEMESTER TOTAL		4
CERTIFICATE TOTAL		30

MEDICAL OFFICE SPECIALIST

- Short-Term Certificate: (SCERT-MES)

About the Program

This Medical Office Specialist Short-Term Certificate is a short-term program established to prepare students for employment in physician's offices, medical insurance companies and hospital offices. Some of the duties of a Medical Office Specialist include, but are not limited to, preparing patient insurance claims, processing accounts payable and accounts receivable, scheduling appointments, preparing patient files, coordinating the patient filing system, preparing medical correspondence, processing medical records, and scheduling hospital admissions.

Certificate Goals

- To prepare students to gain employment in a health care system or private practice medical office environment
- To prepare students with the complete skill set to assist a health care provider in all medical office, administration and support needs

Certificate Outcomes

- Apply customer service skills to interact professionally among clients, colleagues, and other health care professionals
- Utilize both oral and written skills to effectively communicate and interact with health care professionals, colleagues, administration and customers to enhance satisfaction
- Apply skills to find, build, research, manage and report both electronic and paper data efficiently
- Apply coding manual data to the billing process accurately
- Utilize knowledge and skills of medical terminology, code sets, reimbursement methodologies and regulations to accurately and thoroughly assign respective code sets

- Be able to compose well written medical correspondence
- Be able to maintain provider appointment schedules
- Understand all relevant medical terminology
- Establish and maintain accurate patient charts and electronic medical records with confidentiality
- Prepare insurance claims, referrals and prior authorizations accurately
- Perform medical billing, analyzing patient accounts and apply collection procedures
- Practice confidentiality, as well as legal and ethical standards

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Medical Office Specialist: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ALH 110	Medical Terminology	3
ALH 115	Medical Computer Systems	3
ACC 100	Introduction to Accounting	3
MBS 108	Medical Coding	3
ENG 119	English 1	3
SEMESTER TOTAL		15
SEMESTER 2		
MOS 120	Medical Office Management	3
MBS 112	Medical Billing	3
SOC 100	Introduction to Sociology	3
MOS 140	Patient Case Management	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		27

Note: Certificate total hours may not include prerequisites.

MENTAL HEALTH

Associate of Applied Science (MEH-AAS)

- College Certificate: (MEH-CERT)

About the Program

The Mental Health Associate of Applied Science degree 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 Applied Science Degree: **63** credit hours
- College Certificate: **37** credit hours

Program Goals

- Provide a basic foundation for students to serve Human Service clients and/or support human service agencies as an entry-level professional.

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
- Demonstrate an understanding of the etiology, symptomatology, treatment and prognosis of mental disorders

- Effectively communicate in written, verbal and interpersonal skills when managing information and utilizing data to support client services
- Utilize scientifically supported models of treatment, recovery, relapse prevention and continuing care for individuals in recovery transitioning from a justice facility
- Demonstrate and apply theories of group dynamics
- Demonstrate an understanding of legal information useful in intervention strategies for consumers in human services

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete HUS 105 Group Expression for Self-Growth prior to program admission
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Mental Health: College Certificate
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English 1	3
MEH 100	Introduction to Mental Health	3
HUS 135	Professionalism in Human Services	3
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		12

SEMESTER 2

ADD 103	Co-Occurring Disorders	3
SW 108	Case Documentation	2
SW 110	Case Management and Service Care Navigation	3
SW 105	Social Work Field Instruction I	4
SEMESTER TOTAL		12

SEMESTER 3

MEH 120	Direct Care Services in Community Settings	3
MEH 130	Mental Health and Criminal Justice	3
MEH 240	Psychopathology and Behavior I	3
SW 106	Social Work Field Instruction II	4
SEMESTER TOTAL		13
CERTIFICATE TOTAL		37

Notes: Certificate total hours may not include prerequisites.

Mental Health: Associate of Applied Science
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English 1	3
MEH 100	Introduction to Mental Health	3
HUS 135	Professionalism in Human Services	3
PSY 101	Introductory Psychology	3
SEMESTER TOTAL		12

SEMESTER 2

ENG 120	English II	3
SW 108	Case Documentation	2
SW 110	Case Management and Service Care Navigation	3
ADD 103	Co-Occurring Disorders	3
MEH 120	Direct Care Services in Community Settings	3
SEMESTER TOTAL		14

SEMESTER 3

MEH 130	Mental Health and Criminal Justice	3
MEH 140	Mental Health and Legal Information	3
HUS 200	Group and Social Process	4
MEH 240	Psychopathology and Behavior I	3
SEMESTER TOTAL		13

SEMESTER 4

SPH 101	Fundamentals of Speech	3
Elective:	Natural Science with LAB	4
PS 101	American Government	3
MEH 144	Field Work I: Placement	4
SEMESTER TOTAL		14

SEMESTER 5

Elective:	Humanities	3
Elective:	Social Science	3
MEH 226	Field Work II	4
SEMESTER TOTAL		10
A.A.S. PROGRAM TOTAL		63

Note: Program total hours may not include prerequisites.

NURSING

- Associate of Applied Science Degree: (NUR-AAS)
- Short-Term Certificate (CCM-SCERT)

About the Program

The Nursing program at WCCCD offers an Associate of Applied Science degree in Nursing. Graduates of the Nursing program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program requirements include specific courses in the nursing major and general education. All Nursing courses are 7.5 weeks. The Nursing program is designed to prepare graduates to provide nursing care as staff nurses in a variety of health care settings.

This Program Offers:

- Associate of Applied Science Degree:
69 credit hours

Nursing Mission

The mission of the WCCCD nursing program is to educate, prepare and empower student nurses to become competent registered nurses who exemplify professional practice in a compassionate caring manner. The program strives for excellence using best practice standards that promotes the health and wellness of individuals, families, groups, and communities in a culturally diverse society.

End-of-Program Student Learning Outcomes

Upon successful completion of the WCCCD Nursing Program, the student will:

- Apply professional accountability congruent with the roles, responsibilities, and values associated with nursing practice
- Integrate evidence-based principles as a foundation for nursing practice
- Demonstrate effective patient centered care to diverse populations in a variety of care environments
- Examine care standards with continuous scrutiny for the betterment of individuals, families, groups, and communities

Degree Application Requirements

The WCCCD Nursing program admits students twice a year in the Spring and Fall semesters. Admission is competitive and student selection is based on the following:

- High School transcript, copy of High School diploma or Certified GED scores showing date of completion
- Must be 18 years of age or older
- Official transcripts from ALL colleges and universities previously attended, including WCCCD
- Two (2) original Reference Letters; one from employer and one personal reference, signed and dated within 60 days of application submission. If unemployed, submit two personal references. Letters written by family and WCCCD faculty or staff are not accepted
- Entrance exam scores
- Essay. Typed, signed and dated 500-1,000 word essay describing, ***“How I plan to be successful in completing the Nursing Program”***
- Background Check via www.castlebranch.com required upon acceptance to program
- A Student Recommendation Form, required only if previously enrolled in a nursing program at another college
- Validation of current healthcare licenses or certifications granted by the State of Michigan with or without work experience
- Attendance at information meeting. Submit an Original Information Meeting Attendance Form dated within a year of nursing application submission
- Completion of Nursing Program prerequisite courses

PLEASE NOTE: WCCCD Nursing Program does not accept the College Level Examination Program (CLEP) to fulfill any program requirements.

Students are also required to complete the following:

- Fulfill all of WCCCD admission requirements
- Fulfill WCCCD Nursing program admission requirements
- Pass a background check, drug screen, and other health requirements
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

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 (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
PREREQUISITE COURSES		
ENG 119	English I	3
BIO 155	Introductory Biology	4
*BIO 240	Human Anatomy and Physiology I	4
BIO 250	Human Anatomy and Physiology II	4
*BIO 295	Microbiology	4
PSY 101	Introductory Psychology	3
PREREQUISITE TOTAL		22
<i>*BIO 155 is a prerequisite to BIO 240 and BIO 295</i>		
CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1 FIRST 7.5 WEEKS</u>		
NUR 110	Nursing Foundations	4
NUR 118	Physical Assessment	2
<u>SEMESTER 1 SECOND 7.5 WEEKS</u>		
NUR 112	Medical Surgical Nursing I	4
NUR 119	Pharmacology	2
SEMESTER TOTAL		12

SEMESTER 2

DT 130	Introduction to Nutrition	3
NUR 114	Obstetric Nursing	3
NUR 116	Medical Surgical Nursing II	4
SEMESTER TOTAL		10

SEMESTER 3

SOC 100	Introduction to Sociology	3
NUR 210	Psychiatric Nursing	3
NUR 212	Medical Surgical Nursing III	4
SEMESTER TOTAL		10

SEMESTER 4

NUR 214	Pediatric Nursing	3
NUR 216	Medical Surgical Nursing IV	4
NUR 218	Nursing Issues, Transitions and Leadership	2
SEMESTER TOTAL		9

COLLEGE DEGREE REQUIRED COURSES

PS 101	American Government	3
ENG 120	English II	3
TOTAL		6
NURSING PROGRAM TOTAL		69
A.A.S. PROGRAM TOTAL		69

- Note:*
- Program total hours include prerequisites and corequisites.
 - Program totals do not include District remedial courses.
 - Students must also complete College Degree Requirements in order to be eligible for graduation:
 - Complete at least 60 credit hours
 - A minimum of 15 credit hours of program requirements at WCCCD
 - PS 101 American Government (3 credit hours)
 - ENG 120 II (3 credit hours)
 - Have a minimum grade point average of 2.0 upon completion
 - Students interested in transferring to a 4-year institution are encouraged to take the following courses:
 - BIO 252 Pathophysiology (4 credit hours)
 - PSY 200 Lifespan Development (3 credit hours)

Students should see an advisor for additional information.

Nursing: Care Coordination and Transition Management Short-Term Certificate Recommended Sequence of Courses

- Short-Term Certificate: **20** credit hours

CR. No. COURSE TITLE CREDITS

SEMESTER 1

NUR 219	Care Transitions and Transition Management Theory	10
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SEMESTER 2

NUR 220	Clinical Practicum	10
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CERTIFICATE TOTAL20

Note: Certificate total hours may not include prerequisites.

Certificate Goals

This course will provide the professional registered nurse with the knowledge, core competencies, skills and concepts required to successfully take the Care Coordination and Transition Management Certification Exam.

Certificate Outcomes

- Students will be able to demonstrate patient advocacy
- Students will be able to demonstrate skills to education and engage patients and families
- Students will be able to demonstrate coaching and counseling of patients and families
- Accurately and effectively demonstrate patient-centered care planning
- Students will be able to demonstrate support for self-management Nursing process (proxy for monitoring and evaluation)
- Students will demonstrate effective teamwork and collaboration
- Exhibit proficiency in cross setting communications and care transitions
- Effectively conduct population health management

Certificate Application Requirements

To be admitted into the Care Coordination and Transition Management program, students must complete the following requirements for admissions prior to acceptance into the program:

- A completed application
- Official Transcripts from their school of Nursing
- Unrestricted Michigan RN license
- 1 year work experience as RN in Ambulatory Care, Home Care, or ER
- A clear background check
- Successful completion of all health requirements – Urine Drug Screen, CPR, Immunizations, Health Appraisal

NURSING ASSISTANT TRAINING

- Short-Term College Certificate: (SCERT-CNA)

About the Certificate

The Nursing Assistant Training is a short-term certificate comprised of three (3) courses over two (2) semesters.

Course Description:

This course provides the theory and skills necessary to assist professional health care providers in providing direct patient care. Candidates will receive training to provide care in the classroom, lab and long-term facility settings. The curriculum is modeled according to the State of Michigan guidelines. Nurse aide students taking this course will be expected to adhere to guidelines and standards that will help them to be successful in the workplace setting.

Upon successful completion of the course, students are eligible to take the Michigan Nurse Aide Examination for CNA Certification.

Admission Requirements

- A high school diploma or equivalent GED
- Must be 18 years of age or older
- Certified in Basic Life Support (BLS)
- Negative criminal background check
- Current physical examination conducted by a MD, PA, DO, or NP
- Negative Tuberculosis Test (TB) that is valid throughout the program
- Completed Hepatitis B series or a signed declination form
- 14-panel urine drug screen
- Current immunizations
- Two letters of reference
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Seasonal Flu Vaccine

- Tetanus. Last date or evidence of current booster. The Nursing Assistant course is offered each semester. It is a 16 credit course consisting of 94 contact hours over a 3.5 to 5-week period of time. Clinical experience is provided in 24 contact hours. Lab skills are provided in a laboratory setting and consist of 30 hours and lecture content is provided over 40 hours. Clinical experiences are conducted in a long term care facility.

Nursing Assistant Training: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ALH 110	Medical Terminology	3
EMT 105	Medical First Responder	3
SEMESTER TOTAL		6
<u>SEMESTER 2</u>		
NHS 100	Nursing Assistant	10
SEMESTER TOTAL		10
CERTIFICATE TOTAL		16

Note: Certificate total hours may not include prerequisites.

OFFICE INFORMATION SYSTEMS: E-BUSINESS

Associate of Applied Science Degree: (AAS-EBUS)
 • Short-Term Certificate: (SCERT-EUS)

About the Program

The Office Information Systems E-Business Associate of Applied Science degree and Short-Term Certificate programs are designed to prepare students for successful careers as administrative assistants, in an e-Business environment. The program will prepare students to be proficient in the use of advanced computer programs, are capable of assuming some decision-making responsibilities, and are qualified to manage a business Web site. Students in e-Business develop a breadth of knowledge related to developing an e-business, including business-to-business (B2B) and business to customer (B2C) initiatives, and understanding the key e-business technologies.

Students are introduced to a variety of topics including assessing technical infrastructure requirements, understanding the impact of evolving legal and regulatory issues, strategies for obtaining funding, management, marketing and selling.

Students will obtain the skills needed to understand the e-commerce world, create e-commerce web sites and conduct business online.

This Program Offers:

- E-Business: Associate of Applied Science:
61 credit hours
- E-Business: Short-Term Certificate:
27 credit hours

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

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

Certificate Goals

- To teach fundamental marketing and management concepts pertaining to e-business

Certificate Outcomes

- 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

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 225 and BUS 228
- 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 the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Prerequisite Work

Prior to beginning the OIS courses, students must have computer competencies, which include the ability to key text at a minimum rate of 35 words per minute. These skills can be obtained from your life experiences or by completing the following course: OIS 101

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

OIS: E-Business: Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	4
CIS 241	Internet Foundations	4
BL 201	Business Law I	4
SEMESTER TOTAL		15
<u>SEMESTER 2</u>		
BUS 228	Internet Web Page Design for Business Applications	3
CIS 250	E-Commerce Strategies and Practices	3
MGT 205	Principles of Management	3
MKT 200	Principles of Marketing	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		27

Note: Certificate total hours may not include prerequisites.

OIS: E-Business: Associate of Applied Science Degree (A.A.S.) Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
CIS 110	Introduction to Computer Information Systems	4
BUS 150	Introduction to Business	3
SPH 101	Fundamentals of Speech	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		16
<u>SEMESTER 2</u>		
CIS 241	Internet Foundations	4
BUS 225	Computer Applications in Business	3
MGT 205	Principles of Management	3
PS 101	American Government	3
Elective:	English	3
SEMESTER TOTAL		16
<u>SEMESTER 3</u>		
BUS 228	Internet Web Page Design for Business Applications	3
BL 201	Business Law I	4
Elective:	Social Science	3
Elective:	Other	3
Elective:	Humanities	3
SEMESTER TOTAL		16
<u>SEMESTER 4</u>		
CIS 250	E-Commerce Strategies and Practices	3
MKT 200	Principles of Marketing	3
Elective:	Natural Science w/Lab	4
Elective:	Other	3
SEMESTER TOTAL		13
A.A.S. PROGRAM TOTAL		61

Note: Program total hours may not include prerequisites.

OFFICE INFORMATION SYSTEMS: OFFICE SPECIALIST

Associate of Applied Science Degree: (AAS-OS)

- College Certificate: (CERT-OS)

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
- Demonstrate appropriate competency in interpersonal skills and attitudes for working in a business office environment
- Select, use and implement Internet and Web search engine tools for locating information for selected projects
- Apply critical thinking skills to solve problems through creative and appropriate methods

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 225 and BUS 228
- 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 ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

**OIS: Office Specialist: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 150	Introduction to Business	3
OIS 227	Desktop Publishing I	3
BUS 225	Computer Applications in Business	3
BUS 240	Business Communication	3
OIS 280	Office Administration and Professional Development	3
SEMESTER TOTAL		15

SEMESTER 2

OIS 228	Desktop Publishing I	3
OIS 251	Microsoft Word Specialist	3
OIS 252	Microsoft Excel Specialist	3
OIS 253	Microsoft PowerPoint Specialist	3
OIS 254	Microsoft Access Specialist	3
SEMESTER TOTAL		15

CERTIFICATE TOTAL30

Note: Certificate total hours may not include prerequisites.

**OIS: Office Specialist:
Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
BUS 225	Computer Applications in Business	3
BUS 150	Introduction to Business	3
SPH 101	Fundamentals of Speech	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		15

SEMESTER 2

OIS 227	Desktop Publishing I	3
OIS 280	Office Administration and Professional Development	3
PS 101	American Government	3
Elective:	Social Science	3
Elective:	English	3
SEMESTER TOTAL		15

SEMESTER 3

OIS 251	Microsoft Word Specialist	3
OIS 252	Microsoft Excel Specialist	3
OIS 228	Desktop Publishing II	3
BUS 240	Business Communication	3
Elective:	3
SEMESTER TOTAL		15

SEMESTER 4

OIS 253	Microsoft PowerPoint Specialist	3
OIS 254	Microsoft Access Specialist	3
Elective:	Natural Science w/Lab	4
Elective:	Humanities	3
Elective:	Other	3
SEMESTER TOTAL		16

A.A.S. PROGRAM TOTAL61

Note: Program total hours may not include prerequisites.

PARALEGAL TECHNOLOGY

Associate of Applied Science Degree: (PART-AAS)

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

Students will be able to:

- Define and properly use terminology relating to areas of legal practice including civil, criminal, family, probate and estate, property, tort and business organizations
- 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 intent at the campus admission office
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete and submit the WCCCD Program Application to the PLT Faculty Discipline Chair or designee
- Complete the following courses at WCCCD or obtain equivalent transfer credit for the following courses: ENG 119, PS 101, BUS 225, and SPH 101

Paralegal Technology:
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
PLT 105	Legal Interviews and Investigation . .	3
PLT 120	Legal Research Writing I	3
PLT 135	Professional Responsibility/ Legal Ethics	3
SEMESTER TOTAL		15
SEMESTER 2		
ENG 120	English II	3
SPH 101	Fundamentals of Speech	3
—OR—		
SPH 105	Improving the Speaking Voice . . .	3
PLT 130	Law Office Procedures and Management	3
PLT 140	Business Organization and Corporation Law I	3
PLT 150	Legal Comp and Research II	3
SEMESTER TOTAL		15
SEMESTER 3		
Elective:	Humanities	3
PS 101	American Government	3
PLT 160	General Practice Survey	3
PLT 170	Probate Law and Practice	3
PLT 210	Administrative Law and Procedure	3
Elective:	Social Science	3
SEMESTER TOTAL		18
SEMESTER 4		
Elective:	Natural Science with Lab	4
PLT 220	Criminal Law Practice and Procedure	3
PLT 245	Debtor Relief and Creditor Rights	3
Elective:	Other	6
SEMESTER TOTAL		16
A.A.S. PROGRAM TOTAL		64

Note: Program total hours may not include prerequisites.

PATIENT CARE TECHNOLOGY

- Short-Term Certificate (SCERT-PCT)

About the Program

The Patient Care Technology Short-Term Certificate is designed to provide students with in-depth instruction in the field of Patient Care Technology (PCT). This program will prepare students for employment in the expanding area of patient care. Skills obtained will allow for work in a variety of settings from acute care to home care.

Successful completion of this program will allow graduates to sit for six **National Certification Exams** which include: **1)** the National Certified Patient Care Technician (NCPCT) Exam (after 1 year of employment as a PCT); **2)** the National Registered Title of Certified Electrocardiography Technician (NRCEKG) Exam (immediately after completing the program); **3)** the Certified Patient Care Technician/Assistant (immediately after completing the program); **4)** the National Certified Phlebotomy Technician (NCPT) Exam (after 1 year of employment as a PCT); **5)** the Phlebotomy Technician Certification (CPT) (upon completion of PLB 100 and PLB 105; and **6)** the National Registry of Emergency Medical Responder (EMR) Certification (upon completion of EMT 105).

Possessing the listed certifications provides the student with advanced skills, increased earning power and provide broader opportunities within the health care sector as options for employment.

Certificate Goals

- To prepare students for employment in the patient care technology industry through applied knowledge of patient caregiving
- To teach students the basic principles of safety as it relates to patient care in acute care facilities or home care
- To prepare students for six national certification exams

Continued on next page.

*Patient Care Technology continued***Certificate Outcomes**

- Students will be able to identify and act upon basic patient care needs from taking vital signs to cleanliness and physical care of the patient
- Students will be able to perform electrocardiograms (EKGs)
- Students will be able to perform phlebotomy procedures (taking blood)
- Students will be able to perform CPR and first aid when necessary
- Students will be able to assist other medical professionals when necessary
- Students will be able to obtain individual credentialing through six national certification exams
- Students will be able to work independently or as a team member in patient care

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Students must meet all health requirements
- Students must successfully pass a certified background check
- Must be 18 years of age or older

**Patient Care Technology: Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ALH 110	Medical Terminology	3
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EMT 105	Medical First Responder	3
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PLB 100	Introduction to Phlebotomy	3
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ALH 115	Medical Computer Systems	3
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SEMESTER TOTAL		12
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SEMESTER 2

PLB 105	Phlebotomy Practicum	3
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PCT 200	Introduction to Patient Care	5
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PCT 202	Patient Care Clinical	5
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SEMESTER TOTAL		13
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CERTIFICATE TOTAL		25
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Note: Certificate total hours may not include prerequisites.

PHARMACY TECHNOLOGY

Associate of Applied Science Degree: (PAT-AAS)

- College Certificate: (PAT-CERT)

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 and Accreditation Council of Pharmacy Education, 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

- 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 professional, 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

College Certificate Goals

- To provide students a foundation into the policies and procedures governing pharmacies, to function and perform routine technical and clerical duties as a Pharmacist Technician

College Certificate Outcomes

- Students will proficiently 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

Continued on next page.

Pharmacy Technology continued

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
- Must be 18 years of age or older
- 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 ACCUPLACER® Test
- Submit two letters of reference: professional or personal
- Show proof of TB test
- Meet with a Pharmacy Technology Program representative
- Fulfill either of the following prerequisites:
Pass Pharmacy Technician Assessment Test (PTAT) with a score of 85% or higher
–OR–
Pass PHT 100 with a grade of “B” or better
- Successfully complete a criminal background check. (Source will be specified)
- Successfully pass a drug screening exam (Source will be specified)

Degree Requirements

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

**Pharmacy Technology: College Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>PREREQUISITE COURSES</u>		
PHT 100	Introduction to Pharmacy Technology	3
PREREQUISITE TOTAL		3

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
PHT 105	Orientation to Pharmacy Technology	5
PHT 115	Pharmaceutical Interpretations and Calculations	5
SEMESTER TOTAL		10

<u>SEMESTER 2</u>		
PHT 120	Drug Distribution Systems and Pharmacology	5
PHT 135	Pharmacy Practice Settings	5
SEMESTER TOTAL		10

<u>SEMESTER 3</u>		
PHT 155	Pharmacy Technology Practicum ..	7
PHT 220	Pharmacy Capstone Course	5
SEMESTER TOTAL		12
CERTIFICATE TOTAL		35

Note: Certificate total hours may not include prerequisites.

**Pharmacy Technology:
Associate of Applied Science Degree
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>PREREQUISITE COURSES</u>		
PHT 100	Introduction to Pharmacy Technology	3
BIO 155	Introductory Biology	4
ENG 119	English I	3
PS 101	American Government	3
BUS 225	Computer Applications in Business	3
PREREQUISITE TOTAL		16

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
PHT 105	Orientation to Pharmacy Technology	5
PHT 115	Pharmaceutical Interpretations and Calculations	5
BIO 240	Human Anatomy and Physiology I ..	4
SEMESTER TOTAL		14
SEMESTER 2		
PHT 120	Drug Distribution Systems and Pharmacology	5
PHT 135	Pharmacy Practice Settings	5
BIO 250	Human Anatomy and Physiology II	4
SEMESTER TOTAL		14
SEMESTER 3		
PHT 155	Pharmacy Technology Practicum ..	7
PHT 220	Pharmacy Capstone Course	5
BIO 295	Microbiology	4
SEMESTER TOTAL		16
SEMESTER 4		
CHM 136	General Chemistry I	4
MAT 155	College Algebra	4
ECO 101	Principles of Economics I	3
PHL 211	Introduction to Logic	3
SEMESTER TOTAL		14
SEMESTER 5		
BIO 252	Pathophysiology	4
CHM 145	General Chemistry II	4
MAT 156	Trigonometry	4
ENG 120	English II	3
—OR—		
ENG 270	Professional and Technical Writing ..	3
SEMESTER TOTAL		15
A.A.S. PROGRAM TOTAL		89
<i>Note: Program total hours may not include prerequisites.</i>		

PHLEBOTOMY TECHNICIAN

- Short-Term Certificate: (SCERT-PLT)

About the Program

The Phlebotomy Technician Short-Term 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 collection, have a strong medical terminology background and possess excellent interpersonal skills.

Certificate Goals

- To provide students with the applied knowledge and technical skills to collect and process various blood, specimen and lab collections and procedures
- To prepare students to successfully pass the national certification exam as a registered phlebotomist

Certificate Outcomes

- Students will be able to apply proper phlebotomy technique to successfully collect, handle and process blood specimens including venipuncture and capillary punctures
- 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

Continued on next page.

Phlebotomy Technician continued

- 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 ACCUPLACER® assessment
- 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*)
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Certificate Requirements

- All science classes must be completed within (5) five years

**Phlebotomy Technician: Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
ALH 110	Medical Terminology	3
ALH 115	Medical Computer Systems	3
PLB 100	Introduction to Phlebotomy	3*
PLB 110	Pediatric Phlebotomy	3*
SEMESTER TOTAL		12

SEMESTER 2

ALH 230	Medical Ethics	3
BIO 155	Introductory Biology	4
PLB 105	Introduction to Phlebotomy II Practicum	3**
SEMESTER TOTAL		10
CERTIFICATE TOTAL		22

*Note: Certificate total hours may not include prerequisites
**Prerequisite for course*

PHYSICAL THERAPY TECHNICIAN

- College Certificate: (PTT-CERT)

About the Program

The Physical Therapy Technician (PTT) Certificate provides the unique opportunity for students to earn a Physical Therapy Technician Certificate while completing prerequisite courses necessary for admission to most Associate of Applied Science Physical Therapist Assistant Programs.

The PTT Certificate is a short-term program designed to introduce students to the chief responsibilities of the position, which include assisting in routine patient care services under the direct supervision of a licensed physical therapist or physical therapist assistant, managing and maintaining physical therapy equipment, and assisting with administrative duties. This program may also serve as a pathway to Physical Therapist Assistant Associate Degree Programs.

This Program Offers

- Certificate: ~~44~~ credit hours

College Certificate Goals

Upon completion of the Physical Therapy Technician Program, graduates will be able to:

- Demonstrate the knowledge and skills to assist in basic physical therapy services under the direct supervision of a licensed physical therapist or physical therapist assistant.

College Certificate Outcomes

Students/graduates will be prepared for entry-level positions providing support to physical therapists and physical therapist assistants.

- Students/graduates will demonstrate the skills and knowledge necessary to perform administrative duties in physical therapy clinics.

Admission Requirements

Students interested in pursuing this certificate must first be accepted to the WCCCD.

The PTT program is a non-selective, open-enrollment program. The open-enrollment period will occur during the fall semester of each year. All applicants who are enrolled in the WCCCD and in good-standing, will be eligible to be admitted into the PTT Program. There is no secondary application process.

Students will be enrolled on a first-come, first-served basis during the open-enrollment period until all seats are filled. When all seats have been filled, the potential student's name will be placed on a waiting list.

Continued on next page.

*Physical Therapy Technician continued***Physical Therapy Technician****College Certificate****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ALH 110	Medical Terminology*	3
PTT 101	Introduction to Physical Therapy*	3
ENG 119	English I*	3
BIO 155	Introductory Biology*	4
PSY 101	Introductory Psychology*	3
SEMESTER TOTAL		16
<u>SEMESTER 2</u>		
BIO 240	Human Anatomy and Physiology I*	4
SPH 101	Fundamentals of Speech*	3
PTT 103	Overview of Functional Mobility	4
PTT 103L	Overview of Functional Mobility Lab	
PTT 104	Physical Therapy Law & Ethics . . .	3
SEMESTER TOTAL		14
<u>SEMESTER 3</u>		
BIO 250	Human Anatomy and Physiology II*	4
PTT 105	Overview of Physical Therapy Techniques	4
PTT 105L	Overview of Physical Therapy Techniques Lab	
PTT 106	Front Office Skills	3
PTT 107	Safety and Infection Control	3
PTT 110	Clinical Practicum	1
SEMESTER TOTAL		15
CERTIFICATE TOTAL		22

*Courses may be transferrable to Associate of Applied Science Degree Programs such as Physical Therapist Assistant.

**PRACTICAL NURSING
EDUCATION**

- College Certificate: (CERT-PNE)

About the Program

This one-year program will prepare students to fulfill an immediate need in the workforce and also serve as a pathway to other medical careers. Students who enroll in the program will range from recent high school graduates to other adult individuals desiring career training. Students may come from a variety of cultural, educational, and socioeconomic backgrounds.

This course provides the theory and skills necessary to assist professional health care providers in providing direct patient care. Candidates will receive training to provide care in the classroom, skills lab, community health settings and long-term facility settings. The curriculum is modeled according to the State of Michigan guidelines. PN students enrolled in this program will be expected to adhere to guidelines and standards that will help them to be successful in the work place. Upon successful completion of the program, students are eligible to apply to the NCLEX-PN examination, the National Council Licensure Examination for Practical Nurses.

College Certificate Goals

The goal of the Practical Nursing Program is to produce accountable, adaptable generalists who are prepared to successfully complete the NCLEX-PN exam and function as practical nurses in diverse care settings.

College Certificate Outcomes

At the completion of this program of study, graduates will be able to:

- Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team
- Graduates will be eligible to take the NCLEX-PN Licensure Exam

As defined by NLN, the four broad outcomes represent the expected culmination of all learning experiences provided during this practical nursing program, including the essential core nursing practice competencies, built upon seven core values and six integrating concepts.

Nurses must use their skills and knowledge to enhance human flourishing for their patients, their communities, and themselves

- Nurses should show sound nursing judgment employing critical thinking, clinical judgment, and integration of best evidence in practice as they make decisions that guide clinical care
- Nurses should continually develop their professional identity by internalizing the core values and perspectives recognized as integral to the art and science of nursing
- Nurses must approach all issues and problems in a spirit of inquiry which displays a persistent sense of curiosity that sharpens both leaning and nursing practice

End-of-Program Student Learning Outcomes

At the completion of the WCCCD Practical Nursing Program, students will:

- Have the ability to apply professional accountability congruent with the roles, responsibilities, characteristics, and values aligned within the scope of practical nursing practice.
- Have the ability to integrate evidence-based principles into practice as a foundation.
- Demonstrate effective patient centered care to diverse populations in a variety of health care environments.
- Promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
- Acknowledge care standards within the scope of practice of a Practical Nurse with continuous awareness for the betterment of individuals, families, groups, and communities.

Admission Requirements

Students are required to fulfill the following requirements:

- Fulfill all WCCCD admission requirements
- Must be 18 years of age or older

The WCCCD Practical Nursing Program admits students twice per year in the Spring and Fall Semesters. Admission is competitive and student selection is based on the following:

- Students interested in attending the Practical Nurse Program will be required to have a High School Diploma, or General Education Development (G.E.D.) Certificate.
- Additional Admission Requirements include the following:
 - Pre-requisite courses:
 - ENG 119 - English I (3 credits)
 - BIO 155 - Introductory Biology (4 credits)
 Students must complete the pre-requisite courses with a C or better to be admitted into the program.
 - Completion of the PN Program Application
 - Completion of the HESI PN Admission Exam with 75% or better in both Math and Reading
 - Two letters of recommendation
 - Entry Essay, typed signed and dated 500-1000 word essay describing, “How I plan to be successful in completing the Practical Nursing Program”
- Required upon Acceptance:
 - Background Check via www.castlebranch.com
 - Urine drug screen
 - Health Appraisal - including immunizations

Continued on next page.

*Practical Nursing Education continued***Practical Nursing Education: College Certificate
Recommended Sequence of Courses****CR. No. COURSE TITLE CREDITS****SEMESTER 1**

PNE 110	Anatomy and Physiology for Practical Nurses	2
PNE 101	Fundamentals of Practical Nursing	4
PNE 102	Physical Assessment for the Practical Nurse	3
PNE 104	Basic Principles of Pharmacology . . .	3
SEMESTER TOTAL		12

SEMESTER 2

PNE 103	Beginning Medical/Surgical Nursing	4
PNE 105	Advanced Medical/Surgical Nursing	4
SEMESTER TOTAL		8

SEMESTER 3

PNE 106	Basic Principles of Mental Health Nursing	3
PNE 107	Basic Principles of Obstetrical Nursing	3
PNE 108	Basic Principles of Pediatric Nursing	3
PNE 111	Transition in Practical Nursing . . .	4
SEMESTER TOTAL		13

CERTIFICATE TOTAL33*Note: Certificate total hours may not include prerequisites.***PNE 110 - Anatomy and Physiology for Practical Nurses -
2 credits, Formerly PNE 100 - 4 credits****PNE 111 - Transitions to Practice - 4 credits
Formerly PNE 109 - 2 credits.***PRE-ENGINEERING**

Associate of Science Degree: (PREE-AS)

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

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 Admission Application or change intent at the Admissions Office
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a 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 (A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CHM 136	General Chemistry I	4
ENG 119	English I	3
MAT 171	Calculus I	4
Elective:	Social Science	3
SEMESTER TOTAL		14
SEMESTER 2		
CIS 209	C Programming Language	4
ENG 120	English II	3
MAT 172	Calculus II	4
Elective:	Humanities	3
SEMESTER TOTAL		14
SEMESTER 3		
MAT 271	Analytic Geometry and Calculus III	4
Elective:	Natural Science	4
PHY 265	Physics for Scientists and Engineers I	4
SEMESTER TOTAL		12
SEMESTER 4		
Elective:	Humanities	3
MAT 272	Linear Algebra	4
PHY 275	Physics for Scientists and Engineers II	4
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		14
SEMESTER 5		
MAT 273	Differential Equations	4
PS 101	American Government	3
Elective:	Social Science	3
SEMESTER TOTAL		10
A.S. PROGRAM TOTAL		64

Note: Program total hours may not include prerequisites.

PRE-MORTUARY SCIENCE

Associate of Science Degree: (AS-MS)

About the Program

Pre-Mortuary Science Associate of 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 the health, safety and care associated in the preparation and care of the deceased
- To provide a general in a Pre-Mortuary Science Associate of Science studies as the precursor for a declared four-year degree

Program Outcomes

- Students will be able to successfully complete the Pre-Mortuary Science Associate of 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 of human remains
- Articulate, apply and practice federal, state and local regulatory guidelines to situations pertaining to the mortuary science profession

Continued on next page.

Pre-Mortuary Science continued

- 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 ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- 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 Science (A.S.)****Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ENG 119	English I	3
SOC 100	Introduction to Sociology	3
BIO 155	Introductory Biology	4
Elective:	Humanities	3
SEMESTER TOTAL		13

SEMESTER 2

ENG 120	English II	3
PSY 101	Introductory Psychology	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
MAT 155	College Algebra	4
BIO 250	Human Anatomy and Physiology II	4
BUS 240	Business Communications	3
SEMESTER TOTAL		14

SEMESTER 4

ACC 110	Principles of Accounting I	4
BIO 295	Microbiology	4
BUS 225	Computer Applications in Business	3
PHL 221	Ethics	3
SEMESTER TOTAL		14

SEMESTER 5

ANT 154	Introduction to Cultural Psychology	3
CHM 105	Introduction to Chemistry	4
PS 101	American Government	3
PSY 260	Social Psychology	3
SEMESTER TOTAL		13

A.S. PROGRAM TOTAL67

Note: Program total hours may not include prerequisites.

PRE-PHYSICIAN ASSISTANT

Associate of Applied Science Degree: (PPA-AAS)

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

Program Outcomes

- Provide a service in an environment requiring special skills and knowledge in such areas as communications, transportation and record keeping
- Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice
- Demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system
- Demonstrate care that is effective, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness
- Demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements
- Assess, evaluate, and improve patient care practices

Admission Requirements

Students are admitted to the program each year for the Fall, Spring and Summer 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 ACCUPLACER® scores that fulfill program requirements
- Must be 18 years of age or older
- Must complete physical exam and other health requirements
- Complete background check
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Based upon Michigan Law

Students applying for admission to the Pre-Physician Assistant 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 Pre-Physician Assistant 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

Continued on next page.

Pre-Physician Assistant continued

Pre-Physician Assistant:

Associate of Applied Science (A.A.S.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ALH 110	Medical Terminology	3
ENG 119	English I	3
Elective:	Humanities	3
SOC 100	Introduction to Sociology	3
SEMESTER TOTAL		12
<u>SEMESTER 2</u>		
ALH 230	Ethics for Allied Health	3
BIO 155	Introductory Biology	4
ENG 120	English II	3
Elective:	Social Science	3
SEMESTER TOTAL		13
<u>SEMESTER 3</u>		
BIO 240	Human Anatomy and Physiology	4
CHM 136	General Chemistry	4
DT 130	Fundamentals of Nutrition	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		14
<u>SEMESTER 4</u>		
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
<u>SEMESTER 5</u>		
BIO 295	Microbiology	4
CHM 155	Survey Organic and Biochemistry	4
SEMESTER TOTAL		8
A.A.S. 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: (PSW-AA)

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 the ACCUPLACER® assessment
- Complete prerequisite courses with a grade “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
- Complete an Individual Education Plan

Pre-Social Work: Associate of Arts Degree (A.A.) Recommended Sequence of Courses

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

SEMESTER 1

ENG 119	English I	3
MAT 155	College Algebra	4
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

SEMESTER 3

ANT 152	Introduction to General Anthropology	3
Elective:	Foreign Language 100	4
HUM 101	Introduction to the Visual Arts . . .	3
---OR---		
HUM 102	Introduction to the Performing Arts	3
SEMESTER TOTAL		10

SEMESTER 4

SOC 230	Ethnic Minorities	3
Elective:	Foreign Language 100	4
ECO 101	Principles of Economics I	3
PSY 220	Child Growth and Development . .	3
SEMESTER TOTAL		13

SEMESTER 5

BIO 155	Introductory Biology	4
PHL 211	Introduction to Logic	3
Elective:	Foreign Language 100	4
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		14
A.A. PROGRAM TOTAL		65

Note: Program total hours may not include prerequisites.

PRODUCT DEVELOPMENT PROTOTYPING

Associate of Applied Science Degree: (PDP-AAS)

- Introduction to Rapid Prototyping Short-Term Certificate (PDP-SCERT)
- Advanced Rapid Prototyping Short-Term Certificate: (APDP-SCERT)

About the Program

This program introduces students to product development and prototyping opportunities with emphasis on core design concepts, testing analysis, and rapid prototyping through the use of modern graphic software, laser scanning technology, and industry standard rapid prototyping equipment. This program is well suited for students looking for a career in product development, current professionals who want to update their skill level, as well as entrepreneurs interested in working to develop their own ideas and products.

This Program Offers:

- Associate of Applied Science Degree: **60** credit hours
- Introduction to Rapid Prototyping Short-Term Certificate: **24** credit hours
- Advanced Rapid Prototyping Short-Term Certificate: **21** credit hours

Program Goals

- Introduce students to the broad scope of the product development process from concept to production
- Understand the necessity for product prototyping and testing as part of the design and product development process

Program Outcomes

- Demonstrate knowledge of the product design process
- Understand and be able to articulate the material and production processes
- Exhibit the ability to capture design intent through various sketching and design processes

- Accurately capture product functionality in modern design software
- Generate accurate prototype parts for testing and analysis
- Initiate and implement design modifications as the part evolves from concept to producible product
- Be able to generate reports throughout the various stages of product development and design testing

Certificate Goals

- Provide product prototyping skills used in additive manufacturing to beginning and/or advanced students preparing them for beginning or advanced employment opportunities

Certificate Outcomes: Introduction to Rapid Prototyping

- Demonstrate knowledge of the product design process
- Understand and be able to articulate the material and production processes
- Exhibit the ability to capture design intent through various sketching and design processes

Certificate Outcomes: Advanced Rapid Prototyping

- Accurately capture product functionality in modern design software
- Generate accurate prototype parts for testing and analysis
- Initiate and implement design modifications as the part evolves from concept to producible product
- Be able to generate reports throughout the various stages of product development and design testing

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® test

- Declare intent to enter the Computer Numerical Control Program
- Students must Complete a WCCCD Program Application and submit to the Campus President/CAO

**Product Development Prototyping:
Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ART 101	Drawing I	3
PDP 100	Introduction to Rapid Prototyping . .	3
PDP 105	Product Development Process . . .	3
PDP 110	Design Concepts I – 2D Graphics . .	3
SEMESTER TOTAL		12

SEMESTER 2

ART 111	Design I	3
PDP 115	Introduction to 3D Printing	3
PDP 120	Introduction to Model Surfacing . .	3
PDP 150	Design Concepts II – 3D Graphics . .	3
SEMESTER TOTAL		12

SEMESTER 3

ART 112	Design II	3
ENG 119	English I	3
MAT 113	Intermediate Algebra	3
PS 101	American Government	3
SEMESTER TOTAL		12

SEMESTER 4

ENG 134	Technical Communications	3
PDP 200	Advanced Rapid Prototyping	3
PDP 205	3D Surface Scanning	3
PDP 210	Design Concepts III – Assembly . .	3
SEMESTER TOTAL		12

SEMESTER 5

PDP 225	Surface – Quality Control	3
PDP 250	Reverse Engineering	3
Elective:	Natural Science	3
Elective:	Social Science	3
SEMESTER TOTAL		12

A.S. PROGRAM TOTAL60

Note: Program total hours may not include prerequisites.

**Introduction to Rapid Prototyping:
Short-Term Certificate
Recommended Sequence of Courses**

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

ART 101	Drawing I	3
PDP 100	Introduction to Rapid Prototyping . .	3
PDP 105	Product Development Process . . .	3
PDP 110	Design Concepts I – 2D Graphics . .	3
SEMESTER TOTAL		12

SEMESTER 2

ART 111	Design I	3
PDP 115	Introduction to 3D Printing	3
PDP 120	Introduction to Model Surfacing . .	3
PDP 150	Design Concepts II – 3D Graphics . .	3
SEMESTER TOTAL		12

CERTIFICATE TOTAL24

Note: Certificate total hours may not include prerequisites.

**Advanced Rapid Prototyping:
Short-Term Certificate
Recommended Sequence of Courses**

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

SEMESTER 1

ENG 134	Technical Communications	3
PDP 200	Advanced Rapid Prototyping	3
PDP 205	3D Surface Scanning	3
PDP 210	Design Concepts III – Assembly . .	3
SEMESTER TOTAL		12

SEMESTER 2

ART 112	Design II	3
PDP 225	Surface – Quality Control	3
PDP 250	Reverse Engineering	3
SEMESTER TOTAL		9

CERTIFICATE TOTAL21

Note: Certificate total hours may not include prerequisites.

PROJECT MANAGEMENT

- College Certificate: (CERT-PRM)

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

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Project Management: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information System Services	4
PRM 101	Introduction to Project Management	3
SEMESTER TOTAL		10
SEMESTER 2		
BUS 240	Business Communication	3
CIS 112	Structured Designed	3
PRM 105	Project Management Tools	3
SEMESTER TOTAL		9
SEMESTER 3		
CIS 203	Visual Basic	3
PRM 210	Intermediate Project Management Methods	3
PRM 215	IT Project Management	3
SEMESTER TOTAL		9
SEMESTER 4		
CIS 120	Introduction to Database Concepts	3
MAT 155	College Algebra	4
PRM 220	Advanced Concepts in Project Management	3
SEMESTER TOTAL		10
CERTIFICATE TOTAL		38

Note: Certificate total hours may not include prerequisites.

RENEWABLE ENERGY TECHNOLOGY

Associate of Applied Science Degree: (AAS-RNW)

- College Certificate: (CERT-RNW)

About the Program

The Renewable Energy Technology program is designed to provide students with the theoretical knowledge necessary for a career in energy management and renewable energy technology fields, with special emphasis on solar panel (PV) installation. Students acquire hands-on skills in installation, operation, repair and replacement of related equipment. The program prepares students to pursue careers in the renewable energy field through coursework focused on solar and wind energy production and usage.

The AAS degree (requires a minimum of 62 credits of coursework) along with related job experience, will allow students to sit for the solar PV installer exam (offered by NABCEP) and the LEED AP exam (offered by the Green Building Counsel). The certificate program requires a minimum of 38 credits and depending on the work experience of the student, may also qualify the student to sit for the exams.

This Program Offers

- Associate of Applied Science: **62** credit hours
- College Certificate: **38** credit hours

Program Goals

- To teach and provide students with the knowledge and skills for employment opportunities in the Renewable Energy industry
- To provide students currently employed in the industry with knowledge and skills relevant to renewable energy 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 towards a two-year associate's degree or four-year baccalaureate degree program
- To prepare students for relevant third-party certification exams in the Renewable Energy field

Program Outcomes

- Demonstrate basic principles of energy efficiency and conservation
- Identify, install, troubleshoot, and repair equipment to maintain energy production and efficiency

Certificate Goals

- Teach and provide students with the knowledge and skills for employment opportunities in the Renewable Energy industry
- Provide students currently employed in the Renewable Energy industry with knowledge and skills relevant to technology as well as a broader understanding of the scientific, economic and political context of the industry
- Provide current practitioners with continued learning education in renewable energy/energy efficiency field as a precursor towards a two-year associate's degree or four-year baccalaureate degree program
- Prepare students for relevant third-party certification exams in the Renewable Energy field

Certificate Outcomes

- Students will be able to demonstrate basic principles of energy efficiency and conservation
- Identify, install, troubleshoot, and repair equipment to maintain energy production and efficiency

Continued on next page.

*Renewable Energy Technology continued***Admission Requirements**

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on ACCUPLACER® test
- Declare intent to enter the Renewable Energy Technology Program
- Students must Complete a WCCCD Program Application and submit to the Campus President/CAO

**Renewable Energy Technology:
College Certificate**
Recommended Sequence of Courses

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

SEMESTER 1

RET 101	Renewable Energy Principles	3
SED 101	Principles of Sustainability	3
EE 101	Circuit Analysis I	4
EE 107	Mathematics for Electrical/ Electronics I	4

SEMESTER TOTAL14

SEMESTER 2

EE 102	Circuit Analysis II	4
EEE 115	Mathematics for Electrical/ Electronics II	4
RET 143	Wind Power and Hydropower	3
RET 144	Solar Power	3

SEMESTER TOTAL14

SEMESTER 3

EE 103	Residential Wiring	3
EE 111	Solid State Fundamentals	3
RET 210	Advanced Photovoltaic Concepts and Commercial Applications	4

SEMESTER TOTAL10

CERTIFICATE TOTAL38

Note: Certificate total hours may not include prerequisites.

**Renewable Energy Technology:
Associate of Applied Science
Recommended Sequence of Courses**

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

SEMESTER 1

RET 101	Renewable Energy Principles	3
SED 101	Principles of Sustainability	3
EE 101	Circuit Analysis I	4
EE 107	Mathematics for Electrical/ Electronics I	4

SEMESTER TOTAL14

SEMESTER 2

EE 102	Circuit Analysis II	4
EE 115	Mathematics for Electrical/ Electronics II	4
ENG 119	English I	3
RET 143	Wind Power and Hydropower	3
RET 144	Solar Power	3

SEMESTER TOTAL17

SEMESTER 3

EE 103	Residential Wiring	3
EE 111	Solid State Devices	3
PHY 115	Fundamentals of Physics	4
RET 210	Advanced Photovoltaic Concepts and Commercial Applications	4

SEMESTER TOTAL14

SEMESTER 4

PS 101	American Government	3
FM 106	Safety and Support Services	3
MCT 203	Electrical Machinery and Controls	3
PHY 235	General Physics I	4
Elective:	Technical: CAD 101 OR CT 203	4

SEMESTER TOTAL17

A.A.S. PROGRAM TOTAL62

Note: Program total hours may not include prerequisites.

SURGICAL TECHNOLOGY

Associate of Applied Science Degree: (SURT-AAS)

About the Program

The Surgical Technology and Surgical Assisting programs are accredited by the Commission on Accreditation of Allied Health Education programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. The curriculum is designed to enable the student 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 surgical technologist is trained to maintain a sterile and safe surgical environment. Duties may include, but are not limited to, preparing sterile supplies; equipment, instruments, and drapes for surgical procedures, assisting the surgical team with gowning and gloving, and positioning patients for surgery, passing instruments, sponges, sutures and other supplies to the surgeon or the assistant, preparing specimens for laboratory analysis, sterilizing equipment, etc.

The Surgical Technology program offers:

1. Surgical Technology Associate of Applied Science Degree (SURT-AAS): **68-72** credit hours
2. Accelerated Alternative Delivery (AAD-CERT): **22** credit hours
3. Central Service Technician Certificate (SCERT SURT): **10** credit hours
4. First Assistant College Certificate (CERT-SFA): **36** credit hours

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 Association of Surgical Technologists (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

Continued on next page.

*Surgical Technology continued***Admission Requirements**

To be admitted into the Surgical Technology 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 ACCUPLACER® 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 (within one year of application submission), MMR, Hepatitis B (HBV) shots (series of three shots), TB, Varicella, Tetanus, Influenza vaccination (seasonal), as well as a 10 Panel Drug/Alcohol Urine Screen
- Complete all prerequisites with a grade of “C” or better. Students must complete all core classes with a “B” or better
- Possess current AHA Healthcare Provider Basic Life Support (BLS)/CPR card
- Submit official transcripts from WCCCD, as well as previous institutions
- Submit three letters of recommendation: two professional and one personal
- Provide valid Government Issued Color Photo ID (Driver’s License/State ID and Passport Photo)
- Meet with the Program Director to review and complete paperwork
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Students are allowed two attempts for successful program completion

Note: If ACCUPLACER® 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. Students beginning the program in the Spring Semester should submit all paperwork by November 15th. The ACCUPLACER® 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.

Based upon 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:

- 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

Degree Requirements

- Students must complete all core course work with a grade of “B” or better to meet graduation requirements

Surgical Technology:

Associate of Applied Science Degree (A.A.S.)
Recommended Sequence of Courses

PREREQUISITE COURSES

ENG 119	English I3
ENG 120	English II3
BIO 155	Introductory Biology4*
BIO 240	Human Anatomy and Physiology I4
BIO 250	Human Anatomy and Physiology II4
BIO 295	Microbiology4
PSY 101	Introductory Psychology3
ALH 110	Medical Terminology3
SUR 100	Orientation to Surgical Technology3
PREREQUISITE TOTAL	27-31

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

PS 101	American Government3
ALH 230	Ethics for Allied Health3
SUR 110	Surgical Technology Principles	..3
SUR 120	Surgical Specialties and Techniques I4
SUR 125	Surgical Technology Clinical I	...4
SEMESTER TOTAL	17

SEMESTER 2

ALH 115	Medical Computer Systems3
SUR 130	Surgical Specialties and Techniques II4
SUR 140	Surgical Pharmacology3
SUR 145	Surgical Technology Clinical II	..4
SEMESTER TOTAL	14

SEMESTER 3

SUR 155	Surgical Technology Clinical III	..6
SUR 160	Surgical Seminar and Certification Preparatory4
SEMESTER TOTAL	10

A.A.S. PROGRAM TOTAL**68-72**

Note: Program total hours may not include prerequisites.

Program totals do not include remedial courses.

** Only if needed.*

**SURGICAL TECHNOLOGY:
 CENTRAL SERVICE
 TECHNICIAN**

• Short-Term Certificate: (SURT-SCERT)

About the Program

The Surgical Technology Central Service Technician Short-Term Certificate is accredited by the Commission on Accreditation of Allied Health Education programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. 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 and processing of surgical instrumentation, supplies and equipment. Central Service Technicians provide support to all patient care services in the health care facility that require sterile products. Responsibilities include identification, cleaning, decontaminating, cleaning, processing, surgical tray assembly, sterilizing, storing and distributing sterile supplies needed in patient care, primarily for surgical procedures. Some heavy lifting and exposure to blood and body fluids are required.

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.

Continued on next page.

*Surgical Technology: Central Service Technician
continued*

Certificate Goals

- To prepare students with knowledge and technical skills to effectively perform duties relevant to a Central Service Technician
- To prepare students to successfully pass the National Certifying Examination for a Central Service Technician

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
- Effectively use 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
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- If required, fulfill course placement requirements based on the ACCUPLACER® 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 (within one year of application submission), MMR, Hepatitis B (HBV) shots (series of three shots), TB, Varicella, Tetanus, Influenza vaccination (seasonal), as well as a 10 Panel Drug/Alcohol Urine Screen
- Complete all prerequisites with a grade of “C” or better. Students must complete all core classes with a “B” or better
- Submit official transcripts from WCCCD, as well as previous institutions
- Submit three letters of recommendation: two professional and one personal
- Provide valid Government Issued Color Photo ID (Driver’s License/State ID and Passport Photo)
- Meet with the Program Director to review and complete paperwork
- Students are allowed two attempts for successful program completion

***Note:** If ACCUPLACER® 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 ACCUPLACER® 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

College Certificate Requirements

- Students must complete all core course work with a grade of “B” or better to meet graduation requirements

Surgical Technology: Central Service Technician Program Short-Term Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
SUR 100	Orientation to Surgical Technology	3
SUR 101	Central Service Technician	3
SEMESTER TOTAL		6
<u>SEMESTER 2</u>		
SUR 102	Central Service Technician Lab and Clinical	4
SEMESTER TOTAL		4
CENTRAL SERVICE TECHNICIAN CERTIFICATE TOTAL		10

Note: Certificate total hours may not include prerequisites.

SURGICAL TECHNOLOGY: SURGICAL FIRST ASSISTANT

- College Certificate: (CERT-SFA)

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

Continued on next page.

*Surgical Technology: Surgical First Assistant
continued*

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 and efficiently 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 (within one year of application submission), MMR, Hepatitis B (HBV) shots (series of three shots), TB, Varicella, Tetanus, Influenza vaccination (seasonal), as well as a 10 Panel Drug/Alcohol Urine Screen

- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Must be 18 years of age or older
- Complete a WCCCD Program Application and submit to the Campus Academic Officer
- Prerequisite courses may be required depending upon ACCUPLACER® assessment
- Complete all prerequisites with a grade of “C” or better. Students must complete all core classes with a “B” or better
- Students must complete the WCCCD Allied Health application
- Current CPR/BLS certification
- Submit official transcripts from WCCCD, as well as previous institutions
- Provide valid Government Issued Color Photo ID (Driver’s License/State ID and Passport Photo)
- Must be Certified surgical technologist (CST), or certified nurse-operating room (CNOR), or physician assistant – current certified (PA-C)
- Proof of liability insurance covering health care activities
- Proof of proficiency in Microbiology, Pharmacology, Anatomy and Physiology
- Proof of computer literacy
- Work history from employers
- Submit three letters of recommendation: two professional and one personal
- Proof of immunization against Hepatitis B or waiver
- Interview with the Program Director
- Students are allowed two attempts for successful program completion

All program applications are reviewed by the Surgical Technology Department Admission Committee. Students must submit all paperwork by November 15th for the start of the Spring Semester.

The Surgical First Assistant program offers a College Certificate and may be completed in 45 instructional weeks. The certificate option is designed to prepare students with the skills required for a broad range of surgical specialist positions.

College Certificate Requirements

- Students must complete all core course work with a grade of “B” or better to meet graduation requirements

Surgical Technology: Surgical First Assistant College Certificate

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BIO 252	Pathophysiology	4
SFA 200	Fundamentals of Surgical First Assisting	3
SFA 210	Advance Surgical Pharmacology	3
SEMESTER TOTAL		10
<u>SEMESTER 2</u>		
SFA 253	Surgical Anatomy	4
SFA 220	Surgical Patient Management	3
SFA 230	Surgical First Assistant Techniques	3
SEMESTER TOTAL		10
<u>SEMESTER 3</u>		
SFA 235	Clinical Preceptorship	8
SEMESTER TOTAL		8
<u>SEMESTER 4</u>		
SFA 245	Clinical Preceptorship II	8
SEMESTER TOTAL		8
SURGICAL FIRST ASSISTANT CERTIFICATE TOTAL		36

Note: Certificate total hours may not include prerequisites.

TEACHER EDUCATION: ELEMENTARY EDUCATION

Associate of Arts Degree: (AA-TEEE)

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 necessary foundation 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 styles

Continued on next page.

Teacher Education Elementary Education continued

- 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 admissions requirements
- Declare intent to enter the Teacher Education program by completing a program application form
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Earn and maintain a minimum overall 2.5 grade point average
- Submit a completed program application for admission along with other supporting documentation as specified in the application
- Complete background check and drug screening

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Teacher Education: Associate of Arts (A.A.)

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ED 110	Introduction to Education with Practicum	4
EMT 101	First Aid	2
ENG 119	English I	3
MAT 112	Elementary Algebra	3
SEMESTER TOTAL		12

SEMESTER 2

BIO 155	Introductory Biology	4
ENG 120	English II	3
HUM 101	Introduction to Visual Arts	3
MAT 128	Math for Elementary Teachers I . . .	3
SEMESTER TOTAL		13

SEMESTER 3

ENG 285	Children’s Literature	3
MAT 129	Math for Elementary Teachers II . .	3
PSY 101	Introductory Psychology	3
SPH 101	Fundamentals of Speech	3
SEMESTER TOTAL		12

SEMESTER 4

HIS 151	World Civilization I Pre-History - 1500 CE	3
PHL 211	Introduction to Logic	3
PS 101	American Government	3
PHY 115	Fundamentals of Physics	4
SEMESTER TOTAL		13

SEMESTER 5

HIS 152	World Civilization II 1500 CE - Present	3
ED 202	Earth Science with Practicum . . .	5
BIO 204	Life Science for Elementary School Teachers	4
SEMESTER TOTAL		12

A.A. PROGRAM TOTAL62

Note: Program total hours may not include prerequisites.

WATER AND ENVIRONMENTAL TECHNOLOGY

- College Certificate: (CERT-WET)

About the Program

The Water Environment Technology (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 complete 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

- To prepare students with an understanding of methods related to the production of clean water and pollution control

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
- Demonstrate critical thinking skills when applying knowledge of common water and wastewater production facilities related to pollution control

- Prepare students for individual credentialing by the Michigan Department of Environmental Quality (MDEQ) wastewater certification examinations with a 70% or better proficiency rate
- Understand and articulate knowledge of occupational health and safety standards and requirements related to environmental laws, statutes and regulations that govern water quality

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Water and Environmental Technology: College Certificate

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
SEMESTER 1		
CHM 105	Introduction to Chemistry	3
MAT 121	Technical Math	3
WET 101	Water Treatment Technologies	3
WET 102	Waste Water Treatment Technologies	3
SEMESTER TOTAL		12

SEMESTER 2

BUS 225	Computer Applications in Business	3
WET 210	Advanced Waste Water Treatment Technologies	3
WET 212	Advanced Water Treatment Technologies	3
WET 215	Water Quality Analysis and WET Instrumentation	3
SEMESTER TOTAL		12

Continued on next page.

*Water and Environmental Technology continued***SEMESTER 3**

WET 220	Water Quality Analysis and Microbiology	3
WET 224	Water/Waste Water Utility Equipment Maintenance	2
WET 265	Practicum	3
SEMESTER TOTAL		8
CERTIFICATE TOTAL		32

Note: Certificate total hours may not include prerequisites.

WELDING TECHNOLOGY

Associate of Applied Science Degree: (WELT-AAS)

- College Certificate

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 matched with the American Welding Society (AWS) certification Levels: 1, 2 and 3. 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; oxygen fuel gas cutting; shielded metal arc welding; gas tungsten arc welding; gas metal arc welding fabrication, weld quality testing; working with specialized welding practices and troubleshooting. Each welding course consists of an introduction; competencies; general performance goals/objectives; specific performance objectives and mastery criteria. The certificates are stacked so that a student will complete a level and be ready to test out at the AWS certificate level while continuing on seamlessly for an associate degree.

This Program Offers:

- Associate of Applied Science:
64 credit hours (WELT-AAS)
- College Certificate – General:
32 credit hours (WLTGW-CERT)
- Short-Term Certificate – Advanced:
29 credit hours (SCERT-WLTAW)
- Short-Term Certificate – Specialized:
28 credit hours (SCERT-WLTSW)
- College Certificate – Artistic Welding:
37 credit hours (ARTW-CERT)

Program Goals

- To teach students to proficiently 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 (AWS) economic justification and weld connection performance measures and methods
- Exhibit proficiency in successfully completing the certification exam for Welders with a proficiency score of 75% or better
- Demonstrate competence and applied knowledge of the welding, brazing and cutting processes and technology
- Demonstrate proficiency in blueprint reading, weld symbol interpretation, basic metallurgy and math reasoning applied to layout and fabrication techniques
- Demonstrate subject mastery and skill in welding and cutting processes by averaging 70% on respective program post-tests
- Apply critical thinking, mathematical reasoning to the welding process
- Incorporate the safety principles, practices, standards and regulations as governed by the profession
- Effective use of written, oral, interpersonal and listening skills operating as a member of a diverse team

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 (AWS) 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 the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

**WLT: General Welding – Level 1
(WLTGW-CERT): College Certificate**

Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

FM 106	Safety and Support Services	3
WLT 101	Arc/Oxygen – Acetylene Welding	5
WLT 103	Gas Tungsten Arc Welding	5
SEMESTER TOTAL		13

SEMESTER 2

ENG 119	English I	3
MAT 121	Technical Mathematics I	3
DRT 101	Blueprint Reading	3
SEMESTER TOTAL		9

SEMESTER 3

WLT 104	Tungsten Inert Gas Welding	5
WLT 105	MIG/Flux-Core/Plasma Welding	5
SEMESTER TOTAL		10

WLT: GENERAL WELDING

CERTIFICATE TOTAL32

Note: Certificate total hours may not include prerequisites.

WLT: Advanced Welding – Level 2
(SCERT-WLTAW): Short-Term Certificate
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

MAT 122	Technical Mathematics II	3
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WLT 102	Arc Welding	5
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WLT 106	Welding Fabrication	3
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SEMESTER TOTAL		11
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SEMESTER 2

MAN 120	Survey of Material Science	3
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ENG 134	Technical Communications	3
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Elective:	Welding	3
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WLT 107	Welding Fabrication II	3
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SEMESTER TOTAL		12
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SEMESTER 3

Elective:	Welding	3
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WLT 112	Troubleshooting and Repair	3
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SEMESTER TOTAL		6
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WLT: ADVANCED WELDING

CERTIFICATE TOTAL		29
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Note: Certificate total hours may not include prerequisites.

WLT: Specialized Welding – Level 3
(SCERT-WLTSW): Short-Term Certificate
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

MAN 101	Manufacturing Process I	3
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WLT 201	Specialized Welding Process	3
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WLT 208	Pipe Welding	5
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SEMESTER TOTAL		11
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SEMESTER 2

PHY 115	Fundamentals of Physics	4
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WLT 209	Advanced Pipe Welding	5
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SEMESTER TOTAL		9
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SEMESTER 3

WLT 202	Quality Testing - Welding	3
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WLT 210	Weld Certification	5
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SEMESTER TOTAL		8
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WLT: SPECIALIZED WELDING

CERTIFICATE TOTAL		28
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Note: Certificate total hours may not include prerequisites.

Welding Technology: (WELT-AAS)
Associate of Applied Science (A.A.S.)
Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
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SEMESTER 1

DRT 101	Blueprint Reading	3
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WLT 101	Arc/Oxygen – Acetylene Welding	5
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WLT 103	Gas Tungsten Arc Welding	5
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SEMESTER TOTAL		13
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SEMESTER 2

FM 106	Safety and Support Services	3
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WLT 104	Tungsten Inert Gas Welding	5
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WLT 105	MIG/Flux-Core/Plasma Welding	5
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SEMESTER TOTAL		13
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SEMESTER 3

ENG 119	English I	3
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MAT 121	Technical Mathematics I	3
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PS 101	American Government	3
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WLT 102	Arc Welding	5
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SEMESTER TOTAL		14
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SEMESTER 4

ENG 134	Technical Communications	3
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Elective:	Humanities	3
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MAT 122	Technical Mathematics II	3
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WLT 106	Welding Fabrication	3
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SEMESTER TOTAL		12
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SEMESTER 5

Elective:	Natural Science w/ Lab	4
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Elective:	Social Science	3
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WLT 210	Weld Certification	5
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SEMESTER TOTAL		12
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WELDING AAS: PROGRAM TOTAL		64
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Note: Program total hours may not include prerequisites.

WELDING TECHNOLOGY: ARTISTIC

- College Certificate: (ARTW-CERT)

About the Program

The Artistic Welding Certificate is designed for the beginner or advanced welder or artist. The program will give students the opportunity to explore the basics of welding and 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. 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.

College Certificate Goals

- To introduce the student to working with metal to create a welded sculpture and to explore welding techniques that enhance sculptural expression
- To teach students welding proficiency and apply technical skills required in metal fabrication and construction applicable to art and also traditional metal fabrication

College Certificate Outcomes

- Students will be able to demonstrate proper safety, set-up and operation of welding equipment and fabrication equipment
- Apply critical thinking and mathematical reasoning to the welding process
- Be able to fabricate a 3-Dimensional Sculpture out of metal
- Be able to identify different metals
- Discuss their work in an objective and conceptual way

- Have a body of work that represents their concept, medium and/or subject
- Understand how space, shape and form are represented in their work
- Have knowledge of new artistic ideas and fabrication techniques

Admission Requirements

Students are required to do the following:

- Fulfill all WCCCD admission requirements
- Fulfill course placement requirements based on the ACCUPLACER® assessment
- Complete a WCCCD Program Application and submit to the Campus Academic Officer

Artistic Welding: College Certificate Recommended Sequence of Courses

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ART 101	Drawing I	3
WLT 101	Arc/Oxygen – Acetylene Welding . .	5
WLT 103	Gas Tungsten Arc Welding (GTAW)	5
SEMESTER TOTAL		13
<u>SEMESTER 2</u>		
ART 111	Design I	3
WLT 105	MIG/Flux-Core/Plasma Welding . .	5
WLT 110	Introduction to Metal Sculpture . .	4
SEMESTER TOTAL		12
<u>SEMESTER 3</u>		
ART 112	Design II	3
WLT 111	Advanced Metal Sculpture	4
WLT 102	Arc Welding	5
SEMESTER TOTAL		12
CERTIFICATE TOTAL		37

Note: Certificate total hours may not include prerequisites.

COURSE INDEX

Accounting	ACC	Dental Hygiene	DHY
Addiction Studies	ADD	Dietetic Technology	DT
African-American Studies	AAS	Digital Photography Technology	DPT
Allied Health	ALH	Digital Media Production	DMP
American Sign Language	ASL	Drafting	DRT
Anesthesia Technology	ANE	Early Childhood Education	ECE
Anthropology	ANT	Economics	ECO
Arabic	ARA	Electrical/Electronics	EE
Art	ART	Emergency Medical Technology	EMT
Astronomy	AST	Emergency Room/Multi-Skill Health Care Technology	ERT
Auto Body Technology	ABT	English	ENG
Automotive Service Technology	AUT	English as a Second Language	ESL
Aviation Technology: Air Science	ATP	Entrepreneurship	ENT
Aviation Technology: Airframe	AFM	Facility Maintenance Program	FM
Aviation Technology: Powerplant	PPM	Fashion Design	FAD
Bio-Medical Equipment Repair Technology	BET	Fire Protection Technology	FPT
Biology	BIO	French	FRE
Bookkeeping	BOK	Geography	GEO
Business	BUS	Geology	GEL
Business Law	BL	German Language	GRM
Career and Professional Development	CPD	Geothermal Systems Technology	GTT
Chemistry	CHM	Gerontology	GER
Chinese	CHN	Global Supply Chain Management	LOG
Community College Orientation	CCO	Heating, Ventilation and Air Conditioning	HVA
Computer Aided Design	CAD	History	HIS
Computer Information Systems	CIS	Home Health Care Aide	HHA
Computer Numerical Control	CNC	Homeland Security	HLS
Computer Technology	CT	Hotel Management	HTM
Corrections	COR	Humanities	HUM
Criminal Justice	CJS	Human Services	HUS
Dance	DAN	Japanese	JPN
Dental	DEN	Law Enforcement Administration	LEA
Dental Assisting	DA		

COURSE INDEX

Library Technology	LBT	Spanish	SPA
Light Rail Engineering Technology	LRT	Speech	SPH
Management	MGT	Surgical First Assistant	SFA
Manufacturing Technology	MAN	Surgical Technology	SUR
Marketing	MKT	Sustainable Environmental Design	SED
Mathematics	MAT	Teacher Education	ED
Mechatronics Technology	MCT	Video Game Design and Animation	VGD
Medical Billing Specialist	MBS	Water and Environmental Technology	WET
Medical Office Specialist	MES	Welding	WLT
Mental Health	MEH		
Music	MUS		
Muslim World Studies	MWS		
Nursing	NUR		
Nursing Assistant Training	NHS		
Office Information Systems	OIS		
Paralegal Technology	PLT		
Patient Care Technology	PCT		
Pharmacy Technology	PHT		
Philosophy	PHL		
Phlebotomy	PLB		
Physics	PHY		
Physical Science	PSC		
Physical Therapy Technician	PTT		
Political Science	PS		
Print Technology	PRN		
Project Management	PRM		
Psychology	PSY		
Radio/Television	RTV		
Recreational Leadership	RL		
Renewable Energy Technology	RET		
Security	SEC		
Social Work	SW		
Sociology	SOC		

COURSE DESCRIPTIONS

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

This course is a study of basic Federal and State Income Tax regulations with an emphasis on the skills necessary for the preparation of individual income tax returns. Included are filing requirements, determination of taxable income, allowable deductions, tax computation, tax credits, other taxes, payment methods, and audit procedures. Development of proficiency in the preparation of individual, federal, state and municipal tax returns.

ACC 110 4 C/60 CH

Principles of Accounting I

This course covers the fundamentals of financial accounting to include current accounting theories and practices, presented from a financial and managerial viewpoint. Other topics include journal and ledger techniques, working papers, financial statements, inventory evaluation, depreciation methods, financial resources and cost/revenue matching will also be reviewed.

ACC 111 4 C/60 CH

Principles of Accounting II

Prerequisite: ACC 110

This course covers the fundamentals of managerial accounting to include; partnership and corporate accounting, including bonds. Other topics include financial statement analysis, cash flow, manufacturing and cost accounting.

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

An in-depth study of accounting theory, analysis of stockholder's equity (capital stock, retained earnings, dividends) assets cash, receivables, inventories and investments. Analysis of fixed assets, statement of cash flows, the time values of money and the difference in the preparation of balance sheets according to U.S. Accounting Principles and International Financial Reporting Standards (IFRS).

ACC 211 3 C/45 CH

Intermediate Accounting II

Prerequisite: ACC 210

This course is an analysis of Accounting for investments, pensions, current and long-term liabilities. Additional concepts include accounting for leases, stockholder's equity, accounting changes and prior period error corrections and earnings per share of common stock.

ADDICTION STUDIES (ADD)

ADD 100 3 C/45 CH

Addiction Counseling:

An Introduction to Addiction and Theories

This course provides theory and skill acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. 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 theories, basic working definitions of substance abuse, the SAMSA manual, the DSM-V and Alcohol Related Disorders, Substance Induced Disorders. Competencies and requirements for MCBAP & IC&RC certification are defined and explained.

ADD 103 3 C/45 CH

Co-Occurring Disorders

Prerequisite: ADD 100

This course imparts the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for co-occurring disorders.

ADD 112 3 C/45 CH

Addictions and Criminal Justice

Prerequisite: ADD 100

This course is intended to provide students with a broad overview of the interdisciplinary nature of the drug crime linkage and addiction treatment within the criminal justice system. The course will introduce the student to the issue of substance abuse treatment within the context of the criminal justice system. The course examines the points along the criminal justice system continuum where substance abuse intervention programs exist. Perspectives, policies and goals of the criminal justice and treatment systems will be presented.

ADD 130 3 C/45 CH

Assessment, Diagnosis and Treatment of Addictions

Prerequisite: ADD 100

This is the first course in the methods sequence with the primary focus being 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.

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/60 CH

American Government and 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 Experience

Fundamental concepts and principles of psychology from the African-American perspective. Emphasis on behavioral elements affecting black and white relations, and on linkages between the behavior of traditional and contemporary African people. The role of the black family in the struggle for equality and liberation is explored.

Continued on next page.

*African-American Studies (AAS) continued***AAS 150** 3 C/45 CH**African-American People in Michigan History**

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 175 3 C/45 CH**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.

AAS 180 3 C/45 CH**Introduction to African Politics**

Examination of dynamics of African politics and nation-building and a comparison of various post-colonial African governments.

AAS 237 3 C/45 CH**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.

AAS 253 3 C/45 CH**African Caribbean Literature**

Study of African Caribbean literature encompasses 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.

ALLIED HEALTH (ALH)**ALH 105** 3 C/45 CH**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.

ALH 110 3 C/45 CH**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.

ALH 115 3 C/45 CH**Medical Computer Systems**

Exploration of computer systems used in the health care industry. Laboratory included.

ALH 214 3 C/45 CH**Pharmacology**

Introduction to Pharmacology.

ALH 230 3 C/45 CH**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.

ALH 240 3 C/45 CH**Health and 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.

ALH 250 3 C/45 CH**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.

ALH 260 3 C/45 CH**Community Health Resources**

This course examines health issues in the community in terms of organization, resources, programming, and special populations. Field trip experiences designed to connect and integrate theory with specific activities in a “real” environment are required in this course.

AMERICAN SIGN LANGUAGE (ASL)

ASL 100 3 C/45 CH**American Sign Language I**

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.

ASL 105 3 C/45 CH**Orientation to Deafness**

Prerequisite: ASL 110

This class is an overview of deafness that encompasses three major topics: the nature and experience of deafness; the education of deaf children and adults; and the adult deaf community. Medical, educational, psychological, social, and vocational aspects are considered.

ASL 110 3 C/45 CH**Introduction to Deaf Culture**

This class is designed to introduce the student 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.

ASL 115 2 C/30 CH**Beginning Finger Spelling and Number Use**

This introductory course is a continuation of the initial introductory American Sign Language course (ASL 101). Continuation and skill enhancement through instruction and practice is designed to create confidence for the student for interpretation of American Sign Language.

ASL 120 3 C/45 CH**American Sign Language II**

Prerequisite: ASL 100

A continuation of the basic study of the language and culture of the deaf community, this course builds on the receptive and expressive sign vocabulary, the use of signing space, non-manual components of ASL grammar including facial expression and body postures, and introduction to conversational regulators. This class is an overview of deafness that encompasses three major topics: the nature and experience of deafness; the education of deaf children and adults; and the adult deaf community.

ASL 125 3 C/45 CH**Interpreting I**

Prerequisites: ASL 105, ASL 115, and ASL 120

This course will serve as an introduction for the ASL to English voice interpretation via lecture, textbook readings, and practical activities utilizing instructional videos.

Continued on next page.

*American Sign Language (ASL) continued***ASL 130** 2 C/30 CH**Intermediate Finger Spelling and Number Use***Prerequisite: ASL 115*

This course will provide students with advanced instruction and practice in both expressive and receptive fingerspelling skills and builds on principles and techniques established in Visual Gestural Communication.

ASL 150 3 C/45 CH**Principles of Interpreting***Prerequisites: ASL 105, ASL 115, and ASL 120*

This course will introduce a foundation to sign language interpretation including an overview of historical milestones in the field. This course will serve as an introduction to and application of the National Association of the Deaf - Registry of Interpreters for the Deaf (NAD-RID) Code of Professional Conduct for interpreters in specific situations. Included is practice in pre-interpreting skills, such as text translation, short-term memory improvement, and language processing.

ASL 200 3 C/45 CH**American Sign Language III***Prerequisite: ASL 120*

This course will build on the type of vocabulary established in ASL I and ASL II. This course will give students more practice in both the receptive and expressive aspects of ASL. The skills development of the language in regards to the grammatical structure, which is continued in ASL II, is further enhanced. The deaf culture in America, the nature and experience of deafness, and the education of deaf children and adults will also be discussed briefly as they were comprehensively discussed in ASL II. Parts of the language to look for in this course include the location/descriptions of items in a room, complaints, suggestions, and requests.

ASL 220 3 C/45 CH**American Sign Language IV***Prerequisite: ASL 200*

This course will continue to help build vocabulary as well as give students practice in both the receptive and expressive aspects of ASL. Skills development of the language with regard to grammatical structure (established in ASL I-III), continues. Vocabulary of the language such as the location/descriptions of items in a room, complaints, suggestions, and requests are reinforced.

ASL 225 3 C/45 CH**Interpreting II***Prerequisite: ASL 125*

This course will include advanced instruction in ASL to English voice interpretation. Skills to be introduced include register, processing time, anticipation and prediction, closure, analyzing dialect and modality variation, pacing, and voice projection. Instructional videos and guest speakers will provide practical experience for students.

ASL 230 3 C/45 CH**Structure of American Sign Language***Prerequisites: ASL 125, ASL 150, and ASL 200*

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.

ASL 250 3 C/45 CH**Interpreting III***Prerequisite: ASL 225*

This course provides a review and preparation for students in the various methods of assessment for certification. Practice in this course includes the

application of voice to sign and sign to voice skills gained from prerequisite courses which introduced interpreting from simulated situations.

ASL 260 **3 C/45 CH**
Interpreting and Transliterating

Prerequisite: ASL 225

This course concentrates on the development of English to ASL interpreting skills. This course also includes practice of consecutive and simultaneous interpretation, transliteration skills through simulated situations and vocabulary review.

ASL 270 **1 C/15 CH**
Topics in Interpreting

This course will provide discussion topics in specialized areas of sign language interpreting for advanced interpreting students and working interpreters. Course may also include field trips as appropriate.

ASL 299 **1 C/15 CH**
Sign Internship

Prerequisite: Program Approval

This course provides an opportunity for students to participate in the interpreting process of ASL in actual work situations as well as the chance in assisting with day to day ASL agency duties. The student will be expected to arrange an internship with the participating agencies for a minimum of 90 actual hours.

ANESTHESIA TECHNOLOGY (ANE)

ANE 100 **3 C/45 CH**
Introduction to Anesthesia Technology

This course focuses on the basic fundamentals of Anesthesia Technology including historical, practical, and safety aspects of the profession. This will also include the role of the Anesthesia Care

Team and the scope of practice and specific duties of the Anesthesia Technologist, as well as the policies and standards of patient care practice. The course will also introduce the student to various regulatory associations and credentialing and examine future technologies in Anesthesia Technology. Topics covered will include: malignant hyperthermia, electrical and fire safety, patient position along with basic monitoring, and inhaled agents. Set up and function of basic equipment for anesthesia care such as EKG, B/P, and Pulse OX monitors.

ANE 105 **3 C/45 CH**
Basic and Advanced Principles of Anesthesia Technology

Prerequisites: ANE 100, ALH 110, BIO 155

This course focuses on the basic as well as advanced aspects of Anesthesia Gas Machines and Anesthesia related equipment. The set-up and function of basic equipment for anesthesia care, anesthesia machine check out and types of anesthesia will be discussed. Students will learn about the various medical gas cylinders and pipelines used in the medical atmosphere. Hemodynamic and gas monitoring, intravenous lines and skin preparation will be covered. Transducer set up for various types of surgery. Students will also be exposed to transfusion medicine and preoperative blood management. Topics covered will also include scope of practice, occupational health, electrical safety, fire safety and will include the anesthesia workstation. The students will also learn about the severity of latex allergic patients and being a part of the Anesthesia Care.

Continued on next page.

*Anesthesia Technology (ANE) continued***ANE 110** 4 C/90 CH**Anesthesia Technology Instrumentation***Prerequisite: ANE 105*

This course focuses on the instrumentation utilized in providing anesthesia, hemodynamic monitoring equipment; function, application and troubleshooting. Invasive and non-invasive, emergent and nonemergent. Advanced knowledge of Anesthesia machine will be discussed and examined as well as intubation equipment techniques and emergency responses. Students will set up and learn the use of complex Anesthesia equipment. Students will diagnosis and troubleshoot minor repairs of Anesthesia equipment for proper function and maintenance. Students will demonstrate, cleaning, documentation, safety and asepsis. Students will explore policies and standards for quality assurance and process improvement. In addition students will identify the various Regulatory Associations and credentialing in Anesthesia Technology.

ANE 200 4 C/240 CH**Anesthesia Technology Clinical I***Prerequisites: ANE 110, BIO 240, BIO 250**Corequisite: ANE 205*

Prior to entering the clinical and patient care setting the student will acquire a Basic Life Support and an Advanced Cardiovascular Life Support card. This course serves as the first of three externship experiences, with a focus on the integration of the theory, simulation and practical application of basic skills acquired from previous didactic coursework in the clinical and patient setting. The student will first observe, and then provide support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care. Student will progress to independently set-up, and or assess efficacy of equipment, medications, and technique. Student will evaluate the circumstance of the patient,

consult with the Anesthesia provider and assist in the care of the patient. Student will interact with vendors and other departments.

ANE 205 3 C/45 CH**Anesthesia Technology Pharmacology***Prerequisites: ANE 110, BIO 240, BIO 250**Corequisite: ANE 200*

This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered will include routes of administration, drug interactions, drug metabolism and elimination, and the various classes of anesthetic agents. Intravenous therapy and emergency mediations will also be covered.

ANE 210 4 C/240 CH**Anesthesia Technology Clinical II***Prerequisites: ANE 205, BIO 250*

This course serves as the second of three externship experiences, with a focus on the integration of theory, simulation and practical skills acquired from previous didactic coursework to be applied in the clinical and patient care setting. The student will progressively function as a member of the Anesthesia Care Team. Interact professionally with vendors and other departments. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

ANE 220 4 C/45 CH**Anesthesia Technology Seminar and Certification Preparation***Prerequisites: ANE 210, BIO 250**Corequisite: ANE 225*

This course serves as a capstone course for the anesthesia technology program. Students will discuss clinical scenarios and form patient care plans. Students will prepare for the national technologist credential exam. Students will review Anesthesia Technologist career opportunities now and future technologies.

ANE 225 6 C/360 CH**Anesthesia Technology Clinical III***Prerequisites: ANE 210, BIO 250**Corequisite: ANE 220*

This course serves as the third and final externship experiences, with a focus on the integration of theory, simulation and practical skills acquired from previous didactic coursework to be applied in the clinical and patient care setting. The student will progressively function as a member of the Anesthesia Care Team. Interact professionally with vendors and other departments. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

ANE 230 6 C/180 CH**Anesthesia Technology Clinical Experience III***Prerequisite: Program Admission, ANE 100, ANE 105,**ANE 110, ANE 205*

This course serves as the only externship experience for the AAD anesthesia technology student, with a focus on the integration of theory, simulation and practical skills acquired from previous didactic coursework and training received on-the-job, to be applied in the clinical and patient care setting. The student will progressively function as a member of the anesthesia care team and surgical teams. Interact professionally with vendors and other departments. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

ANTHROPOLOGY (ANT)**ANT 150** 1 C/15 CH**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.

ANT 151 3 C/45 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.

Continued on next page.

*Anthropology (ANT) continued***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 155 3 C/45 CH**Genealogical Research I**

This course is designed to enable students to develop competence in writing life stories by analyzing, organizing, and developing ideas; to locate and use library and online resources for supporting ideas; and to adapt one’s writing to various audiences. Additionally, teaches how to conduct research and provide evidence for kinship linkages in an international country.

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.

ANT 210 3 C/45 CH**Anthropology of Sex and Culture**

Prerequisite: One Course in ANT or SOC

A cross cultural study of the range, diversity and cultural basis of human sexual behavior in the world and contemporary American Society.

ARABIC (ARA)**ARA 101** 4 C/60 CH**Introduction to Arabic I**

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 with particular stress on media, broadcast and various dialects (May be taken independently of ARA 105).

ARA 201 4 C/60 CH**Intermediate Arabic I***Prerequisites: 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/45 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/45 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/45 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. Greater emphasis on personal expression.

ART 111 3 C/45 CH**Design I***Supplies Cost Extra*

An introduction to Design and Composition. An exploration of line, value, texture, shape and space, color and mass through lectures, demonstrations and assignments related to these design elements through various projects.

ART 112 3 C/45 CH**Design II***Supplies Cost Extra**Prerequisite: ART 111*

An introduction to Two Dimensional Design and Composition. An exploration of line, value, texture, shape and space, color and mass through a series of lecture/demonstrations and "Hands-On" assignments. Various elements and materials including glass, wood, metals, ceramic and other materials will be investigated through various projects.

Continued on next page.

Art (ART) continued

ART 115 3 C/45 CH

Basic Drawing for Animation

This course will introduce students to the fundamental principles of drawing and drawing for animation. The student will learn the basic skills for drawing principles with an emphasis in game development providing the foundation for understanding and creating animation. Topics are how to draw: animals, human anatomy, natural setting and drawing effectively for animation. The student will develop the essential drawing skill necessary to be a successful animator.

ART 121 3 C/45 CH

Painting I

Supplies Cost Extra

An introduction to opaque media painting. 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 122 3 C/45 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/45 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/45 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/45 CH

Ceramics II

Lab fee

Prerequisite: ART 131

This course places an emphasis on the use of the potter's wheel and related skills. Students in this course will continue to use and improve their primary hand building (slab and coil) and wheel throwing techniques, while producing their required assignments. An exploration of glazing, stacking and firing of kilns, developing a potter's vocabulary, and a further study of Ceramic History are also covered by this course.

ART 151 3 C/45 CH

Sculpture I

Lab fee

Introduction to the fundamental techniques of sculpture. (Meets six hours per week)

ART 152 3 C/45 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/45 CH**Printmaking I***Lab fee*

Introduction to basic printmaking, multi-color silkscreen printing, relief printing and engraving.

ART 172 3 C/45 CH**Printmaking II***Lab fee**Prerequisite: ART 171*

Additional printmaking methods including multi-color reductive woodcut and linecut, multi-etched etching, photo silk screen and paper lithography.

ART 173 3 C/45 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/45 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**Introduction to Astronomy**

An introduction to the field of Astronomy, this course starts with an understanding of the universe in general terms and narrows the discussion to our galaxy and solar system. Topics include the galaxies, stars, planets, comets, asteroids, black holes and the universe as a whole. This course examines the ideas covering the birth, life and death of stars, planetary formation and environments, and also the ideas about the origin, structure and possible future of the universe. This is a non-laboratory course for non-science majors.

AUTO BODY TECHNOLOGY (ABT)**ABT 101** 4 C/60 CH**Introduction to Auto Body Technology***Lab Fees*

This introductory course covers skills needed to become a good auto body shop employee, the various career opportunities in the auto body industry, and the repair and finishing procedures used in a typical paint and body shop. The proper selection of hand and power tools for auto body work will be covered. Students will be exposed to panel and trim replacement, MIG welding and automotive finishes. The history of auto body design and the material differences used in auto bodywork over time will also be covered.

Continued on next page.

*Auto Body Technology (ABT) continued***ABT 103** 4 C/60 CH**Auto Body Work Environment and Safety***Prerequisite: ABT 101**Lab Fees*

Safety in any industry is paramount and this class covers environmental, safety, OSHA and other critical laws and regulations in the auto body paint and refinishing industry. Hazardous warning information for products used in auto refinishing is discussed as well as the proper use of personal protective equipment, the correct use of tools and equipment in the shop and customer safety obligations.

ABT 105 4 C/60 CH**Damage Analysis and Repair Estimating***Prerequisite: ABT 101**Lab Fees*

This course provides students with exposure to damaged automobiles for the generation of collision analysis and the development of repair estimates. Damage assessment will lead to parts compilation and the calculation of final repair costs, including labor estimates. Additionally, effective and profitable auto body shop management will be discussed.

ABT 131 2 C/30 CH**Introduction to Electrical/Mechanical Repair***Lab Fees*

This introductory course focuses on the basic principles and practices of electrical and mechanical repair when an auto has been damaged due to a collision. The course will introduce the most common mechanical and electrical repair issues required to restore vehicle to pre-collision condition.

ABT 141 4 C/60 CH**Auto Body Surface Preparation and Body Fillers***Prerequisite: ABT 105**Lab Fees*

This course covers all aspects of auto body surface preparation after surface defects in panels and trim pieces have been corrected. Determining the auto body surface condition, the steps left to finish it and ready the auto body for painting are central to this course. Also covered are the correct mixing and application of body fillers to increase the quality of the finished repair.

ABT 201 4 C/60 CH**Basic Automotive Finishes***Prerequisite: ABT 141**Lab Fees*

This course focuses on understanding the variety of automotive finishes, including chemical composition, mixing formulas, dry time and finish application technique. Application of base and clear coat systems, as well as primers, single stage coatings and sealers are covered. This hands-on course exposes a student to proper mixing of spray materials, proper spray gun techniques with various types of equipment, the use of reference manuals, and adherence to safety procedures in the industry.

ABT 203 4 C/60 CH**Advanced Finishes, Custom Painting and Detailing***Prerequisite: ABT 201**Lab Fees*

Fundamental auto body finishing skills are further developed in this course with the addition of proper techniques for the application of metallic colors, spot repairs. Color blending, tri-coat finishes and specialty products. Basic custom painting techniques, advanced color mixing and matching, detailing, pin striping, and decal application will be covered. The removal of overspray and the proper cleaning of the exterior of the vehicle will also be emphasized.

AUTOMOTIVE SERVICE TECHNOLOGY (AUT)

AUT 101 3 C/45 CH

Automotive Fundamentals

This course provides opportunities for students to study and apply basic automotive concepts and processes as they relate to the field of automotive technology. Areas of study include career opportunities and practices, basic safety, tool and equipment, measuring tools and equipment, fuel and ignition systems automotive specifications, electrical system basics, battery service, wheel and tire service, cooling and lubrication systems, and student organizations. Emphasis will be placed on career exploration, job seeking skills, and personal and professional ethics Safety instruction is integrated into all activities.

AUT 114 3 C/60 CH

Electrical/Electronic Systems I

Lab fee

Prerequisite: Program Approval

Corequisite: AUT 115

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

Corequisite: AUT 114

This course is a required course in the Automotive Technology certificate and associate degree programs. This course provides students with the necessary skills and understanding to system construction and operations. Electrical theory, operating principles, construction, maintenance and repair of various components are included in the class. On-vehicle testing, inspection, and diagnoses will be performed by students. There will be discussion and testing of on-board diagnostic computers stressed in this course. In addition, ASE certification disciplines will be stressed and applied in this course.

AUT 116 3 C/60 CH

Electrical/Electronic Systems III

Lab fee

Prerequisites: AUT 114, AUT 115

Corequisite: AUT 117

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 and II vehicles with the use of scan tools and analyzers. In addition, ASE certification testing procedures will be implemented and applied in this course.

Continued on next page.

*Automotive Service Technology (AUT) continued***AUT 117** **3 C/60 CH****Electrical/Electronic Systems IV***Lab fee**Prerequisites: AUT 114, AUT 115**Corequisite: AUT 116*

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 advanced Inspection, diagnosis and repair of electrical/electronics in automotive vehicles. The student will perform advanced diagnosing, vehicle testing and repair on today's automobiles using the latest testing equipment. Students will perform the necessary service on OBD I and II vehicles with the use of scan tools and analyzers. In addition, sample ASE certification tests and procedures will be implemented and strongly applied in this course.

AUT 118 **3 C/60 CH****Engine Performance I***Lab fee**Prerequisites: AUT 114, AUT 115, AUT 116, AUT 117**Corequisite: AUT 119*

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.

AUT 119 **3 C/60 CH****Engine Performance II***Lab fee**Prerequisites: AUT 114, AUT 115, AUT 116, AUT 117,**Corequisite: 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**Corequisite: AUT 203*

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 and systems, construction maintenance, and inspection will be performed by the student.

AUT 121 **3 C/60 CH****Steering and Suspension I***Lab fee**Prerequisites: AUT114, AUT115, AUT 116, AUT 117**Corequisite: AUT 204*

This course is designed to introduce the student to basic components and operations of the automotive suspension and steering systems. Troubleshooting, inspection, and diagnosing of suspension and 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 and Transaxle I

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: AUT 206*

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 124 4 C/75 CH
Engine Repair I

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117
 Corequisite: AUT 207*

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
Heating and Air Conditioning I

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117
 Corequisite: AUT 208*

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 126 3 C/60 CH
Manual Drive Train and Axles

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117
 Corequisite: AUT 209*

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 150 4 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 151 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.

Continued on next page.

*Automotive Service Technology (AUT) continue***AUT 152** 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 advanced technology vehicle. It is an intensive study of vehicle electric and fuel cell theory, application, installation, diagnosis, service and safety regulations.

AUT 153 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 154 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 155 4 C/60 CH**Introduction to Hydrogen Applications and Safety***Lab fee**Prerequisite: AUT 117*

This course will give the student an understanding of the properties of hydrogen, its 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 200 3 C/60 CH**Engine Performance III***Lab fee**Prerequisites: AUT114, AUT115, AUT116, AUT117, AUT 118, AUT119**Corequisite: AUT 201*

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 utilized in this course.

AUT 201 3 C/60 CH**Engine Performance IV***Lab fee**Prerequisites: AUT114, AUT115, AUT 116, AUT 117, AUT 118, AUT 119,**Corequisite: 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”, will be discussed. While utilizing these tasks, ASE certification principles will be highly stressed and applied in this course.

AUT 203 **3 C/60 CH**
Brakes II

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: 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 and 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 **2 C/45 CH**
Steering and Suspension II

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: 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 206 **3 C/60 CH**
Automatic Transmission and Transaxle II

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: 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 207 **3 C/60 CH**
Engine Repair II

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: 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 208 **3 C/60 CH**
Heating, Ventilation, and Air Conditioning II

Lab fee

*Prerequisites: AUT114, AUT115, AUT 116, AUT 117,
 Corequisite: 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 heating, ventilation, and air conditioning systems. In addition, it will provide the necessary skills to be prepared for the ASE certification exam.

Continued on next page.

*Automotive Service Technology (AUT) continued***AUT 209** 2 C/45 CH**Manual Drive Train and Axles II***Lab fee**Prerequisites: AUT114, AUT115, AUT 116, AUT 117,**Corequisite: 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 8 C/120 CH**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 8 C/120 CH**Introduction to Aviation II**

This course will provide a solid foundation in the Federal Aviation Administration'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 8 C/120 CH**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 8 C/120 CH**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 airframe and powerplant.

AVIATION TECHNOLOGY: AIRFRAME (AFM)

AFM 201 8 C/120 CH**Basic Sheet Metal**

Students receive a general introduction to the FAA's requirements for sheet metal fabrication and repair.

AFM 202 8 C/120 CH**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 8 C/120 CH**Airframe Electrical**

This course will familiarize the student with basic airframe and powerplant electrical installation and troubleshooting.

AFM 204 8 C/120 CH
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 8 C/120 CH
Assembly and Rigging and Aircraft Systems

An in-depth study of cabin atmosphere control systems, assembly rigging hydraulics and pneumatics will be covered.

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's 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, turbofan and turboprop engines.

PPM 206 8 C/120 CH
Turbine Engine Overhaul and Troubleshooting

Students will be introduced to the maintenance and inspections required for turbine engines. Students will also practice the systemic identification of problems that develop in turbine engines including intake, compressor, ignition, combustion, power, exhaust, bleed air and fuel.

BIO-MEDICAL EQUIPMENT REPAIR TECHNOLOGY (BET)

BET 110 3 C/45 CH Bio-Medical Instrumentation and Safety I

Prerequisites: CT 205, EE 101, EE102, EE 107, EE 111, EE 115, EE 205

Students will be introduced to the Bio-Medical profession and terminology. Usage, definition, pronunciation and spelling of terms related to anatomy, medical equipment, electronic test equipment and safety will be introduced. Students will become aware of the fundamentals of medical equipment and testing concepts.

BET 210 3C/45 CH Bio-Medical Instrumentation and Safety II

Prerequisite: BET 110

This course is designed to provide students with knowledge on how to properly manage and maintain medical equipment in the hospital setting. Fundamental principles related to Bio-Medical Equipment Repair Technology will also be discussed in this course.

BET 240 3C/45 CH Bio-Medical Equipment Repair Technology Practicum I

Prerequisite: BET 110

This course provides observations and participation in structured learning roles and activities within a hospital setting or with an employer in the Bio-Medical field. Students will be required to complete 300 hours at an approved practicum site.

BET 250 3C/45 CH Bio-Medical Equipment Repair Technology Practicum II

Prerequisites: BET 210, BET 240

This course provides observations and participation in structured learning roles and activities within a hospital setting or with an employer in the Bio-Medical field. Students will be required to complete 300 hours at an approved practicum site.

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

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 HL/30 HLB**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. An introductory survey of living organism groupings with emphasis on plant and animal anatomy, physiology, ecology and evolution. (Meets six hours per week; four hours lecture and two hours laboratory).

BIO 156 4 C/60 HL/30 HLB**Organismal Biology/Classification and Biodiversity of Life***Lab fee*

This is a second-semester lecture and laboratory course in the principles of organismal biology and biological diversity. It is intended for biology majors and students who intend to pursue careers in the health professions such as medicine, dentistry, or pharmacy. Topics such as ecology, evolution, systematics, and basic properties of a wide array of organisms will be taught.

BIO 165 4 C/60 HL/30 HLB**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 175 4 C/ 60 HL/30 HLB**Zoology***Lab fee*

Prerequisite: BIO 155

Principles of animal biology as they apply to major animal phyla. A survey of the animal kingdom with emphasis on evolutionary and comparative relationships of the various phyla. A comparative study of major animal phyla emphasizing anatomy, physiology and ecological principles. (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 110, Program Admission

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.

BIO 240 4 C/60 HL/30 HLB**Human Anatomy and Physiology I***Lab fee*

Prerequisite: BIO 155

Lecture and laboratory course on the structure and function of the human body. The cellular, tissue, organ and systems levels are considered. Emphasis is on the integumentary, skeletal, muscular and nervous systems including the special senses. The laboratory supplements the lecture with the use of microscopes to study the four basic tissues. The use of the torso, models, articulated/disarticulated skeletons, dissection of sheep brain and bovine eyes are used to study the other systems. (Meets six hours per week; four hours lecture and two hours laboratory).

Continued on next page.

*Biology (BIO) continued***BIO 250** 4 C/60 HL/30 HLB
Human Anatomy and Physiology II*Lab fee**Prerequisite: BIO 240*

Lecture and laboratory course that is a continuation of the systems found in the human body: circulatory, respiratory, digestion, metabolism, urinary, endocrine and reproductive systems. Body fluid, electrolytes and acid/base balance are also included. The laboratory supplements the lecture topics with the use of the torso, dissection of bovine heart models, charts and slides. (Meets six hours per week; four hours lecture and two hours laboratory).

BIO 252 4 C/60 HL
Pathophysiology*Lab fee**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.

BIO 295 4 C/45 HL/45 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

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

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 155 3 C/45 CH
International Business and Trade*Prerequisite: BUS 150*

This course covers various methods for entering the international marketplace. Topics include national differences in political economy and culture, international trade theory, entering foreign markets, exporting/importing and countertrade, as well as the international monetary system. Emphasis is placed on the impact and dynamics of sociocultural, economic, and political factors in the foreign trade environment.

BUS 161 3 C/45 CH
Introduction to Big Data and Business Analytics*Prerequisite: MAT 113*

This course introduces concepts and possibilities for the business community when employing "Big Data." Students enter the world of business analytics through the exploration of business careers and basic software tools. Course content presents business intelligence, data visualization, statistical analyses, and data mining theory and techniques. Instruction employs descriptive,

predictive, and prescriptive analytics leading to data-based decision making. Incorporation of case study methodology engages real-world scenarios.

BUS 175 **3 C/45 CH**
Small Business Management

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 ability.

BUS 177 **3 C/45 CH**
Small Business Financing

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 210 **3 C/45 CH**
Supervision

Prerequisite: BUS 150

In this course students will learn to identify the five supervisory roles of a leader: influencing people, communicating effectively, supervising work, coaching, and managing through conflict. A supervisor's job is constantly affected by technological changes, a more competitive marketplace, and corporate restructuring and workflow redesign. Supervisors need to understand the traditional elements of directing the work of others and the specific skills required to do so: goal setting, budgeting, scheduling, delegating, interviewing, negotiating, handling grievances, guiding employees, and evaluating employee performance. Effective supervisory performance depends on a blend of skills, knowledge, attitudes and behaviors coupled with relevant experience.

BUS 215 **3 C/45 CH**
Interpersonal Communications in Business

Managing an organization's people is often the most challenging and complex task that is required of a leader. In this course, you will acquire the knowledge and skills needed to manage people in a business setting by developing your human relations skills. Students will learn the principles and concepts of the behavioral sciences as they apply to interpersonal relationships. Emphasis is placed on developing effective human relations skills for the workplace, including teamwork, and motivating and influencing others.

BUS 221 **3 C/45 CH**
Business Statistics

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 Applications in Business

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 Excel, presentation and graphics using PowerPoint and Database management using Access. Other topics of current interest in information processing and office automation will be discussed (Course is 75-80% hands-on).

Continued on next page.

*Business (BUS) continued***BUS 228** 3 C/45 CH**Internet Web Page Design***Prerequisite: OIS 101 Recommended, BUS 225 or CIS 110*

A study of the Internet focusing on Web Page Design for Business Applications using software programs 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***Prerequisite: ENG 119*

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.

BUS 241 4 C/60 CH**Business Analytics Software and Programming***Prerequisite: BUS 161*

An exploration of the various software tools used in business analytics forms the core of this course. Use of commonly available business data manipulation software (both commercially available and open source types) will be utilized extensively in the course. Students will learn to comb through increasingly more complex business data sets using the correct software application to produce business intelligence. The class meets in a computer lab and hands-on work is to be expected throughout the course.

BUS 261 3 C/45 CH**Business Applications of Big Data***Prerequisite: BUS 241*

The presentation of complex and relevant data in readily apparent ways is central to this course. Techniques in probability and statistics are continually explored and advanced while ways of exposing such business intelligence in easily digestible methods to decision makers is honed. Students will deal with actual business scenarios like sales, marketing, logistics and finance. Students are expected to bring in practical problems from fields of their own interest. Students practice presentation techniques and in leading discussions with relevant business data. Teamwork is an essential part of this course. The class meets in a computer lab and hands-on work is to be expected throughout the course.

BUSINESS LAW (BL)**BL 201** 4 C/60 CH**Business Law I**

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.

BL 210 4 C/60 CH**International Business Law***Prerequisite: BL 201*

This course is designed to explore the fundamentals of international business law and examine the scope of how international disputes affect global trade. Students who wish to pursue a career in the business field, especially those who are interested in international business, would gain knowledge useful in international business dealings.

CAREER AND PROFESSIONAL DEVELOPMENT (CPD)

CPD 100 1 C/15 CH Career and Professional Development

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.

CPD 100-RM 1 C/15 CH Career and Professional Development-Introduction to Research Methods

This course provides an introduction to research methods. The course will focus on an introduction to various research designs including experimental and non-experimental, as well as quantitative and qualitative research methods. In addition, the course will focus on providing a practical understanding of several statistical tools.

CHEMISTRY (CHM)

CHM 105 4 C/60 HL/30 HLB Introduction to Chemistry

Lab fee

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

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 C/60 HL/30 HLB General Chemistry II

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 complex ion equilibria, thermodynamics and electrochemistry. Students participating in the REBUILD Detroit program who have selected the chemistry option should enroll in the appropriate section of CHM 145. The laboratory component for the REBUILD section will follow a RCN (Research Coordinated Network) model where students will explore various aspects of a research question for the entire semester.

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*Chemistry (CHM) continued***CHM 155** 4 C/60 HL/30 HLB**Survey Organic and Biochemistry***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***Prerequisite: CHM 145*

First lecture course of a one-year sequence in organic chemistry designed for chemistry majors and for students planning to attend professional schools. 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).

CHM 255 4 C/90 HLB**Laboratory for Organic Chemistry I and II***Lab fee**Prerequisite: CHM 250**Corequisite: CHM 252*

Preparations, properties, and identification of organic compounds provide the student with basic laboratory skills in organic chemistry (meets six hours per week; six hours laboratory).

CHINESE (CHN)**CHN 101** 4 C/60 CH**Elementary Chinese Language**

This course is designed for beginning students and aimed at developing the 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. An appreciation of Chinese culture will be an integral part of the course.

CHN 102 4 C/60 CH**Elementary Chinese II**

This is the Second course of elementary Chinese. The course provides the fundamentals of basic sentence structure, basic grammars, and essential simplified characters, with particular emphasis placed on speaking and understanding Mandarin Chinese. Emphases are on grammatical constructions, vocabulary, and development of conversational Chinese. The course helps students obtain basic methods to learn Chinese, laying the foundation to study Chinese at higher level. An appreciation of Chinese culture will be an integral part of this course.

COLLEGE ORIENTATION (CCO)

CCO 100 1 C/15 CH

Community College Orientation

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 AIDED DESIGN (CAD)

CAD 101 4 C/60 CH

Fundamentals of Computer Aided Design

This is an introductory computer aided drawing and design course. As an elementary course, it will provide the student 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. Auto CAD software will be used in this class.

CAD 102 4 C/60 CH

Advanced Computer Aided Design

Lab fee

Prerequisite: CAD 101

An advanced computer aided drafting course that focuses on developing those 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. Auto CAD software will be used in this class.

CAD 110 4 C/60 CH

Introduction to Unigraphics CAD/CAM

Lab fee

Prerequisite: DRT 102 or MAT 121

An introduction to two-dimensional drawing using the Unigraphics modeler. Other topics include UNIX operating system and Visual User Environment (VUE); File Management; Two-dimensional drawing, construction, and editing; view manipulation; layout; and a brief introduction to three-dimensional principles and concepts.

CAD 121 4 C/90 CH

Tool and Fixture Detailing

Lab fee

Prerequisite: CAD 102 or CAD 222

Study of the systems used in preparing detail drawings of assemblies. Includes detailing of blocks, pins, turned details, elements and castings

CAD 200 4 C/60 CH

UG Free Form Modeling

Lab fee

Prerequisites: CAD 102, CAD 222

Definition of complex surfaces and their intersections. Includes cylinder, convolutes and double curved surfaces of all types.

CAD 203 4 C/60 CH

CAD Applications

Lab fee

Prerequisite: CAD 222

This NX class introduces the student to the use of reference features and expressions to create and constrain sketch geometry in NX.

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*Automotive Service Technology (AUT) continued***CAD 211** 4 C/90 CH**Die Design and Panel Tipping***Lab fee**Prerequisite: CAD 102 or CAD 222*

Die design methods used for cutting dies. Use of standard components for dies employing standard die sets, punches, retainers, springs, and stripper bolts.

CAD 222 4 C/60 CH**Unigraphics Solids Modeling***Lab fee**Prerequisite: CAD 110*

An introduction to the fundamental three dimensional models in Unigraphics. Other Topics include Boolean Operations; solid and surface base modeling; create and edit features; analyze, move and hybrid models.

CAD 224 4 C/60 CH**UG/Assembly/Components/Drafting***Lab fee**Prerequisite: CAD 222*

Provides students with fundamentals of three dimensional drafting, geometric dimension and tolerances; and an introduction to organization of several different part files which share common data and components, subassemblies and assemblies.

CAD 226 4 C/60 CH**Advanced Unigraphics Solid Modeling***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.

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**

Designed to introduce problem solving methods, algorithm development and designing, coding, debugging and documenting programs using techniques of top-down, structured programming style.

CIS 120 3 C/45 CH**Introduction to Database Concepts (Formerly CIS 285)***Prerequisite: CIS 110*

This course is designed to introduce the student to the concepts of database design. The student will learn the fundamentals of SQL (Structure Query Language) using the most popular database management systems available today. The student will learn to create, query, update and change tables in database using SQL commands, as well as create reports, use forms, and embed SQL commands in another program.

CIS 130 4 C/60 CH
Introduction to Application Development

Prerequisite: CIS 110

This course provides the foundation for building mobile applications. We will explore the tools and technologies that encompass mobile application development. Areas of focus will be exploring the Android and iOS platform, programming languages, development tools, cloud computing platforms, and other key topics.

CIS 200 4 C/60 CH
Python Programming Language

This course covers core programming basics—such as data types, control structures (selection and repetition), algorithm development, and functions—using the Python programming language. In addition, the fundamental principles of Object-Oriented Programming are discussed. Students will solve problems, explore the application of software development challenges, and will create practical applications.

CIS 201 4 C/60 CH
C# Programming Language

Data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling. This course is an introduction to computer programming for Windows. Emphasis will be on the fundamentals of structured design, development, testing, implementation, and documentation, including language syntax, data and file structures, input/output devices, files, and databases. The following C# topics will be covered: C# syntax, basics of C# classes, interfaces, exception handling, assemblies, .NET collections, Windows Forms, and relational database programming. The Microsoft Visual Studio .NET IDE will be used for program development.

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 208 4 C/60 CH
Advanced Java Programming Language

This course is a continuation of exploring the Java platform and programming language. Concepts include further exploration with classes and objects, inheritance, polymorphism/interfaces, exception handling, JavaFX, file I/O, lambdas/streams, concurrency, Java FX, Server Side programming, Spring, a deeper look at strings/characters/regular expressions, and connecting to databases with JDBC.

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*Computer Information Systems (CIS) continued***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 Operating Systems***Prerequisites: CIS 110*

This course introduces the learner to commonly used operating systems such as Linux, Windows and MAC OSX. The architecture, features and functions of operating systems and the tools used in their administration are presented. Topics such as operating system organization, text editors, file systems and networking will be covered as they apply to each operating system, and the use of tools to administer an operating system will be compared across platforms. GUI and command line interfaces will be utilized.

CIS 212 4 C/60 CH**Linux***Prerequisites: CIS 110, CIS 210*

In this course students 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 215 4 C/60 CH**iOS Application Development***Prerequisites: CIS 130, CIS 207*

This course teaches students how to create applications for the Apple iPhone/iPad/iPod Touch platforms using the Apple tool set. Information covered includes design patterns and best practices for building, testing, and debugging native iOS apps.

CIS 217 4 C/60 CH**Android Application Development***Prerequisites: CIS 130, CIS 207*

This course teaches students how to create applications for the Google Android platform using Java. Information covered includes design patterns and best practices for building, testing, and debugging native Android apps. Students will learn how to make flexible layouts for different screen sizes and techniques for connecting UI elements to code.

CIS 220 4 C/60 CH**Application Development Capstone Project***Prerequisite: CIS 217*

This is the Capstone course for the Application Development program. The Capstone course is an independent study completed under the supervision and guidance of a faculty member. The

purpose of the Capstone is to create an opportunity for students to apply skills learned in the application development program.

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.

CIS 237 **7 C/105 CH**
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 **3 C/45 CH**
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 **4 C/60 CH**
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 **3 C/45 CH**
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 **3 C/45 CH**
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 reconfigure 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 **3 C/45 CH**
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.

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*Computer Information Systems (CIS) continued***CIS 245** 3 C/45 CH**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 4 C/60 CH**Oracle Database Administrator I***Prerequisite: CIS 120*

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 4 C/60 CH**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. They will use tools to monitor and improve database performance.

CIS 248 4 C/60 CH**Computer Support***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. Students will also learn how to install, monitor, troubleshoot and resolve network security issues.

CIS 250 3 C/45 CH**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 business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issuers, payment gateways and other parties in electronic transactions.

CIS 255 4 C/60 CH**Swift Programming Language**

This course focuses on developing and writing Swift code in Swift Playgrounds with proper syntax. Participants will learn to program in Swift programming language for macOS, iOS, watchOS and tvOS. Course topics include Swift Application Programming Interface (API) including subroutine definitions, communication protocols, and tools for building software applications.

CIS 258 4 C/60 CH**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 4 C/60 CH**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 3 C/45 CH**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 3 C/45 CH**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 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 270 3 C/45 CH**Network+***Prerequisites: CIS 110, CIS 240*

This course will prepare students with the knowledge and skills to understand network technologies most commonly used today. The course also provides the broad-based knowledge of the underlying concepts of data networking, such as the Open Systems Interconnection (OSI) reference model and the protocols that operate at the various model layers. Students will be prepared for the Network+ certification exam administered by the Computing Technology Industry Association (CompTIA).

Continued on next page.

*Computer Information Systems (CIS) continued***CIS 272** 3 C/45 CH**Security+***Prerequisite: CIS 270*

This course provides the broad-based knowledge necessary to prepare for further study in specialized Cybersecurity fields and teaches primary topics relating to securing network services, network devices and network traffic. Students will learn about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows in addition to the TCP/IP suite component protocols, and Ethernet operations.

Through lectures, discussions, demonstrations, textbook exercises, and classroom labs, students will also develop the skills and knowledge necessary to help prepare them for the Security+ certification exam.

CIS 274 3 C/45 CH**Certified Ethical Hacker***Prerequisite: CIS 272*

This course provides the “how to” of Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Using virtual environments, students will learn and demonstrate how to scan, test, hack, and secure their own systems. Students will also develop an understanding of how perimeter defenses work scan and attack their own networks.

Through lectures, discussions, demonstrations, textbook exercises, and classroom labs, students will also develop the skills and knowledge necessary to help prepare them for the Certified Ethical Hacker (CEH) certification exam.

CIS 276 3 C/45 CH**Cyber Network Associate***Prerequisite: CIS 272*

This course provides the “how to” of installing, configuring, operating, and troubleshooting medium-size routed and switched networks. Using virtual environments, students will learn and demonstrate how to connect to a WAN, implement infrastructure-level network security (routers and switches), implement IP addressing schema, configure iOS devices, extend switched networks with VLANs, and manage IP traffic with access lists. Students will also develop a better understanding of how to make connections to remote sites via a WAN and mitigate network infrastructure level security threats.

Through lectures, discussions, demonstrations, textbook exercises, and classroom labs, students will also develop the skills and knowledge necessary to help prepare them for the Cisco Certified Network Administrator (CCNA) certification exam.

CIS 278 3 C/45 CH**Certified Authorization Professional***Prerequisites: CIS 110, CIS 240*

This course will prepare students to understand the formalized processes for assessing risk, establishing security requirements, proper documentation, and the implementation and maintaining of network authorization policies. Students will be taught using the CAP common body of knowledge and how to utilize it to harden an organization's security posture.

Through lectures, discussions, demonstrations, textbook exercises, and classroom labs, students will also develop the skills and knowledge necessary to help prepare them for the Certified Authorization Professional (CAP) certification exam.

COMPUTER NUMERICAL CONTROL (CNC)

CNC 111 3 C/45 CH Introduction to Computer Numerical Control (CNC)

Corequisite: CNC 122

Lab Fees

This course is an introduction to the basic concepts of computer numerical control (CNC). Topics include controls, coordinate systems, components, functioning systems of modern day CNC equipment, as well as an introduction to the fundamentals of blueprint reading. This class is designed for the entry-level student as an introduction to advanced manufacturing careers.

CNC 122 3 C/45 CH CNC Machine Controls

Corequisite: CNC 111

Lab Fees

This course is an introduction to programming language, program structure and command codes (G codes, M, I, J, etc.). Students will write and execute word address programs, and will continue to build skills in the areas of blueprint reading and Geometric Dimensioning and Tolerancing (GD&T). Students will also begin to utilize machine control systems to properly start-up and warm-up for CNC equipment.

CNC 230 3 C/45 CH CNC Design I

Prerequisite: CNC 122

Corequisite: CNC 231

Lab Fees

In this class students will learn the basics of 2D drawing creation utilizing state-of-the-art computer graphics systems and software leading to a broad understanding of the tools and techniques necessary to accurately design parts in a modern manufacturing environment.

CNC 231 3 C/45 CH

CNC Programming and Machining I

Prerequisite: CNC122

Corequisite: CNC230

Lab Fees

In this course students will be introduced to the concepts, industry practices and basic fundamentals of 2D programming and machine set-up. Topics include machine start up, proper warm up procedures, loading and unloading of tools, and securing of stock within modern CNC equipment.

CNC 234 3 C/45 CH

CNC Design II

Prerequisite: CNC 230

Corequisite: CNC 235

Lab Fees

In this class students will learn the basics of 3D solid model creation utilizing state-of-the-art computer graphics systems and software leading to a broad understanding of the tools and techniques necessary to accurately design parts in a modern manufacturing environment.

CNC 235 3 C/45 CH

CNC Programming and Machining II

Prerequisite: CNC 231

Corequisite: CNC 234

Lab Fees

In this course students will be introduced to the concepts, industry practices and basic fundamentals of programming from a 3D solid model and continue to expand their knowledge of set-up and operation of modern CNC equipment.

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*Computer Numerical Control (CNC) continued***CNC 240** 3 C/45 CH**CNC Programming and Machining III***Prerequisite: CNC235**Corequisite: CNC245**Lab Fees*

In this course students will perform machine operations including set-up, loading and execution of programs to complete multiple parts with a significant amount of hands-on lab work required.

CNC 245 3 C/45 CH**CNC Intuitive Programming***Prerequisite: CNC 235**Corequisite: CNC 240**Lab Fees*

In this course students will be exposed to Intuitive Programming System (IPS). This software simplifies the development of full CNC programs. Students will learn how to access the IPS menus, turn the system on and off, as well as work-flow and the use of IPS Recorder.

COMPUTER TECHNOLOGY (CT)

CT 203 4 C/75 CH**Digital Logic I***Lab fee*

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 pulsers and logic clips on gating circuits, flip-flops, counters, shift registers and multiplexers and demultiplexers.

CT 205 4 C/75 CH**Introduction to Microprocessors***Lab fee*

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/90 CH**Computer Repair I - CompTIA A+**

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 current Windows Operating Systems. 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 various Windows Operating Systems and 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*

This course covers installing, configuring, and administering Microsoft Windows Operating Systems. 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 Operating Systems.

CT 213 4 C/60 CH**Computer Networking II***Prerequisite: CT 211*

This course covers managing and maintaining a current Microsoft Windows Environment. Topics include: creating and managing users and groups; administrating server and web resources; managing hardware, access to files, disk and data storage, backup, disaster and basic security, and the latest network technology.

CT 215 4 C/60 CH**Computer Networking III***Prerequisite: CT 211*

This course covers implementing, managing, and maintaining a current Microsoft Windows Server Network Infrastructure and active directory. Topics include: networking overview; IP addressing; implementing and managing DHCP, DNS, WINS; configuring name resolution; remote access; routing and security templates, grouping, policies, implementation of active directory and network traffic.

CT 217 4 C/60 CH**Computer Networking IV***Prerequisite: CT 215*

This course covers an 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**

Introduction to the history, theory and practice of corrections. The role of probation, parole, prisoner rights in correctional institutions and community based corrections. Course needed to satisfy the requirements to become a State of Michigan Corrections Officer. Before students enroll in COR 100 they should have completed the ENG 119 requirements designated by the ACCUPLACER® examination.

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*Corrections (COR) continued***COR 101** 3 C/45 CH**Introduction to Juvenile Justice***Prerequisite: CJS 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.

COR 105 3 C/45 CH**Introduction to Correctional Counseling***Prerequisite: CJS 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: CJS 100*

Definitions and characteristics of behavior classified as deviant. Overview of theories and schools of thought for understanding deviant behaviors and their diagnosis, discrimination of minorities in Michigan, and formation of attitudes, ethics and values.

COR 200 3 C/45 CH**Social Science for Correctional Personnel***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***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***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***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***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***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.

CRAFT BREWING (BRW)**BRW 101** 3 C/45 CH**Craft Beer Brewing and Beer Styles**

In this course, students will take a look at the history of beer from early civilization up to the present day. Students will make note of major paradigm shifts along with changes in technology that allow us to brew the way we do. The class will look at the industry of craft brewing from microbreweries to brew pubs. Emphasis will be placed on the State of Michigan and the business perspective of local breweries.

BRW 200 4 C/60 HL/30 HLB**Brewing Science***Prerequisite: BRW 101*

This class will cover the chemistry, biochemistry, and microbiology as it applies to the brewing process. Emphasis will be placed on yeast and fermentation science.

BRW 210 3 C/45 CH**Raw Materials, Soil, and Malting***Prerequisite: BRW 101*

In this course, the key raw materials (water and starch sources, i.e. grains, hops, and yeast) in beer will be discussed, as well as grain handling, the malting process and analysis. Other topics of discussion include the growth location of raw materials, soil chemistry and composition, as well as diseases associated with and affecting raw materials.

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*Craft Brewing (BRW) continued***BRW 240** 5 C/75 CH**Recipe Formulation***Prerequisite: BRW 101*

With the knowledge of the brewing systems, chemistry, fermentation science, calculations and raw materials, this class will formulate brewing recipes. The students will use specific yeast and other brewing processes to create their own recipe based on hops concentrations and adjuncts used.

BRW 245 4 C/60 HL/30 HLB**Batch Recipe Formulation***Prerequisite: BRW 240*

This course will build on the basics of craft beer recipe formulation and will offer insight into the challenges and opportunities of recipe scaling and batch production. This course will discuss and demonstrate different beer styles based on recipes and introduce professional scale standards for brewing.

BRW 260 3 C/45 CH**Brewing Internship I***Prerequisite: Program Approval*

This course will provide students with an initial experience in an actual brewery. This course will apply the principles learned in the program and provide an opportunity for the student to observe professionals and develop working skills.

CRIMINAL JUSTICE (CJS)**CJS 100** 3 C/45 CH**Introduction to Criminal Justice**

This course examines the foundations of the Criminal Justice System and provides an historical perspective on the law's development. It also examines the main components of the Criminal Justice System including law enforcement (police), the court system, and corrections.

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**Medical and Dental 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 with 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/30 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 2 C/30 CH**Dental Radiology Lab**

This course concentrates on the practical aspect of exposing, digital images, mounting of traditional radiographs and diagnostic radiographs with emphasis on the two intra-oral techniques: bisecting 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** 5 C/75 CH**Dental Materials**

Prerequisite: Acceptance in to the Dental Assisting Program

A lecture and laboratory course which provides the student with a fundamental knowledge of the Dental cements and materials commonly used in dental practice. Lecture: Presents physical, chemical, and manipulative characteristic of impression materials, cements, bases, cavity liners, cavity varnishes, waxes, composites, gypsum products, metals, and resins. Laboratory: Prepares students to correctly manipulate dental cements and materials. Students also acquire the skill to obtain preliminary impressions and occlusal registrations; pour, trim and polish study casts; fabricate custom impression trays from preliminary impressions; and demonstrate mixing techniques for dental cements and impression materials.

DA 106 4 C/60 CH**Dental Applied Sciences and Medical Emergency**

Prerequisite: Acceptance into the Dental Assisting Program

This course provides an in depth study of oral anatomy as well as medical emergencies in the dental office. Topics covered in oral anatomy include: head and neck anatomy, tooth anatomy and morphology, embryology, and histology.

Dental charting for adults and children will also be covered. Medical emergencies will include: emergency carts/kits, administration of oxygen and emergency drugs, and the management of medical emergencies including the allergic reactions, syncope, circulatory, respiratory, epilepsy, diabetic and drug related emergencies. Monitoring of nitrous oxygen, face mask placement and emergency signs will also be discussed.

DA 110 4 C/60 CH**Clinical Dental Assisting**

Prerequisite: Acceptance into the Dental Assisting Program

Lecture: Presents concepts of the dental health team including the history of dentistry and the dental career fields; professional development as a dental team member; dental equipment, chairside ergonomics; collection of patient data, medical/dental histories and vital signs; basics of four-handed technique (four-handed transfer, tissue retraction, irrigation, illumination, and evacuation); instrument identification and uses of dental terminology. Laboratory: To include the practice of four-handed dental techniques, instrument identification and restorative tray set-ups. Demonstrate Infection Control protocol during Set up and break down of dental units.

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*Dental Assisting (DA) continued***DA 115** **2 C/30 CH****Infection Control and Preventive Dentistry***Prerequisite: Acceptance into the Dental Assisting Program*

This lecture course provides students knowledge in Infection control protocol, disease transmission, Hazardous waste management. Instruction includes but not limited to Bloodborne Pathogen Standard and Standard Precautions. Preventive dentistry will provide the student with 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 **5 C/150 CH****Clinical Practice I***Prerequisite: DA 104, DA 106, DA 110, DA 115, DA 120, DEN 200, DEN 201*

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. Assessment continues of student clinical skills. Developed professionalism is practiced and evaluated as well as student critical thinking abilities.

DA 120 **2 C/30 CH****Dental Specialties***Prerequisite: Acceptance into the Dental Assisting Program*

This is a lecture course designed to expose the dental assisting student to the dental specialties. Areas covered are oral surgery, endodontics, orthodontics, pediatrics, prosthetics, periodontics and community dentistry. Providing post-operative instructions and tray set-ups for the specialties will be included.

DA 125 **8 C/240 Seminar****Clinical Practice II***Prerequisite: DA 104, DA 106, DA 110, DA 115, DEN 200, DEN 201, DA 117, DA 120, DA 126, DA 203, DA 204*

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 and General Anatomy***Prerequisite: DA 104, DA 106, DA 110*

This course will cover general anatomy of various body systems with emphasis on the relationship of body systems to general and oral health. The course also provides a basic knowledge of the names, uses, and effects of drugs commonly used in dentistry. In addition, pathological conditions related to dentistry will be covered. The etiology of common dental diseases such as dental caries, oral cancer and periodontal disease will also be discussed. Microbiology and its relevance to oral pathological conditions will also be reviewed.

DA 127 2 C/30 CH**Dental Office Management***Prerequisites: DA 104, DA 106, DA 110*

This lecture course is an introduction to basic dental practice management procedures. In addition, using computer software to schedule appointments, maintain patient information and record keeping. Inventory of supplies, recall systems and third party payment plans will be presented.

DA 129 2 C/30 CH**Legal, Ethical and Communication Issues***Prerequisites: DA 104, DA 106, DA 110*

This lecture course includes basic concepts in oral and written communication and applied psychology. Emphasis will be placed on professional standards, ethics, effective communication and confidentiality. 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 203 3 C/45 CH**Expanded Functions for the Registered Dental Assistant Lecture***Prerequisites: DA 104, DA 106, DA 110, DA 115, DA 120*

This lecture course is designed to prepare the student to sit for the RDA examination in the State of Michigan. Expanded functions not already covered allowed under Michigan law will be taught. Content Area include didactic instruction in: placing, packing and carving Intracoronal Temporaries and Amalgam restorations. 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 anticariogenics materials, mouth mirror inspection and charting of the oral cavity, taking final impressions and bite registrations, removal of sutures, and the placement and removal of periodontal dressings.

DA 204 4 C/60 CH**Expanded Functions for the Registered Dental Assistant Lab/Clinic***Prerequisites: DA 104, DA 106, DA 110, DA 115, DA 120*

This Clinic/laboratory course is designed to prepare the student to sit for the RDA examination in the State of Michigan. Expanded functions not already covered allowed under Michigan law will be taught. Topics to be included but not limited to are: placing, packing and carving Intracoronal Temporaries and Amalgam restorations. 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 anticariogenics materials, mouth mirror inspection and charting of the oral cavity, taking final impressions and bite registrations, removal of sutures, and the placement and removal of periodontal dressings. Assessment of student progress in attaining program and clinical competency is ongoing.

DANCE (DAN)

DAN 101 3 C/45 CH
Modern Dance I
 Training in the technical, rhythmic, and creative elements of contemporary dance.

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.

DHY 111 3 C/45 CH
Histology and Oral Embryology

Prerequisites: DHY 101, DHY 110, DHY 120

Basic principles of histology and embryology are reviewed with emphasis on tissues of the oral cavity and contiguous structures. Histology and embryology encompass 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.

DHY 120 3 C/90 CH
Clinical Techniques

Prerequisite: Program Admission

Corequisite: DHY 101

This course is designed to develop skills in the techniques utilized for dental hygiene practice. Students will practice techniques on mannequins and student partners in the clinical setting. Each topic covered in the didactic course DHY 101 will be practiced and evaluated in this course.

DHY 121 3 C/45 CH**Oral Pathology**

Prerequisites: DHY 110, DHY 111, DHY 131, DHY 132

Oral Pathology will focus on the study of disease and the disease process with an emphasis on the detection, symptoms and treatment of diseases of the oral region and the oral manifestations of systemic diseases.

DHY 129 2 C/30 CH**Clinical Dental Hygiene I – Lecture**

Prerequisites: DHY 101, DHY 120

Corequisite: DHY 130

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. 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 all of the selected services and skills performed by the dental hygienist.

DHY 130 3 C/120 CH**Clinical Dental Hygiene I – Lab**

Prerequisites: DHY 101, DHY 120

Corequisite: DHY 129

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 131 2 C/30 CH**Clinical Dental Hygiene II – Lecture**

Prerequisites: DHY 129, DHY 130

Corequisite: DHY 132

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. This course will expose the student to additional selected services and skills to enhance the students ability to provide comprehensive dental hygiene services.

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*Dental Hygiene (DHY) continued***DHY 132** 3 C/72 CH**Clinical Dental Hygiene II – Lab***Prerequisites: DHY 129, DHY 130**Corequisite: DHY 131*

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 209 2 C/30 CH**Clinical Dental Hygiene III – Lecture***Prerequisites: DHY 130, DHY 131, DHY 132**Corequisite: DHY 210*

This course expands on the foundations of clinical dental hygiene care. 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, but are not limited to, the identification of risk factors for periodontal and

dental disease (CAMBRA), advanced power scaling and instrumentation techniques, adjunctive clinical procedures and nutritional counseling.

DHY 210 5 C/240 CH**Clinical Dental Hygiene III – Lab***Prerequisites: DHY 130, DHY 131, DHY 132**Corequisite: DHY 209*

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 211 3 C/45 CH**Pharmacology***Prerequisites: DHY 129, DHY 130*

Pharmacology embraces the physical and chemical properties of drugs, the preparation of pharmaceutical agents, the pharmacokinetics of drugs, and the effects of drugs on living systems. Pharmacology encompasses the therapeutic application of medicines, toxicity and practical and legal issues pertaining to the development, marketing and dispensing of drugs.

DHY 213 2 C/30 CH**Periodontology***Prerequisites: DHY 129, DHY 130*

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.

DHY 214 3 C/45 CH**Local Anesthesia and Pain Control***Prerequisites: Program Approval, DHY 211, DHY 131, DHY 132*

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. 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 2 C/30 CH**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, providing preventive care for various population groups and dental practice management will be explored.

DHY 220 5 C/240 CH**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 3 C/60 CH**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 and illustrate the characteristics and uses of dental materials.

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*Dental Hygiene (DHY) continued***DHY 223** 3 C/45 CH**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 225 3 C/45 CH**Management of Special Patients***Prerequisites: DHY 209, DHY 210*

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 integrating the dental hygiene process of care for these special patient populations.

DHY 226 1 C/15 CH**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 227 1 C/15 CH**Radiology II***Prerequisites: DEN 200, DEN 201*

Continuation of the science and clinical practice of oral radiography, including radiographic interpretation, normal anatomy on periapical and extraoral films, recognition of abnormalities and the limitations of radiography.

DHY 229 2 C/30 CH**Clinical Dental Hygiene V – Lecture***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 to include career alternatives, job seeking skills, resume preparation, licensure requirements, rules and regulations and state practice acts. Course information will assist the student in applying legal and regulatory concepts to the practice of dental hygiene.

DHY 230 5 C/144 CH**Clinical Dental Hygiene V – Lab***Prerequisites: DHY 219, DHY 220**Corequisite: DHY 229*

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 231 4 C/60 CH

Community Dentistry

Prerequisites: DHY 209, DHY 210

This course is designed to introduce dental hygiene students to the basic principles of dental public health and community dentistry and the responsibilities of the dental hygienist in promoting dental health. The health care system, including the social, political, psychological and economic forces directing the system will be discussed. Special emphasis is placed on the role of the dental hygienist in community practices as distinct from the private practice of the dental hygienist.

DHY 233 2 C/30 CH

Dental Hygiene Seminar

Prerequisites: DHY 219, DHY 220

Provide a comprehensive approach and review of the theories and practice of dental hygiene. 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)

DT 130 3 C/45 CH

Fundamentals of Nutrition

Prerequisite: BIO 155

Fundamentals of Nutrition provides a sound and concise introduction to the science of human nutrition. Students explore the six essential nutrients and their functions in the body. These

functions are developed around three fundamental problems of sustaining human life that nutrition solves: energy, tissue building, and regulation and control. Students are also introduced to the application of these nutrition concepts to normal adults, prenatal, infant, pre-school and elderly populations.

**DIGITAL MEDIA
PRODUCTION (DMP)**

DMP 101 3 C/45 CH

Story Elements for a Digital Environment

Lab Fees

This seminar course explores how meaning, message and story are conveyed through images. Students will learn about storyboarding, story elements and organizations, archetypes, visual and perception theory, the organization of visual elements to create meaning, the history of the image, typography, visual imagery in cinema and the use of the image in digital media today.

DMP 102 3 C/45 CH

Digital Video Production I

Lab Fees

Certification: This course will help the student to prepare Apple Certified Pro in Final Cut Pro exam.

Digital Media Production teaches student basic camera components, project organization and management, basic video production values such as story elements, lighting design, camera use, framing, and camera angles. Students will also learn the fundamentals of digital editing software, file organization and management, sound integration, and DVD creation.

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*Digital Media Production (DMP) continued***DMP 103** 3 C/45 CH**Digital Video Production II***Prerequisite: DMP 102**Lab Fees**Certification: This course will help the student to prepare Apple Certified Pro in Final Cut Pro exam.*

Digital Media Production teaches student basic video production values such as scriptwriting, story elements, lighting design, camera use, camera angles, project management and the fundamentals digital video capture and editing basics on Final Cut Pro.

DMP 104 3 C/45 CH**Digital Audio Production and Broadcasting***Lab Fees*

This is an introductory course in digital signal processing, the fundamental elements of digital audio signal processing, such as sinusoids, spectra, the Discrete Fourier Transform (DFT), digital filters, transforms, transfer-function analysis, and basic Fourier analysis in the discrete-time case. The labs focus on practical applications of the theory, with emphasis on working with waveforms and spectra. This course will teach students will produce live web casts (capturing and transmission of live courses) in Windows Media, Real Media, QuickTime and MPEG formats as well as convert traditional video to almost any digital format including CD-ROM and DVD and publish sound files to the web.

DMP 105 3 C/45 CH**Media Programming***Lab Fees*

This class develops media literacy skills, so that students can critique the basic dynamics that shape current media programming and give a clearer perspective of the boundaries between the real world and the simulated media world. This cutting-edge approach, which encourages the

acquisition of strong knowledge structures and analytical skills, includes broadcast (television and radio), print, and digital media. The class examines the history of the modern communications industry, the regulatory process that governs what it can do, and the technical process that produces content and scheduling.

DMP 107 3 C/45 CH**Digital Audio Production II***Prerequisite: DMP 104**Lab Fees*

This course expands on the fundamentals of audio production as it pertains to film and video begun in DMP 104. Students will learn advanced techniques in audio production. Students will assemble their own advanced audio productions as a part of this class.

DMP 111 3 C/45 CH**Television Programming***Lab Fees*

This course covers techniques utilized by television stations in their programming. Emphasis is placed on commercial, cable and public television facilities and their relationship to the community.

DMP 112 3 C/45 CH**Broadcast Operations***Lab Fees*

This course is an introduction to the theory and techniques of radio programming and production, including the development and design of programming for audio broadcast production. Learners will explore the history of radio and program formats; make decisions about the use of effective words; music and sounds; and apply production techniques by creating and critiquing radio programs, public affairs and documentary programming, commercials, promotional and public service announcements, and music programs.

DMP 113 3 C/45 CH**Acting For The Camera***Lab Fees*

The basic physical and vocal skills required in performing before the camera are explored and developed through exercises improvisations and scene. The course covers acting theory, television and motion picture terminology, and script and role analysis.

DMP 114 3 C/45 CH**Writing for the Media***Prerequisite: ENG 119**Lab Fees*

This course covers basic writing for different audiences and different media outlets. Various writing styles and formats will be studied such as new stories, screenplays, press releases, radio and print advertising, writing for the internet, blogs and websites.

DMP 115 3 C/45 CH**Media Marketing***Lab Fees*

This course gives students a basic understanding of media market strategies and shows how public relations firm interface with the broadcast industry. Students learn the different strategies used by the different media.

DIGITAL PHOTOGRAPHY TECHNOLOGY (DPT)

DPT 110 3 C/45 CH**Digital Photography I**

This is an introductory course that focuses on teaching students how to operate single lens reflect (SLR) digital cameras. The student will learn about digital cameras and equipment used to process digital images. Students will learn how to properly use camera controls, and to capture and expose

digital images. Students should own or have access to the use of a digital camera with manual and automatic controls.

DPT 112 3 C/45 CH**Product Development, Framing and Matting**

In this course students will learn how to use the correct materials, tools, and techniques necessary for digital photo product development. Students will develop hands on skills in photo composition, cropping, cutting, sizing, inking fabrications, packaging mock-ups, layouts, framing and matting.

DPT 115 3 C/45 CH**Digital Photo Imaging I***Prerequisite: DPT110*

This course introduces students to computer based digital image processing. Through the use of digital production equipment (such as cameras, scanners, printer, and photo imaging software) students learn will how to process images in a digital processing environment.

DPT 119 3 C/45 CH**Photographic Lighting***Prerequisite: DPT 110*

This course will teach students how quality of light affects the subject. Students will learn the language of lighting including the softness and hardness of light as it relates to ideas and the emotional structure of the subject. Students gain an understanding of light variations and unique qualities, as well as design personal sensitive lighting set-ups which express the various lighting subject moods.

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*Digital Photography Technology (DPT) continued***DPT 120** 3 C/45 CH**Forensic Photography***Prerequisite: DPT 110*

This course expands on lessons in beginning digital photography, with special emphasis on the application of photography to criminal and civil investigations, including the preparation of courtroom presentation. 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.

DPT 205 3 C/45 CH**Digital Photography II***Prerequisite: DPT 110*

This course is a continuation of Digital Photography I. Using digital cameras, students will add to their basic skills and apply them to popular shooting situations. Topics include seeing the light, manipulating light with reflectors, using flash as main and fill light, portraiture, close up photography, and shooting at night. In this class emphasis will be on specific assignments geared to help the student find the image in the environment. The student should have a working knowledge of the camera as less time is spent on equipment and computer manipulation and more time spent on solving technical, aesthetic, and communication problems.

DPT 210 3 C/45 CH**Studio Photography***Prerequisite: DPT 110*

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.

DPT 219 3 C/45 CH**Commercial Photography***Prerequisite: DPT 110*

In this course students will receive training in specialized camera, studio and location photography of merchandise, facilities and other subjects for promotional advertising. Students will learn how to interpret and produce layouts as well as the working partnership between photographers and art directors.

DPT 220 3 C/45 CH**Architectural/Environmental Photography***Prerequisite: DPT 110*

This course introduces the concepts and techniques applied in architectural/environmental photography. Emphasis is put on skill development in both interior and exterior photography. This course utilizes various camera formats to thoroughly comprehend the architectural subset of commercial photography. Topics include available, artificial and mixed lighting, use of filters, metering techniques, camera and lens selection, and location photography safety techniques.

DPT 235 3 C/45 CH**Photojournalism***Prerequisites: DPT 110*

This course in photojournalism and introduction to documentary photography will focus on creating photographs for the media, be it digital or print. The student will cover the history and ethics of contemporary photojournalism and documentary photography. Students will work on weekly assignments, small picture packages and one long-term project.

DPT 255 3 C/45 CH**Capstone Portfolio Project***Prerequisite: Department Approval*

This advanced-level course is designed to build on techniques learned in previous photographic technology courses. Students design and develop a creative and technical proposal with instructor guidance on a highly developed project that reflects what they have learned in the program and explores the unlimited, imaginative possibilities of artistic and commercial application to Imaging Technology of the student special interest. Group approach and class critiques will be important elements of the production of the capstone portfolio project.

DRAFTING (DRT)**DRT 101** 3 C/45 CH**Blueprint Reading**

Fundamentals of blueprint reading as applied to specific problems. Designed for pre-engineers, draftsmen, machine operators, machine repairmen, electronic technicians, inspectors and supervisors.

DRT 102 4 C/90 CH**Fundamentals of Mechanical Drawing***Prerequisite: DRT 101*

Fundamentals of Mechanical Drawing Basic course of students with minimal high school experience. Emphasizes use of instruments, introduction to drafting, introduction to drafting practices, geometric construction, lettering, line work, orthographic projection and three-dimensional visualization from two-view drawings, section cutting, auxiliary views and dimensioning systems.

DRT 112 3 C/45 CH**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.

DRT 113 3 C/45 CH**Descriptive Geometry***Prerequisite: DRT 102*

Occupational oriented solutions to descriptive geometry problems involving points, lines, planes and single and double curved surfaces and their intersections.

Continued on next page.

*Drafting (DRT) continued***DRT 115** **2 C/30 CH****Geometric Dimensioning and Tolerancing***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, machinists, 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).

EARLY CHILDHOOD EDUCATION (ECE)

ECE 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.

ECE 104 **3 C/45 CH****Methods and Techniques in Child Care:****Infant and Toddler Development–Field Experience I***Prerequisites: ECE 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, emotionally, 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. Students will meet with their instructor on a bi-weekly basis. Class recommended for those completing the State of Michigan Child Care Directors' 12 credit hours requirement and will work with infants and toddlers.

ECE 106 **3 C/45 CH****Methods and Techniques in Child Care:****Preschool Development–Field Experience II***Prerequisites: ECE 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 preschool children ages 2 1/2 to 5. Students will learn various child management techniques that ensure an environment that is socially, communicatively, emotionally, cognitively, creatively and physically supportive. A multicultural approach to learning is emphasized. Students will be required to complete a 45 hour field experience in a preschool setting. Course will meet requirements in preparation of the CDA assessment. Students will meet with their instructor on a bi-weekly basis. Class recommended for those who are meeting the State of Michigan Child Care Directors' 12 credit hours requirement and will work with preschoolers.

ECE 111 3 C/45 CH**Child Assessment Techniques***Prerequisites: ECE 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 professional in a respectful and responsible manner to positively influence the development of every child.

ECE 120 3 C/45 CH**Building Family and Community Relationships***Corequisite: ECE 101, EMT 101*

Students will be prepared to understand successful early childhood education depends upon partnerships with children's families and communities. The students will be knowledgeable, understand, and value the importance and complex characteristics of children's families and communities. Additionally, students will learn how to create respectful, reciprocal, relationships that support and empower families and to involve families in their child's development and learning.

ECE 157 4 C/90 CH**Child Care Practicum and Seminar I***Prerequisites: ECE 101, ECE 104 or ECE 106, 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 prepare for assessment. Students will meet with their instructor on a bi-weekly basis for a seminar. Student will be required to complete 90 hours field placement experience in a childcare/pre-school setting.

ECE 210 3 C/45 CH**Special Populations***Prerequisites: ECE 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.

ECE 227 3 C/ 90 CH**Child Care Practicum and Seminar II***Prerequisites: ECE 104, ECE 106, ECE 157*

A supervised practical learning experience in which students work with children (infants 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 prepare for CDA assessment. Students will meet with their instructor on a bi-weekly basis for a seminar. Additionally, students will be required to complete 90 hours of field placement experience in a childcare/pre-school setting.

ECE 230 3 C/45 CH**Program Management and Supervision***Prerequisites: ECE 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.

Continued on next page.

*Early Childhood Education (ECE) continued***ECE 257** 3 C/45 CH**Infant Literature; Birth to 36 Months***Prerequisites: ECE 101, ENG 119, PSY 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.

ECE 260 3 C/45 CH**Professionalism for Early Childhood Educators**

This course will allow students to serve as informed advocates for young children, for the families of the children in their care, and for the early childhood profession. Students will know and use ethical guidelines and other early childhood professional guidelines. Students will obtain professional oral and written communication skills that effectively support their relationships and work with young children, families, and colleagues. Students will develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

ECONOMICS (ECO)**ECO 101** 3 C/45 CH**Principles of Economics I**

This course is the study of macroeconomics. The following topics are discussed: operation of the national economy, unemployment, inflation, money and banking and international economic relations.

ECO 102 3 C/45 CH**Principles of Economics II***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 3 C/45 CH**Consumer Economic**

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 3 C/45 CH**Money and Banking***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** 4 C/90 CH**Circuit Analysis I***Corequisite: 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, network theorems, 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 **4 C/ 90 CH**

Circuit Analysis II

Prerequisite: EE 101

Corequisite: 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. Instruments such as multimeters, AC power supplies, signal generators, oscilloscopes are used.

EE 103 **3 C/45 CH**

Residential Wiring

Prerequisite: EE 101

This course covers electrical symbols, schematic diagram, terms, series and parallel circuits, Ohm's Law, repair and operation of single phasemotor and three phase motor controls. Also, lightening-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 **2 C/45 CH**

Electronic Fabrication and Design

This course serves as an introduction to electronic fabrication and design techniques. Students will learn about 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 **4 C/60 CH**

Mathematics for Electrical/Electronics I

Corequisite: 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 **3 C/60 CH**

Solid State Fundamentals

Prerequisite: EE 101

This course will cover diodes, transistors, power supplies, limiters, clippers, clampers, 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 **4 C/60 CH**

Mathematics for Electrical/Electronics II

Prerequisite: EE 107

Corequisite: EE 102

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.

Continued on next page.

*Electrical/Electronics (EE) continued***EE 203 (Formerly TCM 203)
Communications I** **3 C/60 CH***Lab fee**Prerequisite: EE 111*

A study of the fundamental concepts of communications systems and techniques. Topics covered include amplitude, frequency, phase and pulse modulation concepts, two way systems, basic TV systems and noise and information theory. Introduction to the circuitry of the A-M and F-M superheterodyne receiver, with emphasis on amplifier coupling, AM and FM detectors and similarities and differences between the AM and FM systems.

EE 205 **2 C/45 CH**
Linear Integrated Circuits*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** **2 C/30 CH**
First Aid

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.

EMT 105 **3 C/67.5 CH**
Medical First Responder

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 are passed successfully the students are eligible to apply for licensure exams. This program is recommended for police officers, security officers, corrections officer, health professionals, fire fighters, or anyone who may have a duty to act during emergency situations.

EMT 114 **4 C/90 CH**
Basic EMT I*Prerequisite: Program Admission*

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. This is 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.

EMT 124 4 C/90 CH
Basic EMT II

Prerequisite: Program Admission

The lectures and lab sessions of this course include principles and techniques in communicable diseases, stress management in EMS, traumatic injuries, abdominal illness, shock, IV maintenance, diabetes, the Central nervous system, rescue, extrication, geriatric, obstetrical, gynecological, pediatrics, environmental emergencies and hazardous materials behavioral emergencies, poisons, and substance abuse. 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.

EMT 126 1 C/30 CH
Basic EMT Clinical Experience

Prerequisite: Program Admission

This course is designed to provide Hospital and EMS experience to EMT Basic students to learn the psychomotor, affective and apply cognitive skills needed for entry level work as an Emergency Medical Technician Basic. These include but are not limited to Patient Assessment, Spinal Immobilization, Bleeding Control, and Donning and doffing of PPE's. This is 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.

EMT 218 5 C/75 CH
Emergency Medicine Preparatory

Prerequisite: Program Admission

This course will integrate human anatomy, physiology, pathophysiology and medical math into patient assessment and treatment.

EMT 221 10 C/150 CH
Paramedic I

Prerequisite: Program Admission

This course will include lecture and lab sessions on EMS systems, the role and responsibilities of the paramedic, medical legal issues, airway management, cardiology, pharmacology, venous access and administration.

EMT 231 10 C/150 CH
Paramedic II

Prerequisite: Program Admission.

This course will include lecture and lab sessions on patient assessment, infectious and communicable diseases, behavioral and psychiatric disorders, pulmonary, gynecology, obstetrics, trauma, environmental conditions, allergies and anaphylaxis, neonatology, pediatrics, and geriatrics.

EMT 236 6 C/135 CH
Paramedic Clinical Exp. I

Prerequisite: Program Admission

This course is designed for EMT Paramedic students to practice the psychomotor skills in a hospital and EMS setting needed for entry level work. These include but are not limited to Medication administration, IV therapy, Cardiac Monitoring, and Airway Management.

EMT 241 3 C/45 CH
Paramedic III

Prerequisite: Program Admission

This course will include lecture on neurology, endocrinology, gastroenterology, renal/urology, toxicology and hematology.

Continued on next page.

*Emergency Medical Technology (EMT) continued***EMT 242** 2 C/30 CH**Paramedic IV***Prerequisite: Program Admission*

This course will include lecture on ethics, life span development, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, and the well-being of the paramedic.

EMT 243 2 C/30 CH**Paramedic V***Prerequisite: Program Admission*

This course will include lecture on ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, illness and injury prevention and crime scene awareness.

EMT 244 3 C/45 CH**Paramedic VI***Prerequisite: Program Admission*

This course will include lecture and lab session on assessment based management.

EMT 246 6 C/90 CH**Paramedic Clinical Exp. II***Prerequisite: Program Admission*

This course is designed for paramedic students to practice their assessment skills in a hospital and EMS setting. It is needed for an entry level paramedic. The assessments can include but not limit to patients complaining of Chest Pain, DIB, Abdominal Pain, Syncope and Traumatic Injury.

EMT 256 6 C/30 CH**Paramedic Field Internship***Prerequisite: Program Admission*

This Internship is designed for paramedic students to apply skills and knowledge from previous classes in an EMS setting to develop into an entry level paramedic.

EMERGENCY ROOM/MULTI-SKILLED HEALTH CARE TECHNOLOGY (ERT)

ERT 210 6 C/90 CH**Emergency Room Technology***Prerequisite: Program Admission*

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.

ERT 215 6 C/135 CH**Emergency Room Technician Clinical Experience***Prerequisite: Program Admission*

This course is designed for the Emergency Room Technician student to practice the psychomotor skills in a hospital setting needed for entry level work. These skills may include but are not limited to EKG, phlebotomy, insertion of Foley catheters and sterile procedures.

ENGLISH (ENG)

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.

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

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 will 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 (five paragraphs) by the end of the semester. Grammar, diction and organization are stressed.

ENG 119 **3 C/45 CH**
English I

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 119

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.

Continued on next page.

*English (ENG) continued***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**

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 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 233 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 234 3 C/45 CH**English Bible as Literature***Prerequisite: ENG 120*

This course is an examination of the literary aspects of the Bible and study of a number of its literary forms and devices.

ENG 240 3 C/45 CH**Introduction to Shakespeare***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 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.

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 dialectic writing are explored. Masters of these literary styles, such as Chesnutt, 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 American - Guyana, Suriname, French Guiana and Belize in Central American. 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.

Continued on next page.

*English (ENG) continued***ENG 290** 3 C/45 CH**Latino Literature I***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 II***Prerequisite: ENG 119*

This course includes a comprehensive survey of nationally renowned and emerging Latino writers, musicians, and screen writers, covering cultural, racial, and gender identity, political activism, sexual orientation and spirituality.

ENGLISH AS SECOND LANGUAGE (ESL)

ESL 100 1 C/15 CH**Conversational English for Non-English Speakers***Corequisites: ESL 101 or ESL 102*

Conversational English is a co-requisite for English as Second Language (ESL) 101 or 102. The focus of this course is to improve students' understanding of the American and the other cultures that are part of ESL courses.

ESL 101 2 C/30 CH**English as Second Language I***Corequisite: ESL 100*

Prerequisite: Referral or by placement test This course will provide students with a basic vocabulary to enable them to have simple conversational exchanges. Audio as well as computer-based material is used to reinforce and expand the skills program in the classroom. This course is for the beginning students whom English is a second language.

ESL 102 2 C/30 CH**English as Second Language II***Prerequisite: ESL 101 or by placement**Corequisite: ESL 100*

This course guides students through the four language learning components: Listening, Reading, Speaking, and Writing. Students will learn to recognize and apply aspects of American pronunciation and focus on grammatically contextualized paragraphs. In addition, students will explore American culture.

ENTREPRENEURSHIP (ENT)

ENT 100 3 C/45 CH**Introduction to Entrepreneurship**

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 205 3 C/45 CH**Operations Management for Small Businesses**

Production and Operations Management is important to the overall strategy and competitiveness of a small business owner. This course focuses on specific tools used to manage and enhance a firm's operations and production, such as facility layout, product design, aggregate planning, inventory management, and forecasting.

ENT 210 3 C/45 CH**Human Resource Management for Small Businesses**

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.

FACILITY MAINTENANCE (FM)**FM 101** 3 C/45 CH**Basic Facility Maintenance***Lab Fees*

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.

FM 102 3 C/45 CH**Plumbing and Pipe Fitting***Lab Fees*

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 preventers. Also, basic function of plumbing sanitation, fitting, piping, vents, traps, potable, hot water supply drain, waste and sewer, etc. will be covered.

FM 103 3 C/45 CH**Carpentry***Lab Fees*

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 tops and their standard heights, repair, repair maintenance and installation of counters, construction, repair and maintenance will be covered.

Continued on next page.

*Facility Maintenance (FM) continued***FM 104** 3 C/45 CH**General Maintenance***Lab Fees*

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. 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 3 C/45 CH**Grounds Maintenance***Lab Fees*

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 and installation of outside signs and the setup of seasonal displays/decorations will be covered.

FM 106 3 C/45 CH**Safety and Support Services***Lab Fees*

This course is a survey of the health and legal consideration 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, health and safety committees, and the safe operation of hand and power tools, lock-out tag-out procedures, use and handling of sharp containers and blood borne pathogen safety.

FM 299 3 C/45 CH**Facility Maintenance Co-op***Lab Fees*

This course provides fieldwork experience.

FASHION DESIGN (FAD)**FAD 101** 3 C/45 CH**Industry Sewing***Corequisite: FAD 102**Lab Fees*

This course introduces students to basic sewing techniques used in the industry with emphasis on both hand finishing and power sewing machines. Students produce a completed garment by applying all of the techniques taught in this course.

FAD 102 3 C/45 CH**Basic Draping Techniques***Corequisite: FAD 101**Lab Fees*

This course introduces students to basic draping techniques and industry procedures. It is an introduction to understanding proportion, fit and balance in a 3-dimensional design.

FAD 103 3 C/45 CH
Color and Design Theory

Lab Fees

This course will examine the principles of color theory and design. Students will gain an understanding of color relationships, as well as learn to identify, and analyze the principles and elements of design. Students will utilize these theories and principles in the creation of their own unique designs.

FAD 104 3 C/45 CH
Textile and Materials

Prerequisites: FAD 101, FAD 102

Lab Fees

This is an introductory course for those students interested in a career in the fashion, textile and apparel industry. This course includes the study of the selection of fashion, textiles and apparel goods and their properties, design and production.

FAD 105 3 C/45 CH
Fashion Sketching

Prerequisite: ART 102

Lab Fees

This course emphasizes the perfection of fashion figure poses, the accurate illustration of garments and the development of the students own sketching style. Students will learn how to portray fashion flats, technical flat drawings, and realistic compositions of the figure.

As the semester progresses, students draw from live models to develop an awareness of the proportions and movement of the elongated fashion figure while maintaining correct anatomical structure. An advanced exploration of perspective, composition, color investigation, media, and idea development.

Fashion Sketching will provide the student with a drawing skillset that will help to illustrate a garment's proportions, material breakdown, and seam construction.

FAD 106 3 C/45 CH
Pattern Drafting

Prerequisite: FAD 101

Lab Fees

This course provides an overview of pattern drafting and an introduction to construction. Different methods of pattern-making, from using the dart for fit to adding shape for fullness, are explored, as well as taking body measurements for fit. Students develop an understanding of how to use the basic block in constructing muslin samples.

FAD 107 3 C/45 CH
Computer Aided Pattern Drafting

Prerequisites: CAD 101, FAD 106

Lab Fees

Students will develop competencies using computer-aided design technology for producing patterns for apparel. This class will use a combination of lecture, demonstration and hands-on computer experience to teach the skills needed for creating digital patterns including flat pattern manipulation, grading, pattern development and editing, and marker making. Students will digitize basic slopers/blocks and manipulate them into original apparel designs on the computer.

FAD 108 3 C/45 CH
Creative Design Applications

Prerequisites: FAD 101, FAD 102, FAD 106

Lab Fees

This course will allow students to explore their individual design styles more in depth. Students will learn about different types of design through the following topics: technological applications, environmental influences on fashion, sustainable design, the fashion cycle, garments for action and function, and trend forecasting.

FIRE PROTECTION TECHNOLOGY (FPT)

FPT 100 **2 C/30 CH**

Incipient Fire Brigade

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.

FPT 110 **8 C/120 CH**

Fire Fighter I

Prerequisite: Program Admission

Corequisites: FPT 115

This course is designed to provide a student with the knowledge necessary for entry level positions on fire departments. Topics include fire fighter safety, personal protection equipment, hose operations, ladders, fire prevention, and others. Students who complete all course requirements will be eligible to take the State of Michigan Fire Fighter Training Council (MFFTC) written and practical examinations leading to certification as a Fire Fighter I. This course must be taken in conjunction with FPT 115.

FPT 115 **5 C/75 CH**

Fire Fighter I Lab

Prerequisite: Program Admission

Corequisite: FPT 110

This course is designed to provide student with the psycho motor skill necessary for entry level positions in the fire department. Skills include hose operations, ladders, personal protective equipment, and others. Students who complete all course requirements will be eligible to take the State of

Michigan Fire Fighter Training Council (MFFTC) written and practical examinations leading to certification as a Fire Fighter I. This course must be taken in conjunction with FPT 110.

FPT 120 **5 C/75 CH**

Fire Fighter II

Prerequisite: MFTTC Fire Fighter I Certification

Corequisites: FPT 125

This course is designed to provide student with the additional knowledge necessary for entry level positions on fire departments. This course builds on the knowledge acquired in FPT 110. Topics include vehicle extrication 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: MFTTC Fire Fighter I Certification

Corequisites: FPT 120

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 extrication 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**

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**

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 3C/45 CH**Fire Behavior and Combustion**

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**

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**

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.

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*Fire Protection Technology (FPT) continued***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. Emphasis is placed on fire service leadership from the prospective of the company officer.

FPT 210 6 C/90 CH**Fire Service Management I***Prerequisites: MFTTC 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) Company Officer Prerequisite curriculum. Topics include Educational Methodology, Incident Safety, Incident Management and Strategy and Tactics. Students meeting all course requirements are eligible to continue on to the MFFTC Company Officer Course.

FPT 215 3 C/45 CH**Building Construction for the Fire Service***Prerequisite: FPT 150*

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FPT 220 6 C/90 CH**Fire Service Management II***Prerequisite: FPT 210*

This program is designed to prepare fire fighters for advancement in the fire service. It is based on the Michigan Fire Fighters Training Council (MFTTC) Company Officer curriculum. Topics build on those from Fire Service Management I. This program meets National Fire Protection Association (NFPA Standard 1021, Fire Officer Professional Qualifications. Student meeting all course requirements are eligible to take the MFFTC examination for certification.

FPT 225 3 C/45 CH**Principles of Fire and Emergency Services Safety and Survival**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FPT 230 4 C/60 CH**Fire Service Management III***Prerequisite: FPT 220*

This program is designed to prepare fire fighters for advancement in the fire service. It is based on the Michigan Fire Fighters Training Council (MFTTC) 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, 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**

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 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**Fire Investigation II**

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.

Continued on next page.

*Fire Protection Technology (FPT) continued***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 effect 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.

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.

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 210** 4 C/90 CH**Physical Geology Lecture**

Geology is the scientific study of the Earth. Physical geology is concerned with earth materials, changes in the interior and surface of the earth, and the dynamic forces that cause those changes. The course is organized beginning with a focus on earth materials, minerals, igneous rocks and volcanoes, processes of weathering, sediments and sedimentary rocks, soils, and metamorphic rocks.

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 six hours per week, four hours lecture, two hours laboratory).

GERMAN LANGUAGE (GRM)**GRM 101** 4 C/60 CH**Elementary German I**

This course is designed to provide the learner with a solid background in the four language skills: understanding, speaking, reading and writing. Students will learn elementary pronunciation, vocabulary and grammatical principles necessary for comprehending and expressing simple ideas in both spoken and written German. Students will develop reading and listening skills and be introduced to diverse aspects of German life and culture. A variety of technologies, media and other supplementary materials will be used to enhance learning.

Continued on next page.

*German Language (GRM) continued***GRM 102** 4 C/60 CH**Elementary German II***Prerequisite: GRM 101*

This course is a continuation of Elementary German I and further builds listening, speaking, reading and writing skills within communicative contexts. Students will continue to expand their knowledge of pronunciation and grammatical principles, which can be applied to everyday conversational situations. Topics of Germanic culture will also be presented. A variety of technologies, media and other supplemental materials will be used to enhance learning.

GRM 201 4 C/60 CH**Intermediate German I***Prerequisite: GRM 102*

This course will focus on increasingly advanced German communication skills in a cultural context. It develops listening, speaking, reading and writing skills and deepens the students' knowledge of pronunciation and grammatical principles. Topics of Germanic culture will also be presented. A variety of technologies, media and other supplemental materials will be used to enhance learning.

GRM 202 4 C/60 CH**Intermediate German II***Prerequisite: GRM 201*

This course will focus on the development of advanced communication skills in a cultural context. It further develops listening, speaking, reading and writing skills and deepens the students' knowledge of pronunciation and grammatical principles. Topics of Germanic culture and the European Union and its' monetary system will also be presented. A variety of technologies, media and other supplemental materials will be used to enhance learning.

**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 source 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 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 systemically 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***Prerequisites: 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

Prerequisites: 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.

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

Prerequisites: GER 110

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

Prerequisites: GER 110

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.

GLOBAL SUPPLY CHAIN MANAGEMENT (LOG)

LOG 101 3 C/45 CH Principles of Logistics

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

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

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 business. The course includes discussions of regulations, economics, characteristics, and development in major transportation modes.

LOG 200 3 C/45 CH

International Supply Chain Management

Prerequisites: LOG 101, LOG 103

This course is a study of global logistics with an emphasis on looking at the whole world as one potential market. Additionally, an analysis of the global supply chain and current issues such as import/export regulations will also be reviewed.

HEATING, VENTILATION AND AIR CONDITIONING (HVA)

HVA 100 5 C/75 CH Introduction to HVAC and Hermetic Systems

Lab Fees

This course covers theories, application and principles of refrigeration and hermetic (sealed) systems with an emphasis on refrigeration cycles, components, and accessories. Topics include thermodynamics, common refrigerants and their chemical make-up, as well as chemical properties of refrigerants and the resulting conditions. This course covers application, installation and servicing of hermetic systems including domestic refrigerators, freezers, room coolers, water coolers and humidifiers. The use of heat pump (reverse refrigeration effect), direct, centrifugal, rotary compression and absorption methods along with their mechanical construction of same will also be discussed.

HVA 103 4 C/60 CH Commercial Refrigeration

Prerequisite: HVA 100

Corequisite: HVA 108

Lab Fees

This course covers application, installation and servicing of commercial-industrial refrigeration, including operating and testing of low, medium and high temperature systems and the types of refrigeration equipment needed to obtain large cooling requirements. In addition, emphasis is placed on dehydration, refrigerant, charging, recovery, recycling and reclamation procedures, as well as techniques using a multi-user recovery/recycling machine. This course provides training necessary for the EPA certification exam.

HVA 104 4 C/60 CH

Air Conditioning I

Prerequisite: HVA 100

Corequisite: HVA 105

Lab Fees

This course covers all the heating, ventilation, and air conditioning (HVAC) equipment needed to maintain conditions that equate to healthy standards of human comfort. Also, heating and cooling load calculations factoring in degree/day measurements as used by utility companies will be reviewed. This course is offered in a Fast-Track format with HVA105.

HVA 105 4 C/60 CH

Air Conditioning II

Prerequisites: HVA 100

Corequisite: HVA 104

Lab Fees

This course covers advanced design, application installation and servicing of commercial air conditioning units. In this course, emphasis will be including testing, starting, balancing and troubleshooting cooling systems, as well as the use and chemical properties of all refrigerants. This course is offered in a Fast-Track format with HVA104.

HVA 106 5 C/75 CH

Basic Heating and Heating Controls

Lab Fees

This course covers the fundamentals of heat energy, the laws of thermal dynamics, and all conditions necessary for complete combustion using oil and natural gas. Topics include the safe design, construction, installation, venting, alteration, service and testing of heating equipment needed to maintain state comfort standards, as well as how heating controls operate and how they are wired. This course will also review reading and understanding of ladder, schematic diagrams, pictorial diagrams and control operations.

Continued on next page.

*HVAC (HVA) continued***HVA 108** 4 C/60 CH**Refrigeration Controls***Prerequisite: HVA 100**Corequisite: HVA 103**Lab Fees*

This course covers commercial refrigeration controls, and needed safety devices - how they operate, how they are wired and their uses. Also included are the use and functions of schematics diagrams, pictorial diagrams and control operations. This course provides training necessary for the EPA certification exam.

HVA 109 5 C/75 CH**Ventilation and Duct Fabrication***Prerequisite: HVA 106**Lab Fees*

This course covers sheet metal design, layout, and construction. Sizing and installation of air handling systems based on selected blueprints is included in this course, as well as construction of common ducts and sheet metal components.

HVA 110 4 C/60 CH**Forced Air and Hydronic Heating***Prerequisite: HVA 106**Lab Fees*

This course covers application, installation and service of steam and Hydronic heating systems, including equipment selection, layout, construction, testing, adjusting and troubleshooting. Radiant Heating Systems are also studied.

HVA 111 3 C/45 CH**Applied Electricity in Air Conditioning and Heating***Prerequisites: HVA 100 or HVA 106**Lab Fees*

In this course, the student will learn the fundamentals of electricity as applied to air conditioning, heating and refrigeration, electrical

symbols, circuits, electric meters, alternating current, single 3-phase motors, testing, motor protection and troubleshooting.

HVA 115 5 C/75 CH**Physical Properties of Air and Duct Design***Prerequisite: HVA 109**Lab Fees*

This course covers advanced commercial, industrial and architectural sheet metal duct design, layout, fabrication and installation. Custom duct work for difficult installation will be discussed, designed and fabricated in this course.

HVA 118 3 C/45 CH**Codes and Regulations***Prerequisites: HVA 100, HVA 106**Lab Fees*

This course provides the student with the Heating and Refrigeration Safety Code of the American Standard Association as approved by the American Society of Heating, Refrigerating and Air Conditioning Engineers and the cities of Detroit and Dearborn. This course covers scope and purpose, derivation, refrigerant, classification, systems required for various establishments, installation requirements, piping valves, fittings and related parts and safety devices.

HVA 120 3 C/45 CH**Advanced Heating and Heating Controls***Prerequisite: HVA 106**Lab Fees*

This course covers state-of-the-art heating units as well as the basics of geothermal and passive solar equipment used to assist in heating residential and commercial establishments. In addition, principles of sustainable construction and sustainable mechanical systems are discussed.

HVA 200 3 C/45 CH
Introduction to Boiler Plant Maintenance

Prerequisite: HVA 106

Lab Fees

This course examines low pressure boilers found in residential and light commercial applications. Topics covered include boiler construction, boiler fittings, steam tables, steam cycles, feed water systems, fuel systems, draft systems, boiler water treatment, and principles of boiler operation and boiler operator procedures.

HVA 205 3 C/45 CH
Steam I

Prerequisite: HVA 200

Lab Fees

This course examines high pressure fire tube and water tube boilers along with their various applications. Topics covered include boiler design and construction, boiler fittings, steam and water auxiliaries, fuel burning equipment, draft, instrumentation and combustion controls, boiler water treatment, steam boiler operation and licensing.

HVA 210 3 C/45 CH
Steam II

Prerequisite: HVA 205

Lab Fees

This course introduces students to the field of Stationary Engineering as it relates to the operation of fossil fuel based power plants. Topics covered include the steam plant cycle, coal fired boilers, oil and gas fired boilers, industrial and small power plants, super heat steam temperature control, furnace design, boiler settings, boiler accessories, combustion of fuels, pumps, steam turbines, super heaters, condensers, cooling towers, and waste to energy plants.

HVA 215 3 C/45 CH
Boiler Plant Accessories

Prerequisite: HVA 200

Lab Fees

This course covers boiler foundations and supports, safety devices, water walls, headers drum materials, laying up of boilers, heat absorption rates of contamination of various water surfaces, pumps, injectors, regulators, turbines, collectors and various traps, separators and draft regulators. The use of make-up air heat exchangers will be examined. This course provides training necessary for the High Pressure Boiler Operators licensure exam.

HISTORY (HIS)

HIS 151 3 C/45 CH
World Civilization I 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 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.

Continued on next page.

*History (HIS) continued***HIS 220** 3 C/45 CH**History of Michigan**

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: A Cultural History of 17th to 19th Century America**

This course traces the growth of American society from colonial days through the nineteenth century. Influences such as immigration, religion, frontier settlement, technology, the family, and education are explored.

HIS 249 3 C/45 CH**U.S. History I 1607 - 1865**

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**

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**

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**

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 American nation and the significant role played by African-Americans prior to the Civil War.

HIS 262 3 C/45 CH**African-American History II**

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.

HOME HEALTH CARE (HHA)**HHA 200** 4 C/60 CH**Home Health Aide Skills**

This course covers basic theory and skills needed for a Home Health Aide to assist patients in the home care and assisted living settings. Topics include client observation, ambulation, transfer, transport, personal grooming and assistance. Safety of patient and caregiver are stressed throughout the course. Skills and techniques learned are demonstrated in the lab hours imbedded in the course.

HOMELAND SECURITY (HLS)

HLS 100 3 C/45 CH

Introduction to Homeland Security

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-identify and protect, national security strategies and organizations and an introduction to weapons of mass destruction.

HLS 101 3 C/45 CH

Introduction to Understanding Terrorism

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 and 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 and 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: contribute 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, 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.

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*Homeland Security (HLS) continued***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 first on the scene of terrorism incidents whether they are foreign or domestic. They must provide security to the site, give aid to the wounded and literally put out the fire. The first responders will be prepared to handle all types of hazardous materials and effectively deal with chemical and biological events. The course provides step-by-step procedures for recognition and identification procedures for handle terrorist events.

HOTEL MANAGEMENT (HTM)**HTM 105** 3 C/45 CH**Introduction to Hotel and 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 and 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.

HTM 225 3 C/45 CH**Special Events and Catering Management**

The focus of this course will be on management and operations of conventions, meetings, banquets, trade shows, and exhibition for both profit and nonprofit organizations. Emphasizes on programs, planning, budgeting, contracts, marketing, facility selection, and exhibit and convention planning. Special emphases will be put on catering sales and management.

HTM 299 3 C/45 CH**Hotel Management Practicum**

This course provides a forum where students can acquire entry level knowledge and skills in the hospitality industry while in a performance setting. Students apply the knowledge and skills acquired at WCCCD in an appropriate hospitality establishment approved by the instructor.

HUMANITIES (HUM)**HUM 101** 3 C/45 CH**Introduction to the Visual Arts**

This course provides an overview of the visual arts and its importance in our lives. The course covers the visual arts in regards to basic elements, such as line, space, color and light. Through a global lens, it also delves into specific art forms, such as painting, sculpture, film and architecture. The course is designed for those desiring to become a better informed and appreciative audience member of the visual arts. Field trips may be required to enhance the student's learning process and experience.

HUM 102 3 C/45 CH**Introduction 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, art 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 141 3 C/45 CH**Introduction to the Theater**

The course is designed to increase the student's understanding of theatre through a study of the fundamental principles and techniques of playwriting, acting, directing, technical theatre, and production. The course is designed for those desiring to become a better informed and appreciative audience member of the theatre. Field trips may be required to enhance the student's learning process and experience.

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*Humanities (HUM) continued***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 music of today. The course is designed for those desiring to become a better informed and appreciative audience member of music. Field trips may be required to enhance the student's learning process and experience.

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 educational value of children's art and recommendations for collecting art for home and office.

HUM 222 3 C/45 CH**Art History**

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. This class includes historical

highlights, aesthetic approaches and criticism and fundamentals of production. Students will be expected to view, identify and critique movies in the context of basic filmmaking principles and techniques.

HUM 232 3 C/45 CH**Film History**

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**

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 135 3 C/45 CH**Professionalism in Human Services**

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.

HUS 200 4 C/60 CH**Group and Social Process**

In this course the student will learn systematically to analyze group effectiveness with focus upon group dynamics research findings and theory of group process. Roles of group members and how to manage them; group leadership; decision making in groups; group goals; stages of group development and communication within groups. This course covers conflicts of interest, the use of power, cohesion and norms, problem solving, structured group decision-making skills, discussion and growth groups. Effective group facilitation, conflict resolution skills and effective group implementation into Human Service Settings will also be learned. Students learn how groups develop and function, as they participate in an experiential classroom format. Class activities will require and encourage student group interaction, communication, and cooperation, as they read and analyze textbook assignments and related references.

HUS 246 3 C/45 CH**Independent Study: Human Services**

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.

JAPANESE (JPN)**JPN 101** 4 C/60 CH**Elementary Japanese I**

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.

**LAW ENFORCEMENT
ADMINISTRATION (LEA)****LEA 201** 3 C/45 CH**Introduction to Law Enforcement**

Prerequisite: CJS 100

This course introduces the student to the field of law enforcement and explores its historical, philosophical and operational development in the United States. It exposes the student to the different perspectives of the police role and familiarizes students with the concept of discretion as it applies to policing and law enforcement. This course also examines the constitutional limits imposed on the police in their use of excessive and/or deadly force.

LEA 210 3 C/45 CH**Highway and Traffic Control**

Prerequisites: CJS 100, LEA 201

This course covers the basic law enforcement practices and responsibilities for the safe and efficient movement of vehicles and pedestrians. It also examines law enforcement's relationship with city planners, engineers, court personnel and the judiciary in encouraging safe commuting habits and adherence to the law.

Continued on next page.

*Law Enforcement Administration (LEA) continued***LEA 225** 2 C/30 CH**Law Enforcement Administration: Seminar I***Prerequisites: CJS 100, LEA 201**Corequisite: LEA 226*

This course is an overview of law enforcement administration in both theory and practice. Case studies will be employed to help students understand and resolve the many problems facing law enforcement officers and administrators. Students will be invited to share their life experiences and to offer their own unique perspectives during class.

LEA 226 4 C/60 CH**Law Enforcement Administration: Practicum***Prerequisite: CJS 100, LEA 201**Corequisite: LEA 225*

This course provides an internship experience for students in a supervised law enforcement setting. Students will engage in administrative and community policing work and may possibly accompany law enforcement officers on patrol. Students will be required to maintain an activity logbook and/or make written reports on their daily duties and field activities.

LEA 230 3 C/45 CH**Fundamentals of Criminal Investigation***Prerequisites: CJS 100, LEA 201*

This course teaches the basic principles of criminal investigation. The course will examine, among other things, the following major subjects: surveillance techniques, crime scene investigation, the collection and preservation of evidence, the use of informants, and interview and interrogation techniques.

LEA 231 3 C/45 CH**Criminal Law and Justice I***Prerequisite: LEA 230*

This course examines the substantive content of the criminal law and court processes. It explores the historical development of the law and traces the origins of American jurisprudence to the English common law. The course also examines the limitations on government power and the protections afforded the accused in a criminal prosecution.

LEA 232 3 C/45 CH**Criminal Law and Justice II***Prerequisite: LEA 231*

This course is a continuation of LEA 231 which includes the laws of arrest, search and seizure, the rights of the accused, duties of police officers, laws of evidence and criminal trials, survey and examinations of the roles of the police officer, the judge, jury, defense counsel and prosecution in the judicial process.

LEA 235 3 C/45 CH**Race Relations For Law Enforcement***Prerequisites: CJS 100, LEA 201*

This course covers racial and cultural tensions as they relate to law enforcement. Techniques which consist of case histories, psychological confrontations, attitude changes, economic oppression, education deprivation and social injustices.

LEA 250 3 C/45 CH**Social Problems in Law Enforcement***Prerequisites: CJS 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 Capstone***Prerequisites: LEA 225, LEA 226*

The capstone course is a culmination of the student's learning experiences that require demonstration of competencies gained throughout the program. Assessment may be accomplished using portfolios, actual testing, case studies and additional field work approaches.

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 libraries and 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 are emphasized. Students will understand the roles that library technicians play as members of library staff. Issues in the library field which includes 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**

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**

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.

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*Library Technology (LBT) continued***LBT 220** 3 C/45 CH**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.

LIGHT RAIL ENGINEERING TECHNOLOGY (LRT)

LRT 101 3 C/45 CH**Rail Transportation and Railroad Careers**

This introductory course covers the history of rail development and operations in North America and an exploration of railroad careers to assist students in choosing a suitable career path. Included in the course are discussions of the economic impact of rail transportation, the various modes of rail transportation (passenger and freight), and the political reality of the industry. Local field trips to rail and light rail settings are an important part of the class structure.

LRT 102 3 C/45 CH**Railroad Rules, Regulations, Standards and Practices***Prerequisite: LRT 101*

This course provides an overall understanding of governmental rules, regulations, standards and practices as they apply to railroad operations. The class includes a review of the Code of Federal Requirements – Title 49 (Transportation Standards), Railroad Standards and Practices Manual (AREMA) and the NORAC Operating

Rules (Northeast Operating Rules Advisory Committee). Students are required to take the NORAC Rules Exam during the class and will learn to write rail orders, timetables and rules.

LRT 201 3 C/45 CH**Safety in the Railroad Workplace***Prerequisite: LRT 102*

This course covers the principles, policies and regulations governing safe work practices in the rail industry. The learner will be guided through an understanding of how “Safety Culture” gets established in all work settings. The meaning of track signs and signals will be covered as well as working with telemetry devices, getting on and off static and moving equipment, crossing over static equipment, using radios, providing flag protection, and troubleshooting. Railway safety inspections pre-departure and in route will be covered.

LRT 202 3 C/45 CH**Reading and Interpreting Railroad Diagrams***Prerequisites: LRT 102, EE 101, EE 102*

This course provides an overall understanding of how to read and interpret electrical diagrams commonly used in the rail industry. The course will include a review and discussion of the following topics: Ladder Diagrams, Contactors, Motor Starters, Motors, Programmable Logic Controller, and other related railroad electrical symbols.

LRT 240 4 C/60 CH**Railroad Signaling and Switching***Prerequisite: LRT 102*

This course provides a basic understanding of a railroad signal system, including track circuits and all applicable federal laws and guidelines. Included is the basic concept of marshalling (making sure the railcars are arranged in the correct sequence) and efficient, effective switching procedures.

LRT 242 4 C/60 CH
Railroad Communications

Prerequisites: LRT 240

This course introduces students to a basic understanding of railroad communications. Course topics include: frequency and pulse modulation, AM and FM transmitters and receivers, electromagnetic radiation, digital data communication, and all applicable laws and regulations.

MANAGEMENT (MGT)

MGT 205 3 C/45 CH
Principles of Management

Prerequisite: BUS 150

A presentation of the basic organizational concepts in light of the general framework of planning, organizing, coordinating and controlling. Case studies will be used to explain the relationship of the functional areas of an organization to the company's overall objective.

MGT 210 3 C/45 CH
International Management

Prerequisite: BUS 150

This course covers international management strategies and lays a foundation for studying the global business environment – varying political, economic and legal environments, globalization, international organizations and regional integration. Topics include, but are not limited to, formulating and implementing strategy and strategic alliances, developing a global management cadre, motivating and leading, staffing, training, and compensation for global operations. Students explore the cross-cultural environment – the dimensions of culture and cross-cultural communication. Emphasis is placed on the management role of these functions.

MGT 299 3 C/45 CH
Retail Management Practicum

This course provides a forum where students can acquire entry level knowledge and skills in retail management while in a performance setting. Students apply the knowledge and skills acquired at WCCCD in an appropriate retail establishment approved by the instructor.

MANUFACTURING TECHNOLOGY (MAN)

MAN 101 3 C/45 CH
Manufacturing Process I

An introduction to precision measuring tools used in tooling and manufacturing processes. In the shop, emphasis is placed on exercised and projects that embody the process and operation of using hand tools, layout tools, and machine tools, such as hack saws, belt and disc sanders, drill press, vertical mill machines and surface grinders. Classroom emphasis is placed on related information that is essential to the set up and operations of machine tools, and to perform basic processes and operations in the shop.

MAN 105 3 C/45 CH
Basic Metrology

In this course students will be introduced to the concepts and practices of dimensional metrology and the modern processes, software and equipment used to ensure a high level of precision, accuracy and repeatability.

Continued on next page.

*Manufacturing Technology (MAN) continued***MAN 115** 3 C/45 CH
Manufacturing Process II*Prerequisite: MAN 101*

This course is a further study in manual machining exposing the students to additional hands-on machining processes utilizing lathes, and surface grinders with hands-on lab projects required.

MAN 120 3 C/45 CH
Survey of Material Science*Lab fee**Prerequisite: MAN 101*

This is a study of the atomic structure, bonding, crystallization, 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 205 3 C/45 CH
Advanced Metrology*Prerequisite: MAN 105*

In this course students will continue their study of dimensional metrology and utilize start-of-the-art surfacing software in conjunction with point-to-point measuring tools and 3D scanning equipment.

MAN 215 3 C/45 CH
Quality and Inspection*Prerequisite: MAN 105*

This course is designed to give students a background in precision techniques of part measurement and testing procedures. Emphasis is placed on modern tools and techniques to track accuracy of manufactured parts.

MAN 220 3 C/45 CH**Fixture Design and Construction***Prerequisites: MAN 115, CNC 234*

In this course students will gain knowledge and understanding of proper construction and utilization of fixtures in clamping and holding irregular shaped parts within modern CNC equipment.

MAN 225 3 C/45 CH
Introduction to Hard Machining*Prerequisite: CNC 235*

In this course students will study strategies and techniques for hard part machining including risks, rewards, tooling considerations and impact of hard machining on tool life and cycle times in a modern manufacturing facility.

MARKETING (MKT)

MKT 200 3 C/45 CH**Principles of Marketing***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.

MATHEMATICS (MAT)

MAT 100 3 C/45 CH**Basic Mathematics**

This course covers solving problems with arithmetic. Building skills in using whole numbers, fractions, decimals. No calculators will be used for this class.

MAT 105 3 C/45 CH
Pre-Algebra

This course is an introduction to variables in building mathematical and problem solving skills. Strong emphasis will be placed on operations with signed numbers.

MAT 110 3 C/45 CH
Business Mathematics

Prerequisite: MAT 100 or MAT 105

This course covers solving problems relating to bank and sales records, percentages in business, financial charges and statements, payrolls and taxes, insurance, bonds, stocks and annuities.

MAT 111 3 C/45 CH
Pre-College Mathematics

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.

With the guidance of instructors and time tasks in a math lab, students accelerate through math competencies on a progressive and individual basis.

MAT 112 3 C/45 CH
Elementary Algebra

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

Prerequisite: MAT 112

The emphasis of this course is on extending introductory concepts. New concepts presented are absolute value equations and inequalities, rational exponents, complex numbers, quadratic equations and inequalities, the slope of a line, conic sections, functions and logarithms.

MAT 121 3 C/45 CH
Technical Mathematics I

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 3 C/45 CH
Technical Mathematics II

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.

Continued on next page.

*Mathematics (MAT) continued***MAT 128** 3 C/45 CH**Math for Elementary Teachers I***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 3 C/45 CH**Math for Elementary School Teachers II***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 3 C/45 CH**Descriptive Statistics***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 135 4 C/60 CH**Quantitative Reasoning***Prerequisite: MAT 113 or placement test*

This course in Quantitative Reasoning surveys the way that mathematics is used in business and industry. As our society grows more technologically complex, the ability to interpret and analyze

quantitative information has become an increasingly essential skill. The topics in this course are intended to develop analytic reasoning and the ability to solve quantitative problems. Topics include: the construction and interpretation of graphs, spatial visualization and geometry, descriptive statistics, math of business and finance, functions and modeling, probability and logic. Emphasis will be placed on the appropriate use of units and dimensions, estimates, and mathematical notation.

MAT 155 4 C/60 CH**College Algebra***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 4 C/60 CH**Trigonometry***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 4 C/60 CH**Analytic Geometry and Calculus I***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 4 C/60 CH**Analytic Geometry and Calculus II***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 4 C/60 CH**Analytic Geometry and Calculus III***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 4 C/60 CH**Linear Algebra***Prerequisite: MAT 271*

This course covers core materials, vectors, spaces, linear transformations and matrices, systems of linear equations, determinants and digitalization.

MAT 273 4 C/60 CH**Differential Equations***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
TECHNOLOGY (MCT)****MCT 202** 3 C/60 CH**Introduction to Robotics**

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. ABB Industrial Robots and ABB Robot Studio will be used.

MCT 203 3 C/60 CH**Electrical Machinery and Controls***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 2 C/45 CH**Introduction to Hydraulics and Pneumatics**

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.

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*Mechatronics Technology (MCT) continued***MCT 208** 3 C/60 CH**Programmable Logic Controllers***Prerequisites: CT 203*

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 RSLogix 500, and RSLogix 5000 family programmable controllers will be used in the lab.

MCT 210 3 C/60 CH**Programmable Logic Controllers – Siemens**

Siemens programmable controller hardware such as I/O modules, I/O devices and software such as times and counters, arithmetic, compare and move instructions, data communications, installation and troubleshooting will be covered. Students will learn ladder diagram programming using Siemens PLC family.

MCT 212 3 C/60 CH**Advanced Robotics***Prerequisite: MCT 202*

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 using ABB Robot Studio.

MCT 215 3 C/60 CH**Advanced Programmable Logic Controllers***Prerequisite: MCT 208*

This is an advanced course in Programmable Logic Controllers in programming and hardware using Allen-Bradley programmable logic controllers family. Students will use programmable logic

controllers in industrial automation environments. PLC installation, maintenance and RSLogix 5000 will be covered in this course.

MEDICAL BILLING SPECIALIST (MBS)**MBS 108** 3 C/45 CH**Medical Coding**

This course is designed to give students an overview of the medical insurance industry, and teach basic CPT and ICD-9 and 10 coding as used in medical insurance billing. It is part of the preparation for entry-level jobs in a doctor's office or other medical facility.

MBS 112 3 C/45 CH**Medical Billing**

This course is designed to give students the information and skills necessary to file and collect health insurance claims and use related software. Skills to manage the financial functions of a physician's office are included such as Front Office Management, Filing CMS 1500 and CMS 1450 forms, and patient record keeping. Information is also provided on starting a medical billing business from home.

MBS 122 3 C/45 CH**Advanced Coding**

This course is designed for the student with prior billing and coding training or experience. Students will gain advanced knowledge and skill in coding more complex cases through a review of major body systems and solving real life problems. Compliance and reimbursement issues are included.

MBS 124 3 C/45 CH**Advance Coding CPT**

This course is designed to give students advanced knowledge and skill in coding for medical insurance

claims, and improved collection techniques to ensure successful claims reimbursement. It is organized according to the sections in the CPT book and answers frequently asked questions from real life situations.

MBS 126 4 C/60 CH

Medical Billing Practicum Experience

Practicum experience is 200 hours in a medical office setting receiving hands on experience in areas of medical administration which may include but not limited to medical records, scheduling, process of payments, follow-up, professional agencies and patient communication.

MEDICAL OFFICE SPECIALIST (MOS)

MOS 120 3 C/45 CH

Medical Office Management

Prerequisites: ALH 110, BUS 225

This course provides an in-depth look and examination of the role and functions of a Medical Office Specialist in today's Health Care settings. Topics include customer service skills, medical report preparation, data management, appointment system management, and other similar medical office systems tasks.

MOS 140 3 C/45 CH

Patient Care Management

Prerequisites: ALH 110, ALH 115

This course outlines the role of the Medical Office Specialist as it relates to Patient Case Management. Concepts of interacting within a Healthcare team or system, multiculturalism, and maintenance of patient care records will be thoroughly discussed in this class.

MOS 150 5 C/75 CH

Medical Administrative Specialist Practicum

Practicum experience is 240 hours in a medical office setting receiving hands-on experience in areas of medical records, medical billing, scheduling, and other general duties and responsibilities.

MENTAL HEALTH (MEH)

MEH 100 3 C/45 CH

Introduction to Mental Health

This course is an introduction to community mental health. This will provide students with the principles, values, attitude and skills needed to provide quality care in a community mental health setting. This is a foundation course with the intent to provide students with readily understandable set of principles that will enable them to talk with, engage, understand, and develop collaborative goals with mentally ill persons.

MEH 120 3 C/45 CH

Direct Care Services in Community Settings

Prerequisite: MEH 100

This course is for persons who provide direct care services in the behavioral health field to include persons with disabilities in the home and community settings. This course is highly experiential and involves the exploration of a wide-range of situations you will face in your role as a direct care provider.

Continued on next page.

*Mental Health (MEH) continued***MEH 130** 3 C/45 CH**Mental Health and Criminal Justice**

This course provides a comprehensive look at mental health in the criminal justice system. Topics within this course include the criminalization of individuals with mental illnesses, the process of deinstitutionalization, law enforcement responses, legal issues and mental health within the jails and prisons. Students will have the knowledge and skills necessary to serve justice-involved persons with severe mental illness and successfully work with and within the criminal justice system.

MEH 135 3 C/45 CH**Mental Health in Criminal Justice**

Prerequisite: MEH 100

This course imparts the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for individuals in recovery transitioning from a justice facility.

MEH 140 3 C/45 CH**Mental Health and Legal Information**

This course focuses on legal information useful in intervention strategies for consumers of human services. This course will also explore the historical perspective and development of the mental health system in the United States to the evolution of the current mental health care system and legal issues.

MEH 144 4 C/60 CH**Field Work I: Placement**

Prerequisites: MEH 100, HUS 135, SW 108, SW 110, ADD 103, HUS 120, MEH 120, MEH 130, MEH 240, HUS 200

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 240 3 C/45 CH**Psychopathology and Behavior I**

Prerequisite: MEH 100

This course is a study and review of psychopathology with emphasis upon the etiology, symptomatology, treatment and prognosis of mental disorders.

MEH 226 4 C/60 CH**Field Work II**

This course is a continuation of MEH 144 with emphasis on skills development and preparation for gainful employment.

MEH 250 3 C/45 CH**Applied Behavioral Analysis**

Corequisite: MEH 251

In this course students will learn about the many different behaviorally-based teaching strategies used for children with Autism Spectrum Disorders. This course will focus on using behavior analysis and how it is used with autism and other special needs populations. Although this course focuses on the treatment of autism it is directly applicable to many therapeutic situations with many different populations.

MEH 251 3 C/45 CH**Field Experience in Applied Behavioral Analysis**

Corequisite: MEH 250

This course provides students the opportunity to spend supervised time in the field practicing skills learned in the behavioral interventions for autism and related disabilities courses. Students will work directly with multiple children using a variety of Applied Behavior Analysis techniques. Students will then learn to implement behavior plans under the supervision of experienced Early Intervention staff and Board Certified Behavior Analysts (BCBA).

MUSIC (MUS)

MUS 100 3 C/45 CH

Introduction to the Fundamentals of Music

This course is an introduction to the vocabulary of music, basic terms, notation and appreciation. No credit for music majors.

MUS 101 3 C/45 CH

Fundamentals of Music I

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

This course is a study of the fundamentals of piano, including keyboard techniques.

MUS 111 3 C/45 CH

Class Piano II

Prerequisite: MUS 110

This course is a continuation study of the fundamentals of piano, including keyboard techniques.

MUS 121 3 C/45 CH

History of Jazz I

This course provides an introduction to the history of jazz theory, technique, innovators and contributors.

MUSLIM WORLD STUDIES (MWS)

MWS 101 3 C/45 CH

Muslim World Ideologies and Culture

This course covers Islamic precepts, values and concepts as a way of life for the Muslim individual, family, society and world order.

MWS 102 3 C/45 CH

Muslim World Civilization

This course covers aspects of Muslim world civilization, including art, music, philosophy, literature, science and architecture.

MWS 103 3 C/45 CH

Muslim World Historical Survey

This course covers the history of the Muslim world from the rise of Islam to the present. Emphasis is placed on events which have a bearing on the contemporary Muslim world.

MWS 106 3 C/45 CH

Muslim World International Relations

This course covers the dynamics of Muslim world international relations, emphasizing their effects on the interests and security of the super powers.

MWS 107 3 C/45 CH

Muslim World Contemporary Issues

This course covers the problems and issues facing the contemporary Muslim world, stressing their relevance to United States welfare.

Continued on next page.

*Mental Health (MEH) continued***MWS 112** 3 C/45 CH
Muhammad, Life of the Prophet

This course is designed to provide an understanding of the Prophet Muhammad's life and career; to see that the history and development of Islam is a complex and multi-faceted process and the subsequent development and spread of Arab-Muslim civilization as it relates to the Prophet Muhammad's life. The course also emphasizes analysis about the life and times of the Prophet Muhammad and revelations contained in the Koran.

MWS 114 3 C/45 CH
Islam in America

This course surveys the history of Islam in America from the earliest years of the African slave population, the antebellum period through the successive waves of immigration from the Muslim world, post 1965 and the aftermath of September 11, 2001. It will include the 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.

NURSING (NUR)**NUR 110** 4 C/120 CH 30 L/90 LAB
Nursing Foundations

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, Admission to the Nursing Program
Corequisites: NUR 112, NUR 118, NUR 119

This course provides an introduction to the nursing profession including history, standards of practice, legal and ethical issues, nursing process, and foundational nursing skills. An emphasis is placed on the roles and responsibilities of the nurse as a caregiver. Students will apply the skills learned a

supervised laboratory practicum to develop care for clients in today's changing health care environment.

NUR 112 4 C/120 CH 30 L/90 CL
Medical Surgical Nursing 1

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, Admission to the Nursing Program
Corequisites: NUR 110, NUR 118, NUR 119

This course focuses on the application of the nursing process to the care of the adult patient experiencing medical-surgical health conditions in a variety of health care settings. Use of evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Content includes a focus on cultural and psychosocial influences in the care of diverse patient populations.

NUR 114 3 C/90 CH 22.5 L/67.5 CL
Obstetric Nursing

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, NUR 110, NUR 112, NUR 118, NUR 119, Admission to the Nursing Program
Corequisites: NUR 116, DT 130

This course focuses on the application of the nursing process to the care of obstetric patient, the newborn, and the family unit in a variety of health care settings. The course also explores women's health across the life span. Emphasis is on the nursing student as a caregiver and the responsibilities this entails related to women's health. Use of evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Content includes a focus on cultural and psychosocial influences in the care of diverse populations.

NUR 116 4 C/120 CH 30 L/90 CL**Medical Surgical Nursing II**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, NUR 110, NUR 112, NUR 118, NUR 119,

Admission to the Nursing Program

Corequisites: NUR 114, DT 130

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process in the care of the patient experiencing health-illness conditions in a variety of health care settings. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. Emphasis is on the nursing student as a caregiver and the responsibilities this entails. Content includes a focus on cultural and psychosocial influences in the care of diverse patient populations.

NUR 118 2 C/30 CH**Physical Assessment**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, *Admission to the Nursing Program*

Corequisites: NUR 110, NUR 112, NUR 118

This course focuses on the nursing knowledge necessary to perform and document a physical assessment. Common conditions and deviations of physical assessment are identified. Students apply the nursing process and demonstrate assessment skills in a supervised laboratory practicum.

NUR 119 2 C/30 CH**Pharmacology**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, *Admission to the Nursing Program*

Corequisites: NUR 112, NUR 110, NUR 118

This course examines the nursing process for managing the pharmacological care of the patient in today's changing health care environment. It explores safe medication administration with a focus on medication drug classification, concepts, and principles. Dosage calculations for safe medication administration are also incorporated.

An emphasis is on the nursing student as a caregiver and the responsibility involved administration of medications.

NUR 210 3 C/90 CH 22.5 L/67.5 CL**Psychiatric Nursing**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, DT 130, NUR 110, NUR 112, NUR 114,

NUR 116, NUR 118, NUR 119, *Admission to the Nursing Program*

Corequisites: NUR 212, SOC 100

This course introduces the student to the dynamics of human behavior during psychiatric illness. Principles and concepts of mental health, mental health interventions, and therapeutic environments are explored. Use of evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Student skills in the application of the nursing process are sharpened in managing care of the diverse psychiatric patient.

NUR 212 4 C/120 CH 30 L/90 CL**Medical Surgical Nursing III**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, DT 130, NUR 110, NUR 112, NUR 114,

NUR 116, NUR 118, NUR 119, *Admission to the Nursing Program*

Corequisites: NUR 210, SOC 100

This course is a continuation of Medical-Surgical Nursing II with application of the nursing process in the care of the patient experiencing health-illness conditions in a variety of health care settings. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. Emphasis is on the nursing student evolving into the role of professional nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in managing care of the adult patient.

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*Nursing (NUR) continued***NUR 214** **3 C/90 CH 22.5 L/67.5 CL****Pediatric Nursing**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, DT 130, NUR 110, NUR 112, NUR 114, NUR116, NUR 118, NUR 119, NUR 210, NUR 212, SOC 100, Admission to the Nursing Program

Corequisites: NUR 216, NUR 218

This course focuses on the nursing care of the pediatric patient and family unit. The concepts of growth and development related to the pediatric patient will be examined. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. An emphasis is on the nursing student evolving into the role of the professional nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in managing care of the pediatric patient and family.

NUR 216 **4 C/120 CH 30 L/90 CL****Medical Surgical Nursing IV**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, DT 130, NUR 110, NUR 112, NUR 114, NUR116, NUR 118, NUR 119, NUR 210, NUR 212, SOC 100, Admission to the Nursing Program

Corequisites: NUR 214, NUR 218

This course is a continuation of Medical-Surgical Nursing III with application of the nursing process in the care of the patient experiencing health-illness conditions in a variety of health care settings. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. Emphasis is on the nursing student evolving into the role of professional nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in managing care of the adult patient.

NUR 218 **2 C/30 CH****Nursing Issues, Transitions and Leadership**

Prerequisites: ENG 119, BIO 240, BIO 250, BIO 295, PSY 101, DT 130, NUR 110, NUR 112, NUR 114, NUR 116, NUR 118, NUR 119, NUR 210, NUR 212, SOC 100, Admission to the Nursing Program

Corequisites: NUR 214, NUR 216

This course focuses on the successful transition of the graduate student nurse into safe clinical practice as a professional nurse. This course prepares students with the necessary NCLEX preparatory skills. It also highlights management and leadership issues impacting health care today. Emphasis is on the student evolving into the role of professional nurse with responsibility for prioritizing nursing actions and judgments related to the delivery of safe and effective client care.

NUR 219 **10 C/75 CH****Care Transitions and Transition Management Theory**

The course will consist of lecture, computer lab and clinical practicum experiences with a variety of teaching methodologies incorporated throughout the course. Student learning outcomes are based on the NLN Core Concepts of Professional Nursing Practice. Core concepts are specific to the role of the Care Coordination/Transition Management RN, and prepare the student for the Care Coordination and Transition Management Certification Exam.

NUR 220 **10 C/80 CH****CCM - Clinical Practicum**

The course will consist of the clinical practicum component to assist the nurse in the development of mastery in clinical practice. The student will participate in a variety of community clinical settings that will foster the growth and development of proficiency and the ability to demonstrate a critical attitude towards their practice by drawing on experiences exposed to in daily practice and relating the experiences back to relevant theory content.

NURSING ASSISTANT TRAINING (NHS)

NHS 100 10 C/94 CH Nursing Assistant

This course provides the theory and skills necessary to assist professional health care providers in providing direct patient care. Candidates will receive training to provide care in the classroom, lab and long-term facility settings. The curriculum is modeled according to the State of Michigan guidelines. Nurse aide students taking this course will be expected to adhere to guidelines and standards that will help them to be successful in the workplace setting. Upon successful completion of the course, students are eligible to take the Michigan Nurse Aide Examination for CNA Certification.

OFFICE INFORMATION SYSTEMS (OIS)

OIS 101 3 C/45 CH Keyboarding Fundamentals

In this course, the student will master the microcomputer keyboard using the touch method and work toward developing higher levels of typing speed and accuracy. 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 five-minute timings. A minimum of three hours of lab per week and a lab fee required.

OIS 227 3 C/45 CH

Desktop Publishing I

Recommended: OIS 101

This course provides a basic step-by-step introduction to industry specific desktop publishing software. Coverage in the class includes the creation of a publication, working with styles and graphics, and working with tables and templates.

OIS 228 3 C/45 CH

Desktop Publishing II

Prerequisite: OIS 227

A hands-on class using industry specific desktop publishing software with emphasis on the design aspect of Desktop Publishing. This hands-on approach to learning includes developing a balanced layout, developing graphics, importing text, the use of paper color, type, size and styles, framing techniques, and the use of grids, kerning, and leading. Maximizing eye appeal and readability is 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, and user appeal.

OIS 251 3 C/45 CH

Microsoft Word Specialist

Prerequisite: BUS 225

Recommended: OIS 101

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.

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*Office Information Systems (OIS) continued***OIS 252** 3 C/45 CH**Microsoft Excel Specialist***Prerequisite: BUS 225**Recommended: OIS 101*

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 3 C/45 CH**Microsoft PowerPoint Specialist***Prerequisite: BUS 225**Recommended: OIS 101*

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 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 3 C/45 CH**Microsoft Access Specialist***Prerequisite: BUS 225**Recommended: OIS 101*

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 3 C/45 CH**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 3 C/45 CH**Legal Interviews and 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 3 C/45 CH**Legal Research Writing I***Prerequisite: Program Admission**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 3 C/45 CH
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 3 C/45 CH
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 3 C/45 CH
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 3 C/45 CH
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 3 C/45 CH
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 3 C/45 CH
Probate Law and 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 3 C/45 CH
Civil Litigation Practice and Procedure

Prerequisite: Program Admission

This course covers the necessary preparation required to assist attorneys in the pre-trial, trial, and an appeal process. Substantive legal areas discussed include tort and contract matters.

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*Paralegal Technology (PLT) continued***PLT 200** 3 C/45 CH**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 3 C/45 CH**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 3 C/45 CH**Criminal Law Practice and Procedures***Prerequisite: Program Admission*

This course covers the study of substantive criminal law, classifications of crimes and principles of criminal liability.

PLT 230 3 C/45 CH**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 3 C/45 CH**Debtor Relief and 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.

PLT 255 3 C/45 CH**Credentialing 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.

PATIENT CARE TECHNOLOGY (PCT)

PCT 200 5 C/75 CH

Introduction to Patient Care

Prerequisites: ALH 110, ALH 115, PLB 100, EMT 105

This course provides the student with the principles and techniques to provide patient care within the hospital, urgent care, and/or home health care environment. Students will learn to work under the supervision of nursing or medical staff in the role of the Patient Care Technician.

This Involves multi-skilled direct and in-direct patient care responsibilities including but not limited to diagnostic procedures such as 12-lead electrocardiography, phlebotomy and specimen collections. Emphasis will be placed on safety, documentation, standard precautions, legal and ethical considerations and OSHA standards.

PCT 202 5 C/80 CH

Patient Care Clinical

Prerequisite: PCT200

This course provides the student with clinical experience in applying the principles and techniques of patient care within the hospital, urgent care, and/or home health care environment.

PHARMACY TECHNOLOGY (PHT)

PHT 100 3 C/45 CH

Introduction to Pharmacy Technology

Introduction to Pharmacy Technology will provide students with an overview of the role of a Pharmacy Technician in today's health care setting. Ethical and legal aspects of the pharmacy practice will be discussed. A review of the necessary math skills to perform the duties of a pharmacy technician will be emphasized. Drug classification, drug processes and development will be introduced as well.

PHT 105 5 C/100 CH

Orientation to Pharmacy Technology

Lab fee

Prerequisite: PHT 100

Corequisite: PHT 115

This course provides an overview of the scope, philosophy, roles and responsibilities of a pharmacy practitioner, pharmacy delivery system, ethical and legal considerations, the team approach in pharmacy, and explains how pharmacy technicians can assist pharmacists by being certified as Basic Life Support (BLS) Healthcare Providers. Field trips, guest lecturers, laboratory and teleconferences are included. This course will focus on the role of pharmacy technicians in various work settings, medical and Pharmaceutical terminology, prefixes, suffixes, symbols, abbreviations used to interpret prescription orders, and the legal and ethical issues specific to pharmacy, and exploration of computer systems used in the modern pharmacy. Procedures for national certification are introduced as well.

PHT 115 5 C/80 CH

Pharmaceutical Interpretations and Calculations

Lab fee

Prerequisite: PHT 100

Corequisite: PHT 105

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.) exploration of computer systems used in the modern pharmacy for processing orders will be provided. This course will provide students the skills needed to correctly fill medication orders. Students will learn to interpret medication orders, understand manufacturers' labels, calculate drug dosages, and translate prescriptions. Laboratory included.

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*Pharmacy Technology (PHT) continued***PHT 120** **5 C/100 CH**
Drug Distribution Systems and Pharmacology*Lab fee**Prerequisites: PHT 105, PHT 115**Corequisite: PHT 135*

This course provides detailed instruction in the systems used and dosage forms used for the distribution of medications including unit dose, traditional, and ward stock systems used in inpatient facilities, as well as parenterals, and exploration of computer systems used in the modern pharmacy. It includes discussion of drug storage requirements, an introduction to inventory control, and methods of dispensing prescriptions to ambulatory patients will be addressed. Emphasis will be placed on technician responsibilities in each of these systems. Explains the use and side effects of prescription, non-prescription medications, and alternative therapies (e.g., herbal products, dietary supplements, homeopathy, life style modification) used to treat common disease states, including those that affect different body systems. Laboratory included.

PHT 135 **5 C/100 CH**
Pharmacy Practice Settings*Lab fee**Prerequisite: PHT 105, PHT 115**Corequisites: PHT 120*

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. Areas of focus include demonstrating proper aseptic techniques in the

preparation of parenterals, using the computer for pharmaceutical calculations, processing, information, and inventory management, accurately maintaining medication inventory within the hospital pharmacy and other units associated with the hospital, understanding correct procedures for receiving inventory into the hospital pharmacy, using automated dispensing and replenishment systems used in pharmacy settings, accurately interpreting and filling medication orders, applying safety protocols and standards appropriate to the hospital setting, the technicians' role when they are responding to emergency situations, communicating effectively with health care professionals in a culturally diverse society, interpreting, analyzing, and translating the abbreviations, symbols, and terms used in medication orders, preventing calculation errors, and performing calculations needed for preparation of mixtures, compounds, and oral dosages. Laboratory included.

PHT 155 **7 C/320 CH**
Pharmacy Technology Practicum*Prerequisites: PHT 120, PHT 135**Corequisite: PHT 220*

Supervised practice in an ambulatory and institutional pharmacy setting. This course is designed for students to demonstrate skills learned in the classroom and to be evaluated by a preceptor.

PHT 220 **5 C/60 CH**
Pharmacy Capstone Course*Lab fee**Prerequisites: PHT 120, PHT 135**Corequisites: PHT 155*

This course is an overview of all pharmacy technician program courses and concepts, with a comprehensive review of the Pharmacy Technician curriculum, and an emphasis on the reviewing and preparation of materials which comprise the Pharmacy Technician Certification Board examination. The student must also develop a

capstone project proposal, to be approved by the instructor. The proposed project may be a case study, research paper, portfolio of work with written explanation, etc. The student will learn test taking skills, review pharmacology, math calculations, and prescription processing. Continuing education will be discussed as well as registration for pharmacy technicians based on state board of pharmacy regulations.

PHILOSOPHY (PHL)

PHL 101 3 C/45 CH **Comparative Religions I**

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**

Prerequisite: PHL 101

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 201 3 C/45 CH **Introduction to Philosophy**

This course cover basic problems in philosophy. Readings encompass ethics, politics, science and metaphysics to give students experience in critical thinking to promote objectivity.

PHL 211 3 C/45 CH **Introduction to Logic**

This is a course designed to impact principles of clear and consistent thinking through the techniques of logic to avoid fallacies and eliminate ambiguous ideas.

PHL 221 3 C/45 CH **Ethics**

This course is a survey of ethical theories which have characterized human beings, with practical applications to current problems in human values.

PHLEBOTOMY (PLB)

PLB 100 3 C/45 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. Explores concepts of professionalism in health care.

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 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/45 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.

PHYSICAL THERAPY TECHNOLOGY (PTT)

PTT 101 3 C/45 CH **Introduction to Physical Therapy**

Prerequisite: Program Admission

This course introduces students to the foundations and principles of the profession, the history of physical therapy, and the roles of the members of a rehabilitation team. Basic theory and practice of contemporary physical therapy are emphasized, with a detailed analysis of the boundaries between the physical therapist, the assistant, and the technician. Professional organizations including the American Physical Therapy Association (APTA) are discussed. The course also examines current issues and trends in physical therapy. 45 hours of direct instruction required. Must complete with a B- or better. Reserved for PTT majors.

PTT 103 4 C/60 CH **Overview of Functional Mobility**

Prerequisite: ALH 110, PTT 101, PSY 101, BIO 155, ENG 119

This course gives an introduction to the levels of independence along the mobility spectrum addressing safety and guarding techniques for each level. This course also introduces the student to basic skills and competencies including range of motion, body mechanics, lifting techniques, bed mobility, draping, transfer activities, and use of assistive devices. The process of preparing patients for treatments is covered in depth. 15 hours of lecture and 45 hours of lab required. Reserved for PTT majors.

PTT 104 3 C/45 CH **Physical Therapy Law and Ethics**

Prerequisite: ALH 110, PTT 101, PSY 101, BIO 155, ENG 119

This course gives an introduction to the legal and ethical concepts that guide the practice of physical therapy. Students are introduced to HIPAA privacy and confidentiality regulations, Patient Bill of Rights, right of refusal, informed consent, and professional boundaries. The importance of professional appearance and communication, cultural diversity, and the team approach to health care are emphasized. The Realm-Individual Process-Situation (RIPS) Model of Ethical Decision-Making and Active Engagement Model are used to present and discuss case scenarios. 45 hours of lecture are required. Reserved for PTT majors.

PTT 105 4 C/60 CH **Overview of Physical Therapy Techniques**

Prerequisite: ALH 110, PSY 101, BIO 155, ENG 119, PTT 101, PTT 103, PTT 104

This course introduces students to dysfunctions, disorders, and conditions commonly seen in physical therapy settings. An overview of exercise physiology in rehabilitation, tissue regeneration, and basic isotonic, isometric, and isokinetic exercise is provided. Students will be introduced to the basic principles and components of therapeutic exercise as well as the appropriate use and maintenance of exercise equipment. Basic terminology, basic therapeutic exercise, and therapeutic modalities will be introduced. Functional anatomy and basic patient handling skills are emphasized. 15 hours of lecture and 45 hours of lab required. Reserved for PTT majors.

PTT 106 3 C/45 CH**Front Office Skills**

Prerequisite: ALH 110, PSY 101, BIO 155, ENG 119, PTT 101, PTT 103, PTT 104

This course presents an overview of the organizational structure in a physical therapy department and orientation to management/supervisory styles. Basics of medical billing and coding, medical insurances, and operations in physical therapy clinics are introduced. Also described in detail are documentation guidelines and the administrative duties necessary to assist in the smooth and efficient operation of physical therapy facilities. The importance of verbal and non-verbal communication skills is emphasized. This course will also orient students to the clinical experience process. 45 hours of direct instruction required. Reserved for PTT majors.

PTT 107 3 C/45 CH**Safety and Infection Control**

Prerequisite: ALH 110, PSY 101, BIO 155, ENG 119, PTT 101, PTT 103, PTT 104

This course provides an overview of infection control practices required in all healthcare settings, and specifically as they apply to physical therapy facilities. Modes of transmission, personal protective equipment, and isolation precautions are introduced. Policies and procedures for maintaining patient and clinician safety in inpatient and outpatient settings including OSHA standards, Safety Data Sheets, vital signs, and CPR, BLS, and first aid are emphasized. 45 hours of direct instruction required. Reserved for PTT majors.

PTT 110 1 C/15 CH**Clinical Practicum**

Prerequisite: ALH 110, PSY 101, BIO 155, ENG 119, PTT 101, PTT 103, PTT 104

This course provides students with the opportunity to apply knowledge and skills in a real-world physical therapy setting under the direct supervision of a licensed physical therapist or licensed physical therapist assistant. Students will have the opportunity to integrate and apply didactic and lab instruction to real-world clinical situations. Students are expected to complete any assignments required by the clinical site or educational institution. Students will complete 15 hours in a clinical setting. Prerequisite: Reserved for PTT majors, ALH 110, ENG 119, BIO 155, BIO 240, BIO 250, SPH 101. Student background check, proof of medical insurance, and drug screen may be required.

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.

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*Physics (PHY) continued***PHY 115** 4 C/90 CH**Fundamentals of Physics***Lab fee*

This course covers the fundamental principles and theories of physics, and should be taken by students who need a natural science elective, and those who need to take higher level physics courses and have not had high school physics. (Meets for six hours per week – four hours lecture, two hours lab).

PHY 235 4 C/90 CH**General Physics I***Lab fee*

Prerequisite: PHY 115 or high school physics MAT 156

This is an algebra and trigonometry based course and it is designed to partially fulfill the physics requirements for pre-medicine, pre-dentistry, pharmacy, electrical/electronics, teaching and law. The sequence PHY 235 and PHY 245 is not intended for engineering and science students. Topics include mechanics and thermal physics. (Meets for six hours per week – four hours lecture, two hours lab).

PHY 245 4 C/90 CH**General Physics II***Lab fee*

Prerequisite: PHY 235

This is an algebra and trigonometry based course, and it is a continuation of PHY 235. Topics include electricity, electromagnetism, optics, atomic physics, nuclear physics, radiation, quantum physics and relativity. (Meets for six hours per week – four hours lecture, two hours lab).

PHY 265 4 C/90 CH**Physics for Scientists and Engineers I***Lab fee*

Prerequisite: PHY 115 or high school physics MAT 171

This is a calculus based course and partially meets the requirements for engineering and science

students. Topics include mechanical physics, oscillations, wave motion and thermodynamics. (Meets for six hours per week – 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 is a calculus based course. It is a continuation of PHY 265. Topics include electricity, magnetism, optics and modern physics. (Meets for six hours per week – 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 everyday 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**

Introduction to Political Science 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.

PRACTICAL NURSING EDUCATION (PNE)

PNE 101 4 C/120 CH 30 L/90 CL**Fundamentals of Practical Nursing**

Prerequisite: Program Admission

Corequisites: PNE 110, PNE 102

This course introduces the student to the art and science of nursing care, including its history and current trends. Subsequent courses are built upon the concepts and skills learned in this course. The first semester course explores historical and contemporary nursing practice and health care delivery systems. Emphasis is on the practical nursing student as a caregiver and the responsibilities this entails in the clinical setting. The laboratory component has a focus on the acquisition of the nursing skills necessary for progression to clinical sites and subsequent courses. Students have an opportunity to practice skills on a simulation model and peers. The course is organized according to the practical nurse program outcomes of Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry with supporting integrating concepts and core values described by the National League for Nursing (NLN). Additionally, Quality and Safety Education for Nurses (QSEN) competencies are addressed. Students learn the nursing process and the skills necessary for application of the nursing process in participating in care of the client in today's changing health care environment.

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*Practical Nursing Education (PNE) continued***PNE 102** 3 C/45 CH**Physical Assessment for the Practical Nurse***Prerequisite: Program Admission**Corequisites: PNE 110, PNE 101*

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with emphasis on adult individuals. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Upon completion of this course, the students should be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnosis and documenting findings appropriate to nursing.

PNE 103 4 C/120 CH 30 L/90 CL**Beginning Medical/Surgical Nursing***Corequisite: PNE 104**Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102*

This course is designed to provide an introduction to the basic concepts of Medical Surgical Nursing with an emphasis on meeting the needs of the whole client. Topics cover will include the nursing process as it relates to various disease processes and health promotion. The various body systems and the disease process associated with them will be covered in the areas of etiology, diagnosis, clinical signs and symptoms, treatment and nursing implications/interventions. The basis for this instruction will be evidence based practice.

PNE 104 3 C/45 CH**Basic Principles of Pharmacology***Corequisite: PNE 103**Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102*

This course is designed to give the student an understanding of specific drug groups emphasizing physiological classifications and generic nomenclature. The course integrates knowledge of physiology, chemistry, nursing fundamentals, calculations, interpretation of medication orders, as well as the knowledge and ability to administer medications safely. Discussion of specific physiological drug groups are organized according to their use in treating alterations in health and disease processes. This course also provides opportunities to develop competencies necessary to meet the needs of medication administration and incorporate using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Upon completion of this course, the student should be able to calculate and administer medications safely in the clinical setting.

PNE 105 4 C/120 CH 30 L/90 CL**Advanced Medical/Surgical Nursing***Corequisite: PNE 106**Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102, PNE 103, PNE 104*

This course is designed to provide a continuation of the basic concepts of Medical Surgical Nursing with an emphasis on meeting the needs of the whole client. Topics cover will include the nursing process as it relates to various disease processes and health promotion. The various body systems and the disease process associated with them will be covered in the areas of etiology, diagnosis, clinical

signs and symptoms, treatment and nursing implications/interventions. The basis for this instruction will be evidence based practice.

PNE 106 **3 C/90 CH 22.5 L/67.5 CL**
Basic Principles of Mental Health Nursing

Corequisite: PNE 105

Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102, PNE 103, PNE 104

This course is designed to promote the understanding that all nursing has a behavioral health component. Principles of mental health are taught, as well as characteristics and treatment of mental health disorders, and domestic violence recognition and interventions. Therapeutic nursing techniques emphasizing communication skills, normal and abnormal behaviors, treatment modalities and developmental needs are applied to meet the psychological needs of the client and to foster the nurse-client relationship. This course provides an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings.

PNE 107 **3 C/90 CH 22.5 L/67.5 CL**
Basic Principles of Obstetrical Nursing

Corequisites: PNE 108, PNE 109

Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102, PNE 103, PNE 104, PNE 105, PNE 106

This course focuses upon the role of the Practical Nurse in caring for clients and families experiencing childbirth and the evaluation of the newborn. The primary emphasis is on basic human needs during pregnancy, labor and delivery, postpartum period and the newborn. The responses of the childbearing client and family are discussed. This course covers the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal client. Antepartal, intrapartal and postpartal care, complications of pregnancy, newborn care; human

growth and development; nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking and application of the nursing process are integrated throughout this course.

PNE 108 **3 C/90 CH 22.5 L/67.5 CL**

Basic Principles of Pediatric Nursing

Corequisites: PNE 107, PNE 109

Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102, PNE 103, PNE 104, PNE 105, PNE 106

This course focuses upon the role of the Practical Nurse in caring for children experiencing health issues, their families and the evaluation of the pediatric client. The primary emphasis is on basic human needs of children. The responses of the pediatric client and family are discussed. This course covers the role of the practical nurse in meeting the physiological, psychosocial, cultural and developmental needs of the pediatric client. The responses of the pediatric client and their family to illness and hospitalization are covered. Human growth and development; nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking and application of the nursing process are integrated throughout this course.

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*Practical Nursing Education (PNE) continued***PNE 110** 2 C/30 CH**Anatomy and Physiology for Practical Nurses***Prerequisite: Program Admission**Corequisites: PNE 101, PNE 102*

This course is a presentation of the essential anatomy and physiology of the human body. Students will gain knowledge of the structure and function of the human body, as well as the relationship between anatomy and physiology. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. The body systems covered includes the following: Endocrine, blood, lymphatic, cardiovascular, respiratory, integumentary, immune, nervous, reproductive, urinary, digestive, skeletal and muscular systems. This course also examines the nutritional requirements of the human body as well as the effects of alcohol, illegal drugs and steroids on the body. Basic concepts of medical terminology are also explored in this course.

PNE 111 4 C/30 CH/90 CL**Transition in Practical Nursing***Corequisites: PNE 107, PNE 108**Prerequisites: Program Admission, PNE 110, PNE 101, PNE 102, PNE 103, PNE 104, PNE 105, PNE 106*

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation and a review of selective content, specific to the practice of practical nursing.

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.

**PRODUCT DEVELOPMENT
PROTOTYPING (PDP)****PDP 100** 3 C/45 CH**Introduction to Rapid Prototyping***Lab Fees*

This course introduces students to the fundamental principles of rapid prototyping including materials, processes and equipment consideration. Emphasis will be placed on part preparation, file format types, as well as basic components and maintenance of modern rapid prototyping equipment.

PDP 105 3 C/45 CH**Product Development Process***Lab Fees*

This course will cover the principles of the product design process from concept to feasibility including functionality and manufacturability. The entire design through prototyping and testing process will be discussed.

PDP 110 3 C/45 CH**Design Concepts I – 2D Graphics***Lab Fees*

This introductory class in 2D design will teach the basics of 2D drawing creation utilizing state-of-the-art computer graphics systems and software leading to a broad understanding of the tools and techniques necessary to accurately design parts in a modern manufacturing environment.

PDP 115 3 C/45 CH**Introduction to 3D Printing***Prerequisite: PDP 100**Lab Fees*

In this course students will learn proper setup and operating processes to generate basic 3D prototype models utilizing state-of-the-art rapid prototyping equipment.

PDP 120 3 C/45 CH**Introduction to Model Surfacing***Prerequisite: PDP 100*

In this course students will gain a fundamental understanding of 3D surface capture, processing, and editing using state-of-the-art surfacing software.

PDP 150 3 C/45 CH**Design Concepts II – 3D Graphics***Prerequisite: PDP 110**Lab Fees*

In this class students will learn the basics of 3D solid model creation utilizing state-of-the-art computer graphics systems and software leading to a broad understanding of the tools and techniques necessary to accurately design parts in a modern manufacturing environment.

PDP 200 3 C/45 CH**Advanced Rapid Prototyping***Prerequisite: PDP 100**Lab Fees*

In this course students will expand upon their knowledge of rapid prototyping including printer optimization, high resolution and large models.

PDP 205 3 C/45 CH**3D Surface Scanning***Prerequisite: PDP 100, PDP 120**Lab Fees*

In this course students will be introduced to state-of-the-art surface scanning equipment, as well as setup, calibration and project processing techniques.

PDP 210 3 C/45 CH**Design Concepts III – Assembly***Prerequisite: PDP 150**Lab Fees*

In this course students will be introduced to the assembly structure including top-down and bottom-up assemblies as well as assembly clearance analysis.

PDP 225 3 C/45 CH**Surface – Quality Control***Prerequisite: PDP 100, PDP 205**Lab Fees*

In this class students will use modern surfacing software to perform surface analysis, set up deviation gauges, and generate reports.

PDP 250 3 C/45 CH**Reverse Engineering***Prerequisite: PDP 100, PDP 150**Lab Fees*

In this course students will develop proper techniques and processes for re-creation of an existing product or part (reverse engineer).

PROJECT MANAGEMENT (PRM)

PRM 101 3 C/45 CH Introduction to Project Management

Lab Fees

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 Institutes™ 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

Lab Fees

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.

PRM 210 3 C/45 CH Intermediate Project Management

Lab Fees

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 215 3 C/45 CH IT Project Management

Lab Fees

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.

PRM 220 3 C/45 CH Advanced Project Management

Prerequisite: PRM 105 or PRM 215

Lab Fees

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.

PSYCHOLOGY (PSY)

PSY 101 3 C/45 CH Introductory Psychology

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 3 C/45 CH Lifespan Development (Formerly HSC 200)

Prerequisite: PSY 101

This course is an introduction to lifespan development - the scientific study of human development from conception until death. Students will be introduced to major theories, important research, and basic processes of development with an emphasis on biological, psychological, social, and cultural factors that shape human development across the lifespan

PSY 202 3 C/45 CH**Human Sexuality***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 3 C/45 CH**Child Growth and Development***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 5 C/75 CH**Child Growth and Development Practicum***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 3 C/45 CH**Psychology of Adjustment***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 5 C/ 75 CH**Psych of Adjustment Practicum***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 3 C/45 CH**Psychology of Personality***Prerequisite: PSY 101*

This course covers major personality theories and other personality assessments. It explores various aspects of personality development and change.

PSY 260 3 C/45 CH**Social Psychology***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 265 3 C/45 CH**Intimate Relationships***Prerequisite: PSY 101*

This course covers the impact of intimate relationships on our emotional and social well-being. It examines ways intimate relationships are formed, maintained and end. Gender is a central organizing construct.

PSY 285 6 C/90 CH**Transpersonal Psychology with Practicum***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.

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Psychology (PSY) continued

PSY 299 3 C/45 CH

Psychology Seminar

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.

RADIO/TELEVISION (RTV)

RTV 101 3 C/45 CH

Writing for Radio/TV

Corequisite: RTV 102

This course will provide students with a thorough, up-to-date coverage of the principles and techniques for, and approaches to writing for television, radio and the internet. Topics include writing for a variety of formats such as commercials, news, sports talk shows, interviews and music shows.

RTV 102 3 C/45 CH

Advanced Writing for Radio/TV

Corequisite: RTV 101

This course will provide students with the theory and practice of voice-overs and audio production, as well as the relationship of audio work to other aspects of media production. Through this course students will be exposed to: basic audio terminology and concepts, appropriate microphone usage and placement, and recording and editing single and multiple audio tracks and how to work comfortably in a recording studio environment.

RECREATIONAL LEADERSHIP (RL)

RL 110 3 C/45 CH

Recreational Leadership 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 101 3 C/45 CH

Renewable Energy Principles

This course will cover basic principles and history of conventional energy and 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 142 3 C/45 CH

Wind Power

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 143 3 C/45 CH**Wind Power and Hydropower***Prerequisite: RET 101*

In this course, students will analyze the historical concepts, modern applications, and future utilization of wind and hydropower. The usages of small, medium, and large turbines for energy production in urban, rural and industrial settings will be examined. Students will gain general knowledge on the economic and environmental issues associated with wind and hydropower energy sources and they will also become familiar with site assessments for project planning.

RET 144 3 C/45 CH**Solar Power***Prerequisite: RET 101*

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.

RET 210 4 C/60 CH**Advanced Photovoltaic Concepts and Commercial Applications***Prerequisite: EE 101, EE 102, RET 144*

This is an advanced course in solar energy which expands upon the use of photovoltaic commercial and utility scale systems. Included are troubleshooting and maintenance practices, as well as battery back-up and off-grid applications. The course satisfies the contact hour requirement for taking the North American Board of Certified Energy Practitioners (NABCEP) exam for PV installers in combination with other requirements.

SECURITY (SEC)**SEC 100** 3 C/45 CH**Introduction to Security**

This overview course will explore essential elements of security providing a sound foundation for participation in the field. Topics include security functions, physical security measures, information security, risk assessments, investigations, homeland security, and career opportunities. This course will facilitate knowledge of the discipline. The practical considerations addressed will enable the student to understand and explain the relationship between security and policing, compare and contrast crime causation theories, and identify specialization opportunities within the discipline.

SEC 103 3 C/45 CH**Legal Guidelines for Security***Prerequisite: CJS 100*

This course is designed to develop a fundamental understanding of criminal law, tort law, regulations, privacy laws, employment laws, contract law, and liability issues. Knowledge of these elements will enable students to identify and modify behaviors that are in violation of regulations and laws and to develop and implement policies and procedures that reduce the risk of litigation.

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*Security (SEC) continued***SEC 204** 3 C/45 CH**Physical Security***Prerequisite:* CJS 100

This course addresses major elements of physical security – protective equipment, site surveys, building schematics, security systems, illumination, target hardening, access control, and principles of Crime Prevention Through Environmental Design (CPTED). Based upon this knowledge, students explore how these factors relate to various environments such as with corporate, hospital, transportation, school, retail, residential and industrial settings. Students will be able to prepare a basic site survey, detect physical security vulnerabilities, evaluate physical security needs based on the needs of the client, promote the principles and foundations of physical security, and formulate and defend assertions.

SEC 205 3 C/45 CH**Asset Protection and Incident Response***Prerequisite:* CJS 100

This course explores various aspects of asset protection involving both personnel and property. The course addresses investigative techniques, personnel training for asset protection, threat assessments, travel security protocols, and emergency plans and protocols. Students will develop skills for determining risk assessments, critique and evaluate executive and asset protection plans, emergency plans, and emergency operations. The course will enable students to develop and create sound security plans for personnel safety and asset protection during normal and emergency situations.

SEC 207 3 C/45 CH**Security Administration***Prerequisite:* CJS 100

This course focuses upon the systemic application of security principles and measures for a campus, department, and/or program; it focuses upon the administration and management dynamics of security operations. Topics include policy development, fiscal management, training techniques and strategies, organizational productivity, hiring practices, performance reviews, ethics, public relations, internal relations, and media relations. Students will develop proficiency in describing management principles and operations regarding these topics related to security administration.

SEC 208 3 C/45 CH**Security Capstone Course***Prerequisites:* CJS 100, SEC 100, SEC 103, SEC 204, SEC 205, LEA 230, HLS 100, CIS 110

This Capstone course is intended for students who are in the last semester of the Criminal Justice: Public/Private Security program. This course is intended to assess the cumulative abilities of the student as learned in all previous classes in the program. It may involve a field placement for a maximum of 50% of the class time. The field placement will involve evaluation by the assigned faculty member and a carefully chosen “field supervisor.” It may also involve the production of a portfolio and/or writing assignments.

SOCIAL WORK (SW)**SW 101** 5 C/105 CH**Introduction to FLD Practice of SW/Practicum**

Students will explore the history of social work, employment, qualifications and opportunities, employment tasks and methods of working with a diverse population. Three shadowing practica 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 104 3 C/45 CH
Introduction to Child Welfare

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
Social Work Field Instruction I

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
Social Work Field Instruction II

Prerequisite: 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 108 2 C/30 CH
Case Documentation

This course is designed to provide a reference on documentation and record-keeping practices for community-based service agencies. It also serves to highlight the minimum standards of case documentation that students should strive to achieve.

SW 110 3 C/45 CH
Case Management and Service Care Navigation

This course provides an approach to providing supports and service to persons who are mentally ill with multiple health and social needs. The course details how to navigate systems of supports and services which are best provided through case management, care coordination and navigation.

SOCIOLOGY (SOC)

SOC 100 3 C/45 CH
Introduction to Sociology

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.

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*Sociology (SOC) continued***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**

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**

In this course students 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 multiethnic cooperation is viewed through sociological, anthropological, historical perspectives.

SOC 245 3 C/45 CH**Marriage and Family***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 3 C/45 CH**Juvenile Delinquency***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 4 C/60 CH Elementary Spanish I

This course covers grammatical constructions, vocabulary, basic idioms, basic phonetics and oral drill.

SPA 102 4 C/60 CH Elementary Spanish II

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 4 C/60 CH Intermediate Spanish I

Prerequisite: SPA 102

This course covers a review of essential grammatical principles and further development of reading skills and idiomatic usage.

SPA 202 4 C/60 CH Intermediate Spanish II

Prerequisite: SPA 201

Reading on more advanced levels. Continued emphasis on writing and spoken Spanish.

SPEECH (SPH)

SPH 100 3 C/45 CH

Interpersonal Communication

In this course there will be the study of the application of the basic skills necessary for interpersonal communication with emphasis on group discussion.

SPH 101 3 C/45 CH

Fundamentals of Speech

In this course there will be the study and application of basic principles underlying effective oral communication with emphasis on public speaking.

SPH 105 3 C/45 CH

Improving the Speaking Voice

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 3 C/45 CH

Introduction to Radio, TV and Mass Communication

This course is the study of growth and development of radio, television and other forms of mass communication.

SPH 201 3 C/45 CH

Advanced Public Speaking

Prerequisite: SPH 101

This covers an advanced study, preparation and delivery of informative and persuasive speeches.

SURGICAL FIRST ASSISTANT (SFA)

SFA 200 3 C/45 CH Fundamentals of Surgical First Assisting-Lecture

Prerequisite: Admission to the 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 3 C/45 CH Advance Surgical Pharmacology - Lecture

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 3 C/45 CH Surgical Management of Patients – Lecture

Prerequisites: BIO 252, SFA 200, SFA 210

This is an introductory course on the theory and practice of caring for the surgical patient by the surgical first assistant during the pre-operative, intra-operative, and post-operative phases of a surgery.

The student will also learn the role of the first assistant during the pathological and physiological processes and when the first assistant must apply intervention techniques.

SFA 230 3 C/45 CH Surgical First Assistant Techniques – Lab

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 8 C/360 CH Clinical Preceptorship – Clinical

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 8 C/360 CH Clinical Preceptorship II – Clinical

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 125 135 cases (approximately 300 hours) with 100 percent skill competency.

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 investigating 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, patient centered practices and theories, customer service, and overall policies and practices of central service supply departments. Students who complete this program are eligible to take the American Society for Healthcare Central Service Personnel (ASHCSP) National Certifying Examination.

SUR 102 4 C/180 CH**Central Service Lab and Clinical***Prerequisites: SUR 100, SUR 101*

In this course, students will be taught and tests on the following skills required for certification of a central service technicians: cleaning; decontamination; processing (inspection, assembling, and packaging and sterilization of reusable patient care central services supplies and equipment; and distribution of these supplies and equipment to the units that require them. Students will be in the laboratory setting for the first fourweeks of the course. In the final 11 weeks of the course, students will be placed at a clinical site working eight hours a day, two days a week. Students are responsible for their own transportation to the clinical sites.

SUR 110 3 C/45 CH**Surgical Technology Principles – Lecture***Prerequisites: Admission to the Surgical Technology Program, ENG 119, ENG 120, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110*

This course provides the fundamentals 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.

Continued on next page.

*Surgical Technology (SUR) continued***SUR 120** 4 C/60 CH**Surgical Specialties and 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 the surgical patients during endoscopic, general, obstetric and gynecologic, genitourinary, ophthalmic, orthopedic, ENT, and peripheral vascular 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 sessions. The last five weeks, tour of various facilities is required. Students are responsible for their own transportation.

SUR 130 4 C/60 CH**Surgical Specialties and Techniques II – Lecture**

Prerequisites: Program, 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, geriatric, oral, pediatric, plastic and reconstruction, thoracic and neurosurgery specialties. Students will become familiar with the diagnostic, procedural considerations, operative procedures, and instrumentation for the specialties.

SUR 140 3 C/45 CH**Surgical Pharmacology Lecture**

Prerequisites: Program, ENG 119, ENG 120, BIO 240, BIO 250, BIO 295, PSY 101, ALH 110, SUR 110, SUR 120, SUR 125

This course gives 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 scrubs 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, BIO 295, 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.

**SUSTAINABLE ENVIRONMENTAL
 DESIGN (SED)**

SED 101 3 C/45 CH
Principles of Sustainability

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 and explores the three principles of sustainability: environmental awareness, social justice, and economic opportunity. The ethical and scientific basis for sustainable design in the built environment will be examined. Students will also gain general knowledge on how to shape the consumer culture in applying more sustainable practices in our society through marketing.

TEACHER EDUCATION (ED)

ED 110 4 C/60 CH
Introduction to Education

This course provides a foundation for teaching in public and private schools. Topics and issues are addressed which provide a historic background of our present day educational system, understanding of school organization and the role of schools in society, duties, responsibilities, and expectations of teachers; working with parents and community members; fiscal considerations; and of diversity/equity issues. Opportunities are also provided for students to gain understandings of the State of Michigan approved Entry-Level Standards for Michigan Teachers (ELSMT), school curricula and instruction (teaching methods), Michigan Curriculum Framework (MCF), and Grade Level Content Expectations (GLCE and HSCE) for elementary and high school students. Field trips (Service Learning) to related education settings are included and required in the class.

ED 202 5 C/75 CH
Earth Science for Teachers

Prerequisite: ED 110, Program Admission

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 Teachers Preparation guidelines (B3) will acquaint the student with techniques of teaching basic earth science concepts. Students will participate in school based assignments (field experiences) based on integral parts of the course. 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. This class requires 30 hours of lecture and 45 hours of practicum per semester.

VIDEO GAME DESIGN AND 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 electronic 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 Graphics and Animation

Prerequisite: CIS 110

Corequisites: CIS 266, VGD 270

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 a high-end, industrial strength 3D graphics package. Students should be able to begin developing their own 3D content using the tools and techniques and their own creativity. This course will cover topics such as 3D concepts and terminology, 3D modeling techniques, UV mapping, texturing, lighting, rendering, animation and rigging.

VGD 270 4 C/60 CH 3D Character Development and Animation

Prerequisite: CIS 110

Corequisite: VGD 269

Students will become familiar with a variety of three-dimensional digital character animation techniques and applications. The student will learn the basic principles of character animation and development and they will work with meshes to effect different action, such as walking, running or manipulating other meshes. Then they will produce a final short 3D digital character animation of their own design.

VGD 271 4 C/60 CH Introduction to 3D Design

Prerequisites: CIS 110, VGD 270

This course is an introduction to 3D modeling. This course is an advanced design concept course in the Video Game Design concentration. It is designed to give students in-depth understanding of gaming and game development. This course content will focus on a few production pipelines for development of 3D graphics for animation, while examining and discussing future trends in the Video Game Industry.

VGD 272 4 C/60 CH Texturing Fundamentals

Prerequisites: CIS 110, VGD 269

This class teaches how to create an emotional atmosphere that will make the photo-realistic and fantasy designs look realistic. This course will cover topics such as materials, shaders, light and surfaces, more complex materials, the use of image maps and procedural maps, mapping and unwrapping, image editing and rendering.

VG D 999 2 C/30 CH**Computer Video Game Project***Prerequisite: Program approval*

Students will develop a Computer Game concept, turn it into a design, implement the programming and art required and produce it on the committed schedule. Go/no go milestones and final “publisher” acceptance reviews will mimic the Industry. The students will have a deliverable for their portfolio that can be used for employment purposes.

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.

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 212 3 C/45 CH**Advance Water Treatment**

Considers drinking water treatment technologies beyond conventional processes. Includes softening, ion exchange, activated carbon absorption, 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 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 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 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

Continued on next page.

Water and Environmental Technology (WET)
continued

WET 220 **3 C/45 CH**

Water Quality Analysis and 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.

WET 224 **2 C/30 CH**

Water/Wastewater Utility Equipment Maintenance

Provides the student with basic knowledge of mechanical equipment and repair techniques used in both water and wastewater facilities. Uses shop drawings and blueprints during disassembly and reassembly of a variety of mechanical devices. Studies pumps, valves, piping systems, and chlorination equipment

WET 265 **3 C/45 CH**

Practicum in Water/Wastewater Treatment

Must be taken during final semester with permission of program director. Provides opportunities to perform technical procedures through structured field experience in water and wastewater treatment plants. Emphasizes gaining experience under plant managers and operating personnel with goal of developing organizational

skills and responsibility necessary for entry-level employment. Uses rotation through assigned areas of experience in water treatment.

WELDING (WLT)

WLT 101 **5 C/75 CH**

Arc/Oxygen – Acetylene Welding

Lab Fees

This introductory course in arc welding covers theory and practice, and proper procedures for various welding positions. Topics include AC and DC welding, electrode identification, classification and proper applications to typical operations. This course is also designed for students who need knowledge of oxy-acetylene welding and a degree of skill required by the industry. Also, an introduction into CNC plasma cutting (programming), silver soldering, plastic and spot welding is presented.

WLT 102 **5 C/75 CH**

Arc Welding

Prerequisite: WLT 101

Lab Fees

Instruction is provided in arc welding using both AC and DC arc welding equipment. Emphasis is on out-of-position welded joints in mild steel, testing procedures, and beveling and fabricating various welded joints. Related theory, codes and standards are included.

WLT 103 **5C/75 CH**

Gas Tungsten Arc Welding (GTAW)

Prerequisite: WLT 101

Lab Fees

This course provides instruction on Gas Tungsten Arc Welding (GTAW). Students will be able to identify high quality welds in ferrous and non-ferrous metals and apply them to the five basic welding joints.

WLT 104 5C/75 CH**Tungsten Inert Gas Welding (TIG)***Prerequisites: WLT 101, WLT 103**Lab Fees*

This course is designed for advanced gas tungsten arc welding (GTAW). This process of metal fusion is capable of producing high quality welds in cold rolled, stainless and aluminum. Emphasis will be on out-of-position welding, where students will be able to perform out-of-position welds using ferrous and non-ferrous metals.

WLT 105 5 C/75 CH**MIG/Flux-Core/Plasma Welding***Prerequisite: WLT 101**Lab Fees*

This course involves MIG welding/flux-core welding with plasma torch cutting and manual programming. Technical theory directly related to MIG welding, including the composition and properties of metals is included; MIG and Flux-core welding for production or fabrication intent are also covered.

WLT 106 3 C/45 CH**Welding Fabrication***Prerequisites: WLT 101, WLT 103, WLT 104, WLT 105**Lab Fees*

In this course, emphasis will be on the development of fabrication techniques, including design, mock-ups, material selection, layout, grid, material preparation and use of fixtures. Welding skills developed in WLT101, WLT103, WLT104 and WLT105 will be applied. There will be an opportunity for students to further investigate other industrial welding processes.

WLT 107 3 C/45 CH**Welding Fabrication II***Prerequisite: WLT 106**Lab Fees*

Building on the techniques and processes learned in WLT 106, this class offers additional instruction on fabrication and the opportunity for advanced fabrication techniques to be explored.

WLT 110 4 C/60 CH**Introduction to Metal Sculpture***Lab Fees*

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 4 C/60 CH**Advanced Metal Sculpture***Prerequisite: WLT 110**Lab Fees*

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 112** 3 C/45 CH**Troubleshooting and Repair***Corequisites: WLT 101, WLT 103, WLT 104, WLT 105**Lab Fees*

This course covers basic mechanical troubleshooting and repair of welding equipment. Included in the course is a business start-up plan covering tools, materials and equipment needed for a successful welding business.

WLT 201 3 C/45 CH**Specialized Welding Process***Prerequisite: WLT 101**Lab Fees*

This introductory course in various weld processes covers theory and practice, as well as proper procedures for various welding processes. Topics include sweat soldering, silver soldering, brazing, plastic, PVC and spot welding.

WLT 202 3 C/45 CH**Quality Testing – Welding***Prerequisites: WLT 101, WLT 102, WLT 103, WLT 104, WLT 105**Lab Fees*

Welding quality and inspection procedures form the basis of this course. Students are exposed to equipment used for weld quality testing and procedures for determining a proper weld.

WLT 208 5 C/75 CH**Pipe Welding***Prerequisites: WLT 101, WLT 102, WLT 103, WLT 104, WLT 105**Lab Fees*

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 soldering.

WLT 209 5 C/75 CH**Advanced Pipe Welding***Prerequisite: WLT 208**Lab Fees*

This course is an advanced pipe welding class with topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include Multi-pass/hot-pass/cover-pass and out-of-position welding to finish weld coupons from WLT208. Samples will be taken for face and root bending with dependable safety practices understood.

WLT 210 5 C/75 CH**Welding Certification***Prerequisites: WLT 101, WLT 102, WLT 103, WLT 104, WLT 105**Lab Fees*

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.



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Miller, Cynthia, Ph.D.	Newman, Brian, B.A.	Parker, Meredith, A.A.
Miller, Deborah, M.A.	Ngala, Eugene, B.A.	Parkman, William, M.A.
Miller, Gregory, Ph.D.	Nolan, Katie, M.S.	Patterson, Kelly, M.A.
Miller, Theresa, M.A.	Northern, Michael, M.A.	Paul, Margo, M.A.
Milton, Joyce, M.A.	Ntiri, Daphne, M.S.	Paul, Rhonda, Ph.D.
Mitchell, Keitha Toni, Ph.D.	Nwankwo, Oliver, M.A.	Peek, Eunice, M.B.A.
Mitchell, Richard, M.A.	O'Doherty, Rachel, M.A.	Peete, Theresa, M.A.

PART-TIME FACULTY

Pehote, Michael, M.A.	Reese, Margaret, M.A.	Schaifer, Elizabeth, MSN
Perez, Maria, M.Ed.	Restauri, Allison, M.A.	Schultz, Karen, M.A.
Perkins, David, Ph.D.	Rhinehart, David, B.S.	Scott, Cathy, MSN
Peterson, Eujay, B.A.	Richardson-Smith, Sandra, M.A.	Scott, Michael, M.S.
Pettis, Erica, M.A.	Ridley, Janice, Ph.D.	Sevilla, Sonya, MSN
Petway, Gail, M.A.	Riley, Janice, MSN	Shalan, Salah, M.A.
Phillips, Jasmine, B.A.	Rivera, Jose, M.A.	Shannon, Ellen, M.A.
Pichan, Cameron Charles, B.A.	Robinson, Earl, M.A.	Sharma, Vinod, M.A.
Pidcock, Melissa, B.S.N.	Robinson, Edwin, M.Ed.	Sharmeen, Lamia, Ph.D.
Ping, Zou, M.S.	Robinson, Jason, M.B.A.	Shaw, Eric, M.A.
Pitts, Cornelius, J.D.	Robinson, Johnny, Ph.D.	Sheffield, Horace, M.A.
Poindexter, Yolanda, M.S.	Rodriguez-Lopez, Maria, M.A.	Shefke, Megan, B.A.
Polk, Robert, M.A.	Rogers, Phyllis, M.A.	Shellman, Sharon
Pollock, Davita, MSN	Rosen, Michael, M.A.	Shelton Jr., Stanley, B.S.
Pompey, Margaret, M.A.	Rosochacki, Melissa, MBA	Shepherd, Dolores, M.S.
Porter, Beverly, B.S.	Ross, Audrina, M.F.A.	Shepherd, Kenneth, M.A.
Powell, Cary, M.B.A.	Ross, Phyllis, M.A.	Shepherd, Ravelle, M.A.
Powell, Helen, Ph.D.	Ross, Sonya, MFA	Sherwood, Donald, M.A.
Prainito-Winczner, Marie, M.A.	Rouleau, Francine, M.A.	Shimko, Joan, B.A.
Price, Lawrence, M.Ed.	Rousell, Kiona, MBA	Short, Ida, M.A.
Prudhomme, Michael, D.D.S.	Rowley, Cathy, B.S.	Simmons, Phillip Adonis, M.A.
Quenum, Jean-Claude, Ph.D.	Ruetz, Carl, B.A.	Simms, Frederick, Ph.D.
Radecki, Barbara, Ph.D.	Ruetz, Nancy, M.A.	Simpson, Sheabra, Ph.D.
Raeck, William, M.A.	Russell, Joyce, MSN	Simpson, V. Gail, Ph.D.
Rahbarnoohi, Hamid, M.S.	Rutkowski, Cynthia, M.A.	Simuel Jackson, Brenda, Ph.D.
Rahman, Abdul, M.A.	Saab, Dib, D.Ed.	Singelton, Kofi, M.S.
Ramey, Ronnie Aaron, M.S.	Saad, Ghada, M.S.	Singleton, Willie, M.A.
Ramsey, Mary, M.A.	Saffold III, Fred, M.L.S.	Singleton-Thomas, Lori, M.A.
Rasheed-Shabazz, Bakkah, M.A.	Saffronoff, John, M.A.	Sinha, Rajendra, M.A.
Rashid, Harun Ur, Ph.D.	Samaddar-Corrado, Sunanda, M.A.	Slate, Angela, M.B.A.
Rayner, Ralph, M.A.	Sanborn, Judy, M.A.	Small, Cedric, M.A.
Readous, Wendy, M.B.A.	Sanders, William, M.A.	Small, Issac, B.A.
Redley, Veronica, B.S.	Saulter, Barbara, M.A.	Smiley, Harriet, M.A.
Reed, Carolyn, M.A.	Schaecher, Manon, M.A.	Smith, Andre, BFA
Reed, Lisa, M.A.		Smith, Brian, Ph.D.

PART-TIME FACULTY

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Smith, Bruce, M.A.
Smith, Donna, B.A.
Smith, I Howard, B.A.
Smith, Jameson, M.A.
Smith, Lisa, M.A.
Smith, Lorraine, Ph.D.
Smith, Mary L., MPA
Smith, Melvin, Ph.D.
Smith, Michell Sandra, MSW
Smith, Monique, M.A.
Smith, Pinara, M.A.
Smith, Shannon, MSN
Smith, Shelly, BSN
Smith-Owens, Mary Ann, Ph.D.
Softley, Linda Susan, M.A.
Sole, David, M.A.
Sparks, Wendi, B.S.
Sperl, Geoffrey, M.A.
Spooner Jr., Frank, Ph.D.
Spratling-Odetoyinbo, Cassandra, M.A.
Stanley, Lawrence, B.A.
Starky, Sonjia, M.S.
Steffensky, Mark, MSW
Stephenson, Eric, B.S.
Stevens, Andrea, M.B.A.
Stevens, Randolph, B.A.
Stewart, Mark, M.A.
Stinson, Debra, MSN
Stotts, April, BSW
Stovall, Clarice, M.A.
Strassner, Jamie
Strassner, Kristin
Streeter, Kimberly, Ph.D.
Stroughter Jr., Lawrence, Ph.D.
Sturdivant, Tadarial, B.S.
Surowitz, Marvin, M.A.
Sutliff, Peter, Ph.D.
Sutton, Jamie, M.A.
Swain-Gant, Acynieth, MSW
Swasey, Christina, M.A.
Swift, Joseph, M.A.
Swope, Michael, M.A.
Syed, Shagufta, M.A.
Tallerico, Benjamin, M.A.
Tamburi, Ariana, Ph.D.
Tamburi, Jonia, M.A.
Tamburi, Titi, Ph.D.
Talpos, Beatrice, Ph.D.
Tarrance, Larry, M.A.
Temple, Katherine, M.A.
Tewari Kewal, Ph.D.
Thomas, Andrew, B.S.
Thomas, Eric, EMT
Thomas, Myron, M.A.
Thomas, Reny Maria, M.A.
Thomas, Robert, Ph.D.
Thomas, Sheryl, MSN
Thompson, Kelly, M.A.
Thompson, Lillian, M.A.
Thompson, Savannah, BSN
Tinnon, Shirley, MSN
Toney, Yasmine, M.A.
Thorpe, Pamela, M.A.
Threat Jr, Carl, M.A.
Todd, Ronald, M.A.
Toth, Judith, MFA
Tranumn, Howard, Ph.D.
Tucker, Deborah, M.A.
Tucker, Norma, MSW
Tunstall, Barbara, M.A.
Turanova, Zulfiya, Ph.D.
Turfe, Atallah, Ph.D.
Turner, Philomene, Ph.D.
Uduma, Amos Okorie, M.A.
Uduma, Kalu, Ph.D.
Um, Ikchul, Ph.D.
Van Buren, Kellie, M.A.
Vanderlin, William, M.B.A.
VanDusen, Jerry, Ph.D.
Vannilam, George, M.A.
Vettor, Carolyn, B.A.
Vierling, Lou, B.S.
Walker, Paul, Ph.D.
Walker, Theresa, M.A.
Wallace, Denise, M.S.
Wallace, Jack, M.A.
Wallace, Sharon, M.A.
Waller, Rayfield, M.A.
Ward, Laura, M.A.
Ward, Sarah, M.S.
Warren, Andrew, B.A.
Watkins, Lydia, M.A.
Watkins, Valunda, M.A.
Watson, Debraha, Ph.D.
Watts, Adrienne, J.D.
Waymreen-Salhi, Cynthia, Ph.D.
Weaver, James, B.S.
Weaver, Vivian, M.Ed.
Webster, Stella, Ph.D.
Wheeler, Victor, M.A.
Wheeler, Lovie, MSN
Weiss, Mark, M.A.
Wejinya, Bobluke, M.S.
Werdlow, Pamela Elizabeth, D.D.S.

PART-TIME FACULTY

West Gonzalez, Gwendolyn
Denise, M.A.

White, Christopher, M.B.A.

White, Marlene, M.A.

White, Mechelle, M.A.

Wielechowski, Benjamin, M.A.

Wilks, Mary Elon-Eloni, M.A.

Williams, Alicia, M.Ed.

Williams, Bonita, M.A.

Williams, Carla, M.A.

Williams, David, M.S.

Williams, Joyce, M.S.

Williams, Keith, M.A.

Williams, Linda, M.A.

Williams, Sherie, M.A.

Williams, Tasha Lyntrice, MSW

Wilson, Carmen, Ph.D.

Wilson, Cynthia, M.A.

Wilson, Frieda, M.A.

Wilson, Julie, M.A.

Wilson, William, B.A.

Wilson-Smith, Leslie, M.A.

Wise, Patrick, M.A.

Womack, Linda, M.A.

Wood, Emily, M.S.

Woodley Williams, Angela,
M.B.A.

Woods, Allayne R., M.A.

Woods, Dawnita, M.A.

Woods, Ian, M.A.

Woods-Shipps, Adrienne, A.G.S.

Wori, Okechukwu, M.A.

Worsham, Conley, M.S.

Wren, Stephanie, M.A.

Wright, Michael, Ph.D.

Wright, Robert, EMT-P/IC

Wright, Tamara, B.A.

Wyatt, Esther, M.A.

Wynn, Junetta, M.A.

Yglesias, Theresa, M.Ed.

Younger, James, M.Ed.

Zabitz, Barbara, M.S.

Zalzala, Neam, M.Ed.

Zorkot, Mohamed F., M.A.

Zou, Ping, M.S.

ADMINISTRATIVE STAFF

Chancellor's Office

CURTIS L. IVERY

Chancellor

KIM DICARO

Deputy Chancellor and Chief Fiscal Officer

District Vice Chancellors

FURQUAN AHMED

Senior Vice Chancellor

ANTHONY ARMINIAK

Regional Campus President for Downriver and Ted Scott

DAVID BEAUMONT

District Vice Chancellor, Educational Affairs

YOSEPH DEMISSIE

District Chief Information Officer

ABBY FREEMAN

District Provost, Health Sciences

CHARMAINE HINES

District Vice Chancellor, Academic Accountability and Policy

JOHNESA HODGE

District Vice Chancellor, Institutional Effectiveness and Research

PATRICK MCNALLY

District Vice Chancellor, Campus Operations and Distance Learning

BRIAN SINGLETON

District Vice Chancellor, Student Services

PROGRAM DEGREE NAMES

1. Accounting	AAS
2. American Sign Language Interpretation	AAS
3. Anesthesia Technology	AAS
4. Anesthesia Technology: Accelerated Alternate Delivery	AAS
5. Associate of Arts	AA
6. Associate of General Studies	AGS
7. Associate of Science	AS
8. Auto Body Technology	AAS
9. Automotive Service Technology (NATEF-Master) Accredited	AAS
10. Aviation Mechanics: Airframe	AAS
11. Aviation Mechanics: Powerplant	AAS
12. Bio-Medical Equipment Repair Technology	AAS
13. Business Administration	AA
14. Business Administration	AAS
15. Computer Aided Design	AAS
16. Computer Information Systems	AAS
17. Computer Information Systems: Cybersecurity	AAS
18. Computer Numerical Control	AAS
19. Criminal Justice: Corrections	AAS
20. Criminal Justice: Law Enforcement Administration	AAS
21. Dental Hygiene	AAS
22. Digital Media Production	AAS
23. Early Childhood Education	AAS
24. Electrical Electronics Engineering Technology	AAS
25. EEE: Computer Technology	AAS
26. Emergency Medical Technology	AAS
27. Emergency Room Multi-Skill Healthcare Technology	AAS
28. Facility Maintenance	AAS
29. Fashion Design	AA
30. Fire Protection Technology: Fire Administration	AAS
31. Fire Protection Technology: Fire Suppression	AAS
32. Heating, Ventilation, Air Conditioning (HVAC)	AAS
33. International Business	AAS
34. Medical Administrative Specialist	AAS
35. Mechatronics Technology	AAS
36. Mental Health	AAS
37. Nursing	AAS
38. Office Information Systems: E-Business	AAS
39. Office Information Systems: Office Specialist	AAS
40. Paralegal Technology	AAS
41. Pharmacy Technology	AAS
42. Pre-Engineering	AS
43. Pre-Mortuary Science	AS
44. Pre-Physician Assistant	AAS
45. Pre-Social Work	AA
46. Product Development Prototyping	AAS
47. Renewable Energy Technology	AAS
48. Surgical Technology	AAS
49. Teacher Education: Elementary Education	AA
50. Welding Technology	AAS

PROGRAM CERTIFICATE NAMES

1. Accounting	CERT
2. Addiction Studies	CERT
3. Alternative Fuels Technology	CERT
4. Auto Body Technology	CERT
5. Automotive Service Technology (NATEF-Master) Accredited	CERT
6. Aviation Mechanics: Airframe	CERT
7. Aviation Mechanics: Powerplant	CERT
8. Business Analytics	CERT
9. Computer Aided Design	CERT
10. Computer Information Systems: Application Developer	CERT
11. Computer Information Systems: Cybersecurity	CERT
12. Computer Information Systems: Software Developer	CERT
13. Computer Information Systems: Network Administrator	CERT
14. Computer Information Systems: Video Game Design and Animation	CERT
15. Computer Information Systems: Website Developer	CERT
16. Criminal Justice: Public/Private Security	CERT
17. Dental Assisting	CERT
18. Digital Media Production	CERT
19. Digital Photography Technology	CERT
20. Digital Photography Technology: Forensic Photography	CERT
21. Electrical Electronics Engineering Technology	CERT
22. EEE: Programmable Logic Controllers	CERT
23. Emergency Medical Technology	CERT
24. Emergency Medical Technology: Paramedic	CERT
25. Emergency Room Multi-Skill Healthcare Technology	CERT
26. Entrepreneurship	CERT
27. Facility Maintenance	CERT
28. Facility Maintenance: Building Engineer	CERT
29. Fashion Design	CERT
30. Fire Protection Technology	CERT
31. Gerontology	CERT
32. Global Supply Chain Management	CERT
33. Graphic Design Technology	CERT
34. Heating Ventilation, Air Conditioning (HVAC): Geothermal Technology	CERT
35. HVAC: High Pressure Steam	CERT
36. HVAC: Sheet Metal Design and Fabrication	CERT
37. Homeland Security	CERT
38. Hotel and Restaurant Management	CERT
39. Library Technology	CERT
40. Light Rail Engineering Technology	CERT
41. Manufacturing Technology	CERT
42. Medical Administrative Specialist	CERT
43. Mental Health	CERT
44. Office Information Systems: Office Specialist	CERT
45. Pharmacy Technology	CERT
46. Physical Therapy Technician	CERT
47. Practical Nursing Education	CERT
48. Project Management	CERT
49. Renewable Energy Technology	CERT
50. Surgical Technology: Surgical First Assistant	CERT
51. Water and Environmental Technology	CERT
52. Welding Technology: General - Level 1	CERT
53. Welding Technology: Artistic	CERT

SHORT-TERM CERTIFICATES

Short-Term Certificate Requirements (SCERT)

The short-term 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 short-term certificate, students must have a minimum grade point average of 2.0 in the short-term certificate upon completion.

• Short-Term Certificate: Minimum 10 credits, Maximum 29 credits*

1. American Sign Language Interpretation (SCERT-ASL)	28 credit hours
2. Automotive Technology: Automotive Transmission and Transaxle (SCERT-AUTO)	19 credit hours
3. Automotive Technology: Brakes (SCERT-BRKS)*	18 credit hours
4. Automotive Technology: Electrical/Electronics Systems (SCERT-EES)*	12 credit hours
5. Automotive Technology: Engine Performance (SCERT-EP)*	24 credit hours
6. Automotive Technology: Engine Repair (SCERT-E/REP)*	19 credit hours
7. Automotive Technology: Heating and Air Condition (SCERT-HAC)*	17 credit hours
8. Automotive Technology: Manual Drive Train and Axle *	17 credit hours
9. Automotive Technology: Suspension and Steering (SCERT-SUSP)*	17 credit hours
10. Bookkeeping (SCERT-BOK)	20 credit hours
11. Business Administration: Retail Management (RTM-SCERT)	24 credit hours
12. Computer Information Systems (CIS): Computer Support Specialist (SCERT-CSS)	29 credit hours
13. CIS: Certified Ethical Hacker	13 credit hours
14. CIS: Network+	10 credit hours
15. CIS: Security+	16 credit hours
16. CIS: Database Administrator (SCERT-DBA)	29 credit hours
17. Computer Numerical Control: Programming and Operation (CNC-SCERT)	24 credit hours
18. Craft Brewing (BRW-SCERT)	21 credit hours
19. Early Childhood Education: CDA (ECE)	18+ credit hours
20. Heating Ventilation, Air Conditioning (HVAC): 3rd Class Refrigeration (SCERT-HVAC-TCR)	28 credit hours
21. Home Health Care Aide (SCERT-HHA)	18 credit hours
22. Light Rail Technology: Railroad Rules and Safety (SCERT-RRS)	16 credit hours
23. Manufacturing Technology: Metrology (SCERT-MANT)	18 credit hours
24. Medical Office Specialist (SCERT-MES)	27 credit hours
25. Nursing: Care Coordination and Transition Management	20 credit hours
26. Nursing Assistant Training (SCERT-CNA)	16 credit hours
27. Office Information Systems: E-Business (SCERT-EUS)	27 credit hours
28. Patient Care Technology (SCERT-PCT)	25 credit hours
29. Phlebotomy Technician (SCERT-PLT)	22 credit hours
30. Product Development Prototyping: Introduction to Rapid Prototyping (PDP-SCERT)	24 credit hours
31. Product Development Prototyping: Advanced Rapid Prototyping (APDP-SCERT)	21 credit hours
32. Surgical Technology: Central Service Technician (SCERT-SURT)	10 credit hours
33. Welding Technology: Advanced - Level 2 (SCERT-WLTAW)	29 credit hours
34. Welding Technology: Specialized - Level 3 (SCERT-WLTSW)	28 credit hours

*Refer to Academic Schedule

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 for 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.

Questions or concerns regarding the above should be directed to the Equal Employment/Nondiscrimination Coordinator at:

Director of Human Resources
801 W. Fort Street
Detroit, MI 48226
Telephone: (313) 496-2765

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. Patting, 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 such activity. Complaints may be directed to the employee's

supervisor or the Director of Human Resources. Student complainants should report, in writing, or orally, any and all incidents to the appropriate Campus Provost.

There will be no retaliation against an employee or student for making a complaint or taking part in the investigation of a complaint under this policy. To the extent it can, the College will keep matters confidential. The Director of Human Resources shall promptly investigate all incidents of sexual harassment and direct a report with recommendations to the Board of Trustees following the report of an employee. The Campus Provost shall promptly investigate all incidents of sexual harassment and direct a report with recommendations to the Vice President for Educational Affairs following the report of a student. Violation of this policy shall subject the offending party to appropriate disciplinary action up to and including discharge from employment. (Policy adopted by the Wayne County Community College District Board of Trustees 03/25/87, revised 03/27/91, 03/25/92)

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, the student may bring forward a complaint, (which shall be referred to as 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
Human Resources Department
801 W. Fort Street
Detroit, MI 48226

The appropriate grievance procedures must be followed by the student in order for his/her complaint to be thoroughly reviewed for merit. The full grievance procedure is provided in the Student Handbook, which available online at www.wcccd.edu, or at any campus.

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 schedules I through V, of Section 202 of the Controlled Substance Act (21 U.S.C. 812).

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 premise pending the outcome of an investigation. Wayne County Community College District will initiate a decisive 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, practice or procedure 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 individuals 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 written five (5) business days of receipt of the answers to the informal 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.

Step 3

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.

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. 8, 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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, FERPA is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational/financial records.

WCCCD accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from the student's educational/financial records without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the WCCCD community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These members include personnel in the Offices of Admissions and Records, Student Services, and academic personnel within the limitations of their need to know.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Vice Chancellor of Student Services in writing within two weeks after the first day of class for the semester.

Requests for nondisclosure will be honored by the institution for only one academic year. Therefore, authorization to withhold Directory Information must be filed annually with the Vice Chancellor of Student Services. Forms utilized to make this request are available in the Office of Admissions and Records at all campus locations.

For additional information regarding the Family Educational Rights and Privacy Act please visit our website at www.wcccd.edu and reference the Student Handbook.

SOCIAL SECURITY NUMBER PRIVACY ACT

The State of Michigan has recently enacted the Social Security Number Privacy Act that requires all public and private businesses and institutions to enact a policy regarding the protection and disclosure of social security numbers. In compliance with this law

and in furtherance of Wayne County Community College District's commitment to protect the privacy of its students, a Social Security Number Protection Policy has been adopted by the District.

In accordance with this policy, all students should be aware that their social security number will not be publicly displayed with more than four (4) sequential digits, or used as a primary account number by the District. Furthermore, students will not be required to supply their social security number to gain access to any computer system, internet websites or networks administered by the District.

Additionally, in order to avoid inadvertent disclosure, no document will be mailed or electronically transmitted by the District that contains more than four (4) sequential digits of a student's social security number unless required by state or federal law, a court order or under the other conditions expressly stated in the District's Policy. Also as part of its Social Security Number Protection Policy, the District has adopted disposal procedures that require all documents that contain a student's social security number be either eradicated or destroyed.

If students have any questions about this policy, or need clarification on any of the District's procedures concerning social security numbers, please either consult the District's Policy Manual online at www.wcccd.edu or contact the Administration.

STUDENT RIGHTS AND RESPONSIBILITIES

The District publishes a document – the Student Handbook which includes the Student Code of Conduct and expects that every student will become familiar with this information. This document is designed to help you successfully navigate through the educational process at WCCCD and outlines our expectations for student behavior. It is the student's responsibility to become familiar with this publication and refer to it as needed. You may obtain a copy of the Student Handbook on our website at www.wcccd.edu.



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

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