Schoolcraft College

Winter 2010 credit class schedule

- online and phone registration assigned start times, *see page 9*
- walk-in registration begins November 2
- classes begin January 9

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Students on the cover:

Amanda plans to pursue a career in anesthesiology. Starting out in the nursing program at Schoolcraft is a great way for her to get a quality education at an affordable price and then transfer her credits to a university.

Sam is pursuing a degree in communications and furthering his career in radio. Having already completed the Specs Howard School of Broadcasting program, he plans to complete his associate degree at Schoolcraft and transfer to a four-year university.

Kisha's job as a student employee in the Financial Aid office not only helps pay the bills but is a great opportunity for her to apply the knowledge she's getting in her accounting courses right away.

Mike is no stranger to Schoolcraft. He originally attended in 1979 and now has returned to get his degree in psychology with hopes of a career in research. Transferability of credits, location and affordability along with the quality of the educational experience are huge benefits for Mike.

Directory

Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696
734-462-4400

Schoolcraft College—Garden City
Radcliff Center
1751 Radcliff Street
Garden City, MI 48135-1197
Main Office—734-462-4770
M–Th 8 am–7 pm, F 8 am–4:30 pm

Admissions & Enrollment Center
McDowell Center—734-462-4426
M & Th 8 am–7:30 pm, TWF 8 am–4:30 pm

Bookstore—New and Used Books
Service Building—734-462-4409
M–Th 8:30 am–7 pm, F 8:30 am–4 pm
Extended hours at beginning of semester
Radcliff Bookstore—734-462-4778
M–Th 8:30 am–1 pm, 4:30–8:30 pm
Online—www.schoolcraftbooks.com

Campus Security Police 24 hours
Service Building—734-462-4424

Career & Transfer Center
McDowell Center—734-462-4421
M & Th 8 am–7:30 pm, TWF 8 am–4:30 pm

Cashier
McDowell Center—734-462-4449
Extended hours during walk-in registration
M–Th 8 am–4:30 pm, F 8 am–4 pm

Counseling Center
McDowell Center—734-462-4429
M–Th 8 am–7:30 pm, F 8 am–4:30 pm

Distance Learning *Online Courses*
McDowell Center—734-462-4532
M–F 8 am–4:30 pm

Financial Aid
McDowell Center—734-462-4433
M & Th 8 am–7:30 pm, TWF 8 am–4:30 pm

Learning Assistance Center
Bradner Library—734-462-4436
Hearing Impaired Phone Line—734-462-4437
M–Th 8 am–8 pm, F 8 am–4 pm, Sat. noon–4 pm
Radcliff—734-462-4400 ext. 6021
M–Th 9 am–1 pm, 5–8 pm, Sat. 10 am–2 pm

Library Services
Bradner Library—734-462-4440
M–Th 8 am–9 pm, F 8 am–4 pm,
Sat. & Sun. noon–5 pm
Radcliff Library—734-462-4400 ext. 6020
M–Th 8:30 am–9 pm, F & Sat. 9 am–1 pm

Office of Instruction
McDowell Center—734-462-4431
M–F 8 am–5 pm

Open Entry/Open Exit Office *room 180*
Grote Administration Center—734-462-4588
M–F 8 am–4:30 pm

Testing Center
McDowell Center—734-462-4806
M–Th 8 am–7:30 pm, F 8 am–4:30 pm
Sat. 10 am–2 pm

Student Recruitment & Records
Recruitment—McDowell Center—734-462-4683
M–F 8 am–4:30 pm
Records—McDowell Center—734-462-4677
M & Th 8 am–7:30 pm, TWF 8 am–4:30 pm
Hours subject to change

Transitions Center
McDowell Center—734-462-4443
M & Th 9 am–7:30 pm, TWF 9 am–4:30 pm

Are You a New Student?—Steps to Apply and Enroll

Enrollment services are located in the McDowell Center

1 Apply for Admission

- Complete and submit the Application for Admission online at **www.schoolcraft.edu**. See page 7 of this schedule for directions.
- Admissions & Enrollment Center 734-462-4426.

2 Request Official Documents

- Send your high school transcripts and/or GED scores to the Admissions & Enrollment Center. Official college transcripts must be **mailed** from the transfer institution's Registrar's Office directly to Schoolcraft.

3 Apply for Financial Aid

- Apply online at **www.fafsa.ed.gov** or obtain a financial aid packet from the Office of Financial Aid. Complete and submit financial aid forms as directed.
- Apply a minimum of 10 weeks before the semester begins.
- Guest and non-degree seeking students are not eligible for financial aid.
- Office of Financial Aid 734-462-4433.

4 Provide Placement Scores

- Submit ACT or SAT scores or college transfer credit demonstrating your ability in reading, writing and math

OR

- Take a placement test in the Testing Center. Bring photo identification and your student number. No appointment is needed. There is no charge for your first test, however there will be a fee for subsequent attempts.
- Testing Center 734-462-4806.

5 Participate in Orientation

- To schedule an orientation, contact the Counseling Center 734-462-4429

OR

- View orientation on www.schoolcraft.edu/olo.

6 Meet with a Counselor/ Academic Advisor

- Explore options, create an educational plan, and select your classes.
- Counseling Center 734-462-4429.

7 Register for Classes

- Register online, by phone, or walk-in; see pages 9–11 for registration information.
- Bring your photo identification to the Admissions & Enrollment Center to obtain a student identification card.
- Admissions & Enrollment Center 734-462-4426.

8 Pay Tuition and Fees

- Your tuition and fees are payable in full the same day you register.
- The College accepts cash, checks (in person or online), money orders, VISA, MasterCard, Discover, and debit cards.
- Another option is our tuition management plan, which allows for tuition to be paid in installments.
- To use financial aid for tuition and fees, you need to have completed the Financial Aid process.
- Cashier's Office 734-462-4449.

9 Attend Class

See what www.schoolcraft.edu *can do for you*

A Wealth of Information is Just a Mouse-Click Away

- Apply for admission
- Register for courses; print your schedule and unofficial transcripts; request enrollment verification and official transcripts; and check your grades with WebAdvisor
- Review course descriptions and programs
- Get the latest information on class closings and cancellations
- See a list of upcoming events and student activities

Featured for Winter 2010

Got financial aid questions? *FATV has answers*

"What is a Pell grant?"

"How much money should I be willing to borrow for college?"

"Can I deduct my tuition from my federal taxes?"

If you have a general question about financial aid, the chances are good that you can find the answer on Financial Aid TV, also known as FATV.

FATV is a Web-based collection of short video clips that provide clear, easy-to-understand answers to some of the most common questions about financial aid. Currently there are more than 100 clips; most are less than a minute in length. The clips can be accessed through the Financial Aid page on the college's Web site: www.schoolcraft.edu/aid

New for WebAdvisor

›› Students can now register and pay for classes online using their checking account without any additional fees. Select *Check-Web* as the *Payment Type* on the *Pay Balance* page to use this option and for more information.

›› Students can also receive financial aid payments and refunds by Direct Deposit. Select *Bank Information* under the financial information heading in the WebAdvisor student menu and enter your bank information.

New courses for Winter 2010

Look for the ✱ symbol in the course listings to learn more about these classes.

Business
BUS 123 Consumer Behavior

Child and Family Services
CCD 224 Emerging Educator

Design
DSGN 280 Capstone Project

Health Information Technology
HIT 158 Clinical Affiliation 1

Nursing
NURS 124 Medical Nursing
NURS 125 Surgical Nursing
NURS 128 Maternal—Child Nursing 1

Transitions Center combines resources

The Transitions Center, located in the McDowell Center, Room 225, is home to four important service areas for students, including the Women's Resource Center, Adult Student Services, Family Resources and Student Engagement Programs. For information or assistance, call 734-462-4443 or email transitions@schoolcraft.edu.

Women's Resource Center
- Divorce Support Group and Certified Divorce Planner Meetings
- Luncheon speaker series
- Helping women in transition
- Annual fundraising dinner

Adult Student Services
- Transition to College: Workshops for Adults
- Support for workers in transition including Michigan Works and Return to Learn students
- Volunteer Income Tax Assistance (VITA)

Family Resources
- On campus recruiting information for students interested in exploring Schoolcraft College
- Ombudsman support for students needing a college contact during extended illness or for special situations
- Web site for parents/families

Student Engagement Programs
- Women's History Month programming
- Assisting students with building their academic schedules

Programs of Study

Letters and numbers equal Schoolcraft College program code

Please select a program code that closely matches your potential field of study and include that code on your Application for Admission. You may change your program code at any time in the Admissions and Enrollment Center.

Don't see your program? Schoolcraft has transfer courses that apply to most majors at most universities. See your counselor for details.

Legend

AA = Associate in Arts
AAS = Associate in Applied Science
AE = Associate in Engineering
AGS = Associate in General Studies
AS = Associate in Science
CRT = Skills Certificate
1YC = One Year Certificate
PAC = Post-Associate Certificate

Skills Certificates

Skills certificates average 5–6 courses, requiring 16–20 credit hours for completion.

Certificates

Pre-associate certificates average 10–12 courses (2–3 semesters of full-time study), requiring an average of 30 credit hours for completion. Most credits may be applied toward an associate degree.

Associate Degrees

Associate degrees average 20–22 courses (4–5 semesters of full-time study), requiring an average of 64 credit hours.

Transfer Programs

Transfer programs prepare students who plan to transfer to four-year colleges and universities after completing their coursework at Schoolcraft.

Post-Associate Certificates

Post-associate certificates average 5–6 courses (1–2 semesters of full-time study), requiring an average of 15 credit hours. A student may enter the post-associate program after earning an associate degree from Schoolcraft or another college. The focus is on giving associate degree holders advanced job skills.

Areas of Study

These courses can be taken for personal or professional interest and/or for transfer to a four-year college or university. Many of the courses count toward a Schoolcraft certificate or degree (i.e. a mathematics course that is part of an associate in engineering degree).

Program Name	Skills Certificate	Certificate	Associate Degree	Post-Associate Certificate [2]
Accounting—		1YC.00001	AAS.00005	
Accounting for Small Business	CRT.00365			
Aviation Management	CRT.00302		AAS.00261	
Biomedical Engineering Technology—				
Biomedical Applications				PAC.00178
Biomedical Engineering Technologist			AAS.00128	
Broadcast Communications			AAS.00041	
Business—				
Basic		1YC.00002		
Business Transfer [5]			AA.00500	
General			AAS.00008	
Marketing and Applied Management			AAS.00009	
Small Business for Entrepreneurs		1YC.00213	AAS.00011	
Business Information Technology		1YC.00242	AAS.00277	
Child and Family Services—				
Child Care and Development		1YC.00031	AAS.00020	
Child Development Associate (CDA)	CRT.00315			
Special Needs Paraprofessional		1YC.00032	AAS.00021	
Computer Aided Design—Mechanical			AAS.00170	
Computer Aided Drafting— Technical		1YC.00119		
Computer Graphics Technology				PAC.00181
Foundation	CRT.00364			
3D Animation		1YC.00136		
3D and Video Graphics			AAS.00028	
Digital Art		1YC.00136	AAS.00028	
Graphic Design			AAS.00028	
Interactive Media and Game Design		1YC.00136	AAS.00028	
Publishing		1YC.00136		
Video Graphics		1YC.00136		
Web Design		1YC.00136		
Computer Information Systems—				PAC.00155
Introductory		1YC.00004		
Microcomputer Support Technician			AAS.00014	
Networking Technology Integration		1YC.00270		
Programming	CRT.00366		AAS.00012	
Web Specialist		1YC.00241	AAS.00275	
Computer Service Technician		1YC.00159		
Cosmetology Management			AAS.00010	
Criminal Justice			AAS.00086	
Criminal Justice with Academy			AAS.00086	
Culinary Arts [1]		1YC.00079	AAS.00087	
Culinary Baking and Pastry Arts [1]		1YC.00247		
Education Transfer [5]			AA.00700	
Electronic Technology	CRT.00320	1YC.00125	AAS.00120	
Emergency Medical Technology Paramedic [1]		1YC.00024	AAS.00250	

programs of study continued ➔

programs of study continued

Program Name	Skills Certificate	Certificate	Associate Degree	Post-Associate Certificate [2]
Engineering Transfer [5]			AE.00039	
Environmental Studies			AAS.00176	
Environmental Science Technician		1YC.00276		
Fire Technology			AAS.00177	
Fire Technology with Academy			AAS.00177	
Fire Fighter Technology		1YC.00149		
Health Information Technology [1]			AAS.00153	
Coding Specialist [1]		1YC.00240		
Health Transfer [5]			AA.00600	
Homeland Security			AAS.00252	
Liberal Arts Transfer [5]			AA.00042	
Manufacturing—Advanced Manufacturing			AAS.00135	
Massage Therapy [1]		1YC.00255	AAS.00266	
Medical Assisting [1]		1YC.00026		
Medical Biller/Receptionist	CRT.00350			
Phlebotomy	CRT.00325			
Physician Office Medical Transcription	CRT.00330			
Medical Transcription [1]		1YC.00029		
Metallurgy and Materials Science			AAS.00184	PAC.00179
Metallurgy—Applied Physical		1YC.00124		
Music—				
Foundations		1YC.00162		
Intermediate		1YC.00163		
Piano Teacher		1YC.00115		
Recording Technology		1YC.00144	AAS.00244	
Nursing—				
Nursing Assistant Training Program [1]	CRT.00321			
Licensed Practical [1]		1YC.00017		
Registered [1]			AAS.00000	
Office Information Systems—				
Office Administration			AAS.00133	
Office Specialist	CRT.00370	1YC.00166		
Theatre [5]			AA.00042	
Welding Technology—				
Fabrication		1YC.00127		
Joining Technology			AAS.00082	
Associate Degree Seeking, Undecided [3]			00800	
Transfer Degree Seeking, Undecided [3]			00801	
Non-Degree Seeking [4] **00900**				

[1] Students must be officially admitted to the program prior to selecting core/major courses. Call the Admissions and Enrollment Center at 734-462-4426 for more information.

[2] Prior associate degree in the program required. See the Schoolcraft College catalog for additional information.

[3] Students are degree seeking and pursuing General Education Requirements.

[4] Federal financial aid may not be available for this option.

[5] Transfer program. See list on this page.

These programs and courses are described in the current Schoolcraft College catalog. College catalogs are available online at www.schoolcraft.edu or in the Admissions and Enrollment Center, McDowell Center, 734-462-4426.

Transfer Programs

Business AA.00500
- Accounting
- Advertising
- Business Administration
- Computer Science
- Hotel Management

Education.....AA.00700
- Elementary
- Secondary
- Special

Engineering....AE.00039
- Chemical
- Civil
- Computer Systems
- Electrical
- Environmental
- Industrial
- Manufacturing
- Materials Science
- Mechanical

Health AA.00600
- Pre-Dental Hygiene
- Pre-Dentistry
- Pre-Medicine
- Pre-Mortuary Science
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary

Liberal Arts.....AA.00042
- Anthropology
- Art
- Biology
- Chemistry
- Communications
- Conservation
- Criminal Justice
- Economics
- English
- Foreign Language
- Geography
- Geology
- History
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Public Administration
- Social Work
- Sociology
- Statistics
- Theatre

Areas of Study

Schoolcraft offers courses in the following disciplines. Many of these courses can be transferred to a four-year college or university.

Allied Health Education
Anthropology
Arabic
Art and Design
Biology
Chemistry
Chinese
College and Beyond
Collegiate Skills
Communication Arts
Corrections
Design
Drafting
Economics
Engineering
English
English as a Second Language
French
Geography
Geology
German
History
Human Development Services
Humanities
Italian
Learning Resources
Mathematics
Philosophy
Physical Education, Health & Recreation
Physics
Political Science
Psychology
Quality Management
Sociology
Spanish

APPLY TODAY!

Applying online is fast and easy.

Just follow the directions below and you will be on your way to becoming a student at Schoolcraft College. Your social security number is required to apply online.

1. Go to the Schoolcraft Web site, **www.schoolcraft.edu**.
2. Select "Online Application," which can be found on the upper left-hand side of the home page.
3. Complete the "Application for Admission" form. Select "Submit".
4. Check the box at the bottom of the page to activate your electronic signature. Select "Submit".

Need assistance?

If you require assistance or do not have access to a computer, please call the Admissions and Enrollment Center at 734-462-4426.

Congratulations!

You have completed the first step in becoming a student at Schoolcraft College. Within the next week you will receive your acceptance letter in the mail. Please keep this letter as it will contain your student number, which you will need to do just about everything at Schoolcraft.

High School, GED or College Transcript Request

Students: Send this completed form to your high school, GED testing center or colleges you previously attended to request your transcripts.

Please send a complete and official copy of my transcript to: **Schoolcraft College**
Admissions and Enrollment Center
18600 Haggerty Road
Livonia, MI 48152-2696

From: _____
Student's Last Name First Middle or Former Name

_____
Mailing Address Street City State Zip + 4 digit code

(_____)_____ _____/_____/_____ ___ ___ ___ ___
Day Phone Date of Birth Social Security Number (last 4 digits)

Date of last enrollment or graduation/GED test date: _____

Student's Signature _____ Date _____

College Services and Information

Bookstores

Livonia 734-462-4409, Radcliff Center 734-462-4778

Owned and operated by Schoolcraft College, the bookstores stock new and used textbooks, school supplies, computers, software, Schoolcraft College clothing, gift items and more. Locations are at the Livonia Campus, Radcliff Center and **www.schoolcraftbooks.com**. A current class schedule must be presented to purchase textbooks or software.

Children's Center

734-462-4442

The Children's Center provides child care and instruction year-round for children six weeks through Kindergarten. Interested families may call for more information about this nationally accredited program. Drop-off care is not available.

Open Computer Labs

McDowell Center room 100 & Radcliff Center room 140
Livonia: 734-462-4400, ext. 5147 (information) or ext. 5529 (hours)
Radcliff: 734-462-4400, ext. 6112 (information) or ext. 5529 (hours)

The College provides two open computer labs for students working on course assignments and academic research. Students must present a Schoolcraft student ID or current schedule for admittance to computer labs and must abide by posted lab rules and guidelines regarding computer use.

Financial Aid

734-462-4433

Grants, scholarships, work-study and loans are available to qualified students.

- Grants do not have to be repaid and are based primarily on demonstrated financial need.
- Scholarships do not have to be repaid and are primarily based on academic achievement.
- Work-study students are placed in jobs on campus and their wages are paid in part by the work-study program.
- Student loans are borrowed money and require repayment. Students need to complete the Free Application for Federal Student Aid (FAFSA) before a loan can be considered.

The FAFSA is available online at **www.fafsa.ed.gov**. Guest and non-degree seeking students are not eligible for financial aid. Class attendance is required to receive financial aid.

Information

Course Auditing

Students may enroll in courses for which they do not receive credit. The intention for an audit should be made known at the time of registration. Full tuition and fees apply. A change from credit to audit after the registration period must be authorized through instructor/student consultation and instructor's written notification to the Admissions and Enrollment Center. Changes must be completed prior to the last day for a withdrawal grade. Any student auditing a class may participate as a regular enrolled student except that no final grade is issued.

Withdrawal From Class

Withdrawal from class(es) may affect financial aid eligibility for current and future semesters.

- To withdraw from a class, complete the appropriate form in the Admissions and Enrollment Center, MC240, on or before the last date for withdrawal. Written request may be submitted to the Admissions and Enrollment Center by mail, or fax 734-462-4553.
- Nonattendance does not represent a withdrawal. You are responsible for classroom activity until you officially withdraw.
- Refer to the calendar in this schedule for deadline dates.

Cancelled Classes

The College reserves the right to cancel any class if enrollment is low or for other valid reasons.

- Students are contacted to select another class or request a refund. Refund checks are mailed to the student.
- The College may change the day, time or location of classes.

Classes cancelled on a one-time basis during the semester due to instructor illness, etc. will be listed on the Cancellations & Closings link on our Web site.

Weather

For College closings due to weather or other emergencies, listen to major area radio or TV stations for updates, or check the Cancellations & Closings link on our Web site. Weather conditions may vary widely, even over a small geographic area. You must exercise your own judgment with regard to safety, whether the College remains open or closes.

Grade Reports

Final grades are available via the WebAdvisor link on our Web site. If needed, you can request a printed copy of your grade report for employer reimbursement or insurance by logging on to WebAdvisor and using the Request Grade Report link. You may also request a printed copy from any campus kiosk. Requests must be made before the end of the semester.

Kiosks

Kiosks are electronic information centers located in many College buildings that provide College information and individual student schedules.

Health Insurance for Students

Sickness and accident insurance is available for full- and part-time students. Information on this program is available in student service offices in the McDowell Center and at www.schoolcraft.edu/services/health.asp.

Voter Registration

Forms for voter registration are available from the Registration area of our Web site. Please exercise your right to vote.

Drug Free

Federal Drug Free Schools and Communities Act Amendments of 1989 require that colleges receiving federal funds develop a program to prevent the use of illicit drugs and alcohol by students and employees. Consistent with local, state and federal laws, the College will impose sanctions or seek legal remedy against students or employees who unlawfully possess, use, or distribute illicit drugs and alcohol on College property or as part of any College activity.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Written consent of the student is required for the College to disclose education records or personal information. Students have the right to review their own education records. Consult the College catalog or Web site for further information.

Nondiscrimination Clause

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed or disability, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

Student Consumer Contact Information

Information is located on the college Web site, in the catalog and individual offices as indicated below:

- College costs, refunds, withdrawals, academic programs: Admissions and Enrollment Center, 734-462-4426.
- Student privacy and rights under Family Education Rights and Privacy Act (FERPA): Student Records, 734-462-4677.
- Student loans, deferments, available financial assistance and return of Title IV funds: Office of Financial Aid, 734-462-4433.
- Services for students with disabilities: Learning Assistance Center, 734-462-4436.
- Campus security report and crime statistics: www.schoolcraft.edu/cleryact or Campus Security Police Department, 734-462-4424.
- Accreditation and licensing: Office of Instruction, 734-462-4451.
- Athletic program participation rates and financial support, completion/graduation rate and, if applicable, transfer out rate: Institutional Research Office, 734-462-4454.

Registration Dates and Procedures

Winter 2010

Assigned Registration Start Times

Assigned registration start times will make it easier for students close to graduation to register for classes, while reducing the burden on the system to the benefit of all students. The system will permit students to register based on their total number of credits.

Credits will be calculated at the end of the Summer 2009 semester.

Active students have taken a class and earned a credit in one or more semesters from Winter 2008 through Summer 2009 OR are currently enrolled in Fall 2009		
Cumulative credits* earned through the Summer 2009 semester	**Register online or by phone on or after the date listed below**	**Register by walk-in on or after the date listed below**
Active students with 50 or more credits	Saturday, October 31 at 7 a.m.	Monday, November 2 at 8 a.m.
Active students with 40–49 credits	Saturday, October 31 at 11 a.m.	
Active students with 30–39 credits	Saturday, October 31 at 3 p.m.	
Active students with 20–29 credits	Saturday, October 31 at 7 p.m.	
Active students with 10–19 credits	Sunday, November 1 at 7 a.m.	
Active students with 1–9 credits	Sunday, November 1 at 11 a.m.	
Schoolcraft earned hours and transfer credits awarded as of the end of Summer 2009 will be included in this total. Classes in progress and transfer credits pending evaluation are not included. ***To see your cumulative credits, log in to your WebAdvisor account at https://webadvisor.schoolcraft.edu.***		
Any student can register	Sunday, November 1 at 3 p.m.	Monday, November 2 at 8 a.m.

Your cooperation is appreciated

- Please limit your registration activity to one phone or one computer at a time. Repeated attempts by multiple phones or computers slows the system's response time.
- New sections are added as existing sections fill. Consult WebAdvisor for the latest information on available sections.

Update your academic program

Students can update their academic program in the Admissions and Enrollment Center, or complete the Change of Academic Program form found at www.schoolcraft.edu/registration.

Registration Dates and Procedures

Assigned registration start times begin Saturday, October 31 at 7 a.m. See page 9 for details.

Registration Approval

Current and former students in good standing may select their own classes. New students must meet with a counselor before registering.

Students must also have a counselor approve their schedule if:

- they take more than 18 credit hours in fall or winter semesters;
- they take more than 8 credit hours in spring or summer sessions;
- they are on academic probation, dismissal or registration hold.

Call 734-462-4429 for additional information.

Student Responsibilities

Students assume full responsibility for course selection, completion of prerequisites, general education goals, and accuracy of the registration worksheet including tuition and fees. Observe course prerequisites carefully—refer to pages 67–113 in this schedule.

Schedule Adjustment

Schedule adjustment will take place during the week that classes begin. You may register for classes until the first class meeting. After that, you must get approval in writing from the instructor to register for the class. Not all instructors accept late entry/overloads; OE/OE courses cannot be overloaded. Written consent must be brought to the Admissions and Enrollment Center within two business days to be honored.

Payment

Tuition and fees are payable in full the same day you register. If you do not pay the day you register, you will be dropped for nonpayment. Use the chart on page 16 to calculate your tuition and fees. The College accepts cash, checks, money orders, VISA, MasterCard, Discover and debit cards. **Reminder: the Cashier's Office is closed on Saturdays and Sundays.**

Another payment option is our tuition management plan, which allows for tuition to be paid in installments from your savings or checking account. For more details, look for the e-Cashier icon at **https://webadvisor.schoolcraft.edu**, or call Student Accounts at 734-462-4586.

If your check is returned because of insufficient funds in your account, we may redeposit it electronically. Call the Cashier's Office at 734-462-4449 for information.

Refunds

Last day for refunds:

Friday, January 15 for 15-week, 1st 7- and 12-week courses.

Friday, February 5 for 2nd 12-week courses.

Friday, March 19 for 2nd 7-week courses.

Registration fees are nonrefundable. Students can receive refunds by Direct Deposit. See *Bank Information* under the financial information heading in the WebAdvisor student menu to select this refund option.

Be prepared! To ensure there are no restrictions that would prevent or delay your registration, log on to WebAdvisor's student menu and select "Am I ready to register?"

Walk-in Registration
McDowell Center

Walk-in Registration

You may register for classes until the first class meeting. After that, you must follow the schedule adjustment process above.

No registration on holidays; see calendar on pages 12–14.

Registration for all students begins 8 am, Monday, November 2.
A registration worksheet is available on page 18.

Hours for November 2–December 23:
Monday and Thursday: 8 am–7 pm
Tuesday, Wednesday and Friday: 8 am–4 pm

Hours for January 4–15:
Monday through Thursday: 8 am–7 pm
Friday: 8 am–4 pm

Registration Dates and Procedures

Registration worksheet available on page 18.

Online & Touchtone Phone Registration

You may register for classes until the first class meeting.
After that, you must follow the schedule adjustment process on page 10.

Assigned registration start times begin Saturday, October 31 at 7 am. See page 9 for details.
Hours: Monday–Friday, 3 am–10 pm;
Saturday, 3 am–11 pm; Sunday, 3 am–9 pm (Sunday, November 1, 3 am–10 pm)

No registration on holidays; see calendar on pages 12–14

Online Registration
https://webadvisor.schoolcraft.edu

Touchtone Phone Registration
734-462-4800

Online

Instructions on how to log in and register are available at https://webadvisor.schoolcraft.edu.

You can reset your password by following these instructions if you have an email address on file:

- Visit WebAdvisor: Click on Reset My Password.
- Type in your last name and either your SS# or your Schoolcraft ID number and click the submit button.
- Select your email address from the drop down screen.
- You will receive an email containing a temporary password.
- If you don't receive the message, check your SPAM mail as you may have a high security set in your email.
- Return to WebAdvisor to log on.

If you are still experiencing problems or do not have an email on file, please call the Admissions and Enrollment Center at 734-462-4426.

Payment is due the day you register in accordance with the college payment policy on page 10. If you do not pay the day you register, you will be dropped from your classes for nonpayment. Payment options include credit card (VISA/MC/Discover), Check-web or the tuition management plan. If you choose to pay in person it must be the same day you register during the Cashier's Office business hours.

Touchtone Phone

- Have your Schoolcraft student number available.
- Call 734-462-4800. Enter your student ID number and date of birth (MM/DD format) when prompted.
- To add a course, press 1 at the main menu. To drop a class, press 2 at the main menu. Enter the six-digit section number for each course.
- Finalize your schedule by **pressing #6** (pound key then number six).
- Enter a valid credit card number (VISA/MasterCard/Discover), press the pound key (#), and then enter the expiration date.

Your class schedule and a record of your payment will be mailed to the address on file. Keep this schedule/receipt; you will need it to purchase textbooks and use the computer lab.

The system automatically identifies classes that are full or that will result in a time conflict. If you are dropping and adding, process the drops first.

If you do not have a credit card, you may prepay your tuition and fees at the Cashier's Office during business hours, then register by phone. ***If you do not enter a credit card number or arrange to prepay your tuition, you will not be registered for classes. Financial aid recipients must have an award letter covering the appropriate semester and enrollment status.***

Touchtone Menu

During your transaction, you may access any function by pressing the pound key (#) plus one of the following keys:

1	Add or register for a course	6	Finalize your schedule, receive your Account Receivable balance, and enter your credit card number followed by the pound key (#), then the expiration date
2	Drop a course		
3	Review your schedule		
4	Delete total schedule		
5	Cancel current changes		

\# Pound key returns to main menu at any time

Winter 2010 Credit Class Calendar

See pages 9–11 for registration information **Classes begin Saturdayday, January 9**

Shaded dates indicate evening walk-in registration until 7 pm

	S	M	T	W	R	F	S
Oct.	25	26	27	28	29	30	31 Assigned registration start times begin for online & phone only. See page 9 for details.
November 2009	1 Assigned registration start times continue for online & phone.	2 Walk-in registration begins for all students; online, phone, walk-in	3 Online, phone, walk-in	4 Online, phone, walk-in	5 Online, phone, walk-in	6 Online, phone, walk-in	7 Online & phone
	8 Online & phone	9 Online, phone, walk-in	10 Online, phone, walk-in	11 Online, phone, walk-in	12 Online, phone, walk-in	13 Online, phone, walk-in	14 Online & phone
	15 Online & phone	16 Online, phone, walk-in	17 Online, phone, walk-in	18 Online, phone, walk-in	19 Online, phone, walk-in	20 Online, phone, walk-in	21 Online & phone
	22 Online & phone	23 Online, phone, walk-in	24 Online, phone, walk-in	25 Online, phone, walk-in	26 Holiday; College closed	27 Holiday; College closed	28 Online & phone
	29 Online & phone	30 Online, phone, walk-in					
December 2009			1 Online, phone, walk-in	2 Online, phone, walk-in	3 Online, phone, walk-in	4 Online, phone, walk-in	5 Online & phone
	6 Online & phone	7 Online, phone, walk-in	8 Online, phone, walk-in	9 Online, phone, walk-in	10 Online, phone, walk-in	11 Online, phone, walk-in	12 Online & phone
	13 Online & phone	14 Online, phone, walk-in	15 Online, phone, walk-in	16 Online, phone, walk-in	17 Online, phone, walk-in	18 Online, phone, walk-in	19 Online & phone
	20 Online & phone	21 Online, phone, walk-in	22 Online, phone, walk-in	23 Online, phone, walk-in	24 Holiday: College closed	25 Holiday: College closed	26 Online & phone College closed
	27 Online & phone College closed	28 Online & phone College closed	29 Online & phone College closed	30 Online & phone College closed	31 Holiday: College closed		

- **Winter 2010 registration** from October 31 until the first time the class meets *except holidays where noted*

  Registration information and hours are on pages 9–11

  Winter classes begin January 9
- **Schedule adjustments** will take place during the week that classes begin. See page 10 for details.

- **Schedule adjustment ends and last day for refunds** for 15-week, first 12- and 7-week classes
  Friday, January 15

  OE/OE students have until the end of the 15-week schedule adjustment period, or seven calendar days from the day they register, whichever is longer, to drop the class for a refund.

- **Orientations for OE/OE**
  Saturday, January 9
- **Intent to Graduate Application**
  Counselor appointment required; submission deadline
  Friday, January 29
- **Late starting classes begin**
  Second 12-week classes
  Saturday, January 30

  Second 7-week classes
  Saturday, March 13

Winter 2010 Credit Class Calendar

See pages 9–11 for registration information

Shaded dates indicate evening walk-in registration until 7 pm

	S	M	T	W	R	F	S
January 2010						1 Holiday: College closed	2 Online & phone
	3 Online & phone	4 Online, phone, walk-in	5 Online, phone, walk-in	6 Online, phone, walk-in	7 Online, phone, walk-in	8 Schedule adjustment begins; Online, phone, walk-in	9 Winter classes begin; OE/OE orientations; Schedule adjustment
	10 Schedule adjustment	11 Schedule adjustment	12 Schedule adjustment	13 Schedule adjustment	14 Schedule adjustment	15 Schedule adjustment ends and last day for 15-week, 1st 7- & 12-week class refunds	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29 Winter graduation application deadline, counselor appointment required	30 2nd 12-week classes begin
	31						
February 2010		1	2	3	4	5 Last day for schedule adjustment and refunds for 2nd 12-week classes	6
	7	8	9	10	11	12 Last day for W in 1st 7-week classes	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26 1st 7-week classes end	27 Spring Break begins
	28 Spring Break						

- **Schedule adjustment ends and last day for refunds**
  Second 12-week classes
  Friday, February 5

  Second 7-week classes
  Friday, March 19
- **Last day for OE/OE registration**
  Wednesday, March 10

- **Last day for W grade**
  First 7-week classes
  Friday, February 12

  First 12-week classes
  Friday, March 12

  15-week classes
  Friday, March 26

  Second 12-week classes
  Friday, April 2

  Second 7-week classes
  Friday, April 16

- **Spring Break—no classes**
  February 27–March 5

Winter 2010 Credit Class Calendar

See pages 9–11 for registration information **Classes end Friday, April 30**

	S	M	T	W	R	F	S
March 2010		1 Spring Break; Bookstore closed	2 Spring Break; Bookstore closed	3 Spring Break; Bookstore closed	4 Spring Break; Bookstore closed	5 Last day of Spring Break; Bookstore closed	6
	7	8	9 1st 7-week grades available	10 Last day for OE/OE registration	11	12 Last day for W in 1st 12-week classes	13 2nd 7-week classes begin
	14	15	16	17	18	19 Last day for schedule adjustment and refunds for 2nd 7-week classes	20
	21	22	23	24	25	26 Last day for W in 15-week classes	27
	28	29	30	31			
April 2010					1	2 Last day for W in 2nd 12-week classes	3
	4	5	6	7	8	9 1st 12-week classes end	10
	11	12	13	14 1st 12-week grades available	15	16 Last day for W in 2nd 7-week classes	17
	18	19	20	21	22	23 Last day of testing & homework due for OE/OE classes	24
	25	26	27	28	29	30 15-, 2nd 7- & 12-week classes end	
May							1 Graduation—Commencement exercises
	2	3	4 15-, 2nd 7- & 12-week grades available	5	6	7	8

- **Last day of testing & homework due for OE/OE classes**
  Friday, April 23
- **Final exams**
  Given in last week of class
- **Last day of classes**
  First 7-week classes
  Friday, February 26

  First 12-week classes
  Friday, April 9

  15-week and second 7- & 12-week classes
  Friday, April 30
- **Grades available**
  First 7-week classes
  Tuesday, March 9

  First 12-week classes
  Wednesday, April 14

  15-week and second 7- & 12-week classes
  Tuesday, May 4

Spring/Summer 2010 Registration

online and phone begins
Saturday, March 27, 2010

walk-in begins
Monday March 29, 2010

Spring Classes Begin
Saturday, May 8

Summer Classes Begin
Tuesday, July 6

You Have Worked Hard
You Have Earned Your Degree
But, *You Won't Get Your Degree Unless You Apply for It*

A certificate or degree is your entry to a better job and a higher salary. If you're transferring to a four-year institution, an associate degree tells your university that you are a serious student who sets goals and follows through.

WINTER 2010 GRADUATES

By January 29, 2010 you must see your counselor to fill out an Intent to Graduate form.

SPRING AND SUMMER 2010 GRADUATES

By May 28, 2010 for the spring session and July 23, 2010 for the summer session you must see your counselor to fill out an Intent to Graduate form.

Commencement Ceremony
May 1, 2010
Compuware Arena

- **Winter 2010 Graduates:** Fill out your Intent to Graduate form by January 29, and order your cap and gown by March 26.
- **Spring and Summer 2010 Graduates:** Fill out your Intent to Graduate form by May 28 for the spring session and July 23 for the summer session, and order your cap and gown by March 26. To participate in the commencement ceremony, you ALSO must fill out an Application to Attend Commencement form by March 12 and take it to the Records Office.

Questions? Call the Records Office at 734-462-4677.

Tuition & Fees for Winter 2010

Tuition and fees are due in full on the day you register

	Credit Hours	Resident Tuition	Non-Resident Tuition	Out-of-State & International Tuition	Registration Fee	Instructional Equip. Fee
Less Than Half Time	0.5	38.50	56.50	84.50	40.00	2.00
	1	77.00	113.00	169.00	40.00	4.00
	2	154.00	226.00	338.00	40.00	8.00
	3	231.00	339.00	507.00	40.00	12.00
	4	308.00	452.00	676.00	40.00	16.00
	5	385.00	565.00	845.00	40.00	20.00
Half Time	6	462.00	678.00	1,014.00	40.00	24.00
	7	539.00	791.00	1,183.00	40.00	28.00
	8	616.00	904.00	1,352.00	40.00	32.00
Three Quarter Time	9	693.00	1,017.00	1,521.00	40.00	36.00
	10	770.00	1,130.00	1,690.00	40.00	40.00
	11	847.00	1,243.00	1,859.00	40.00	44.00
Full Time	12	924.00	1,356.00	2,028.00	40.00	48.00
	13	1,001.00	1,469.00	2,197.00	40.00	52.00
	14	1,078.00	1,582.00	2,366.00	40.00	56.00
	15	1,155.00	1,695.00	2,535.00	40.00	60.00
	16	1,232.00	1,808.00	2,704.00	40.00	64.00
	17	1,309.00	1,921.00	2,873.00	40.00	68.00
	18	1,386.00	2,034.00	3,042.00	40.00	72.00
Counselor Approval Required	19	1,463.00	2,147.00	3,211.00	40.00	76.00
	20	1,540.00	2,260.00	3,380.00	40.00	80.00

To determine your tuition and fees

Locate the number of credit hours you have selected. Add the credit hour tuition, registration fee, instructional equipment fee, and course fees if applicable.*

Example: 9 credits as a resident

Tuition	$693.00
Registration Fee (per semester)	40.00
Instructional Equipment Fee	36.00
Course Fees (if applicable)	*
Total Payment Due	$769.00

Senior Adult Tuition

Individuals 60 years or older save 50 percent of the **resident** tuition rate. Required fees, however, must be paid. Obtain a senior adult identification card at the Admissions & Enrollment Center or the Continuing Education Center on the Livonia Campus, or the main office at Radcliff Center. Proof of senior status must be presented. Once age has been verified, an official senior adult identification card will be issued.

Example: 3 credits as nonresident senior

Tuition	$339.00
Less 50 percent of $231.00 resident rate	-115.50
Total adjusted tuition	223.50
Registration Fee (per semester)	40.00
Instructional Equipment Fee	12.00
Course Fees (if applicable)	*
Total Payment Due	$275.50

* Check the class schedule and add course fees if applicable.

College District Residency and Verification

The college district includes the public school districts of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton, and part of Novi. The college verifies a student's residency each semester. To receive resident tuition rates, proof of residency will be required at the time of admission and registration. We accept the following items as proof of resident status: valid driver's license or state ID with current address, copy of lease, property tax receipt or other proof the college finds acceptable.

Company Paid Tuition/Fees

The College will invoice companies for students' tuition, fees, books and supplies if authorized by the employer in the form of a purchase order, voucher, or letter of authorization. A current authorization needs to be on file with Student Accounts each semester prior to online, phone or walk-in registration. Contact Student Accounts, 734-462-4586, for additional information.

Refunds

Students will receive a refund if they drop a class **by the last day of schedule adjustment**. See calendar in the current Schedule of Classes for refund dates. **Registration fees are non-refundable** unless class is canceled by the college. Credit card payments made online through WebAdvisor will be credited to the account used for payment. All other refunds will be issued to the student by check or direct deposit. See *Bank Information* under the financial information heading in the WebAdvisor student menu to select the direct deposit refund option. Allow four weeks after the last day of schedule adjustment to receive your refund.

You don't have to pay your tuition all at once

You can:

Make a down payment on your tuition.

Pay the balance in 1, 2 or 3 monthly payments.

Use a credit card or automatic bank payment.

How to sign up

1. Register for your classes.
2. Go to https://webadvisor.schoolcraft.edu, choose *Students* and then *Log In*.
3. Under *Registration*, choose *Pay Balance*.
4. Choose your payment option from the menu and then proceed.

look for the eCashier logo

What to have with you when you sign up

1. Your seven-digit student number, date of birth and email address.
2. The name and address of the person responsible for making the payments.
3. Bank or credit card account information of the person responsible for making the payments. Credit cards accepted are American Express, MasterCard and Discover.
4. If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
5. If paying by credit card, you will need the credit number and expiration date.

Important Dates

Winter 2010

Assigned registration start times begin October 31, 2009 for online and phone. Walk-in begins November 2, 2009.

Number of payments	Months of payments	Required down payment	Last day to enroll in payment plan
3	Dec., Jan., Feb.	40%	Nov. 23
2	Jan., Feb.	40%	Dec. 21
1	Feb. only	50%	Jan. 25

Spring & Summer 2010

Assigned registration start times begin March 27, 2010 for online and phone. Walk-in begins March 29, 2010.

Number of payments	Months of payments	Required down payment	Last day to enroll in payment plan
2	May, June	40%	April 22
1	June only	50%	May 24

Questions? Call Student Accounts at 734-462-4586.

Registration Worksheet—Winter 2010

THE COLLEGE REQUIRES ALL NEW STUDENTS TO MEET WITH A COUNSELOR OR ADVISOR.

Please print clearly. Do not mail.

NAME _____
LAST FIRST MIDDLE (FORMER)

ADDRESS _____
NUMBER STREET APT.

_____
CITY STATE ZIP CODE

EMAIL ADDRESS _____

_____ / _____
PRIMARY PHONE: ❑ HOME ❑ CELL ❑ BUSINESS

_____ / _____
ALTERNATE PHONE: ❑ HOME ❑ CELL ❑ BUSINESS

__ __ __ __ __ __ __ **OR**
STUDENT NO.

___ ___ ___ ___
SOCIAL SECURITY NUMBER
(last 4 digits)

__ __ - __ __
BIRTHDATE (month-day)

_____ Hours worked per week in whole numbers. If number is zero, enter 0.

EMERGENCY CONTACT _____ _____ / _____
INFORMATION REQUIRED LAST NAME FIRST NAME PHONE

PROGRAM NAME _____ PROGRAM CODE NO. __ __ __ • __ __ __ __ __

See pages 5 & 6 for codes.

FOR YOUR CREDIT COURSE SELECTIONS—USE CURRENT CLASS SCHEDULE

Classes not held on the Livonia campus are indicated by the following Building/Room:

RC=Radcliff Center—Garden City **GC=Garden City Extension—Garden City** **CH=Canton High School**

DEPT. & COURSE #	SECTION # (SIX DIGITS)	COURSE TITLE	CREDIT HOURS	DAYS	TIME	BUILDING/ ROOM	FEE
		TOTAL CREDIT HOURS → *Counselor approval required to exceed 18 credits per semester*				**TOTAL FEES →**	

To receive resident tuition rates, proof of residency will be required at time of registration.

Identify any class you wish to AUDIT below—walk-in registration only

DEPT. & COURSE #

TUITION Number of Credit Hours x Current Tuition Rate $ _____

REGISTRATION FEE **per semester**—nonrefundable $ 40.00

INSTRUCTIONAL EQUIPMENT FEE **$4.00 per credit hour** $ _____

COURSE FEES, if any $ _____

PARKING $ FREE

TOTAL tuition + all fees due at registration $ _____

The college accepts cash, checks, money orders, credit cards (VISA, MASTERCARD or DISCOVER), company paid tuition, financial aid or our tuition payment plan.

DROPS

Please note: Complete the drop section of this form if you have previously registered for a class and now wish to drop it.

Refunds available according to published semester deadlines.

Financial Aid Recipients: Dropping courses may impact your financial aid award.

DEPT. & COURSE #	SECTION # (SIX DIGITS)	COURSE TITLE	CREDIT HOURS	FEE

* The student assumes full responsibility for accuracy of information on this form and the selection of courses. Please double check for any class time conflicts and for course prerequisites as listed in the current College Catalog.

_____ _____
Counselor or Advisor Signature Date Student Signature Required Date

Student Success—Resources to Support You

Counseling Center

McDowell Center
734-462-4429

Provides the following services:

- Counselors/advisors available to all students.
- Required counseling/advising for all new students and those on registration holds before enrolling in classes.
- Programs for individuals to develop their personal, educational, social, career and life goals.

Testing Center

McDowell Center
734-462-4806

Walk-in testing for placement, distance learning and classroom makeup tests. Testing by appointment for CLEP, DANTES, GED and MTELP.

Learning Assistance Center

Bradner Library
734-462-4436

Academic skills advising, workshops and free drop-in and online tutoring. Additional services include:

Disability/Accessibility Services

Accommodations for testing, instructional support and assistance with physical accessibility.

International Student Services

Academic support, tutoring and courses to enhance English pronunciation and reading comprehension.

Peer Assisted Learning (PAL)

Instructor-selected former students help current students with course work, assignments and exam preparation.

University Bound

Seminars, university visits, career guidance and academic support for students planning to transfer to a four-year college.

Writing Fellows

Students trained to assist other students with written assignments. They do not write or edit papers, but provide direction to improve the quality of written work. Writing Fellows are available in the Learning Assistance Center and online.

Libraries

Bradner Library 734-462-4440
Radcliff Center Library 734-462-4400 ext 6020

Bradner and Radcliff Center Libraries feature electronic databases, areas for individual and collaborative study, and expert librarians to provide hands-on research assistance. In addition, Bradner Library has wireless Internet access, high-speed data ports and an atrium lounge with vending area.

Transitions Center

McDowell Center
734-462-4443

Incorporates the services of the Women's Resource Center, Adult Student Services, Family Resources and Student Engagement Programs and is open to all students and community members. Services are not gender specific. Volunteer peer counselors are available for both walk-in and telephone clients, and are specially trained to listen to and assist clients who wish to:

- Enter or re-enter college.
- Research new career possibilities.
- Find referrals for services or information.
- Talk through difficult situations.

Career & Transfer Center

McDowell Center
734-462-4421

A comprehensive array of services and resources available to help students learn about career, employment, and transfer options. Services include:

Career and Employment Services

- Career counseling.
- Assistance in finding part- or full-time employment.
- Career and job fairs.
- Resumé writing and interviewing assistance.
- On-campus jobs.

Transfer Services and Resources

- College catalogs and brochures.
- Schedule of four-year college visitations.
- Information on admissions and transfer requirements.
- MACRAO transfer agreement information.
- Special partnerships and articulation information.
- College applications.
- Transfer scholarship information and applications.
- Transfer events.

Student Activities Office

VisTaTech Center, Lower Waterman Wing
734-462-4422

With more than 20 student-run clubs and organizations, students have the opportunity to develop leadership skills, organize campus-wide events and interact with the community. A sampling of the organizations include:

- The Student Activities Board.
- The Phi Theta Kappa Honor Society.
- *Connection*, the award-winning student newspaper.
- Student-interest clubs organized around art, music, nursing, feeding the hungry, culinary arts and international relations.

Learning Options—Make Any Time Class Time

Quickly find all of your instructional alternatives

This schedule includes a column heading titled "Learning Options," to identify courses that offer an alternative to the traditional classroom experience. See pages 20–27 for information on these learning options:

ONLINE
Internet-based courses.

OE/OE
Open Entry/Open Exit, offering students varied start and stop times.

HYBRID
Courses combine classroom instruction with online delivery.

Online Courses

For more information
734-462-4532
dl@schoolcraft.edu

Online courses offer new opportunities and challenges to Schoolcraft College students. You can take an online course when and where it is convenient for you and still have opportunities to interact with your instructor and other students. You will cover the same learning objectives you would in a traditional on-campus course.

If you are an independent learner, highly self-motivated and interested in accelerating your course of study, online learning may be appropriate for you. Since the coursework can be completed any time of the day or night, it is ideal for those who are unable to attend classes in the evenings or on weekends. However, if you cannot set and maintain a schedule which allows you to keep up with your coursework assignments, it is likely you will fall behind. In that case, online learning may not be a good option.

Earn your entire associate degree online or select from an array of individual online courses in numerous academic disciplines. Most courses are well-suited for transfer to a four-year college or university. See a counselor to get more details on the transferability of individual courses.

WINTER online courses become available on January 9, 2010, which is the official beginning of winter classes.

Students can access an orientation to the course management system, Blackboard, at **www.schoolcraft.edu/bb/help** prior to the start of class. This orientation will guide the student on how to access their course on Blackboard and will also provide instructions on the technical features of the course management system.

General hardware and software requirements along with a link to any course specific requirements are at **www.schoolcraft.edu/sysreq**. Books can be purchased at the Livonia campus bookstore or online at www.schoolcraftbooks.com.

For more information call 734-462-4532 or send an email to dl@schoolcraft.edu**.** The Distance Learning Office is located in the McDowell Center, room 305.

Winter 2010 Online Courses

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Instructor	Fee	Pre Req
WINTER ONLINE COURSES - 7 Weeks - Begins 01/09/2010 Ends 02/26/2010								
Intro Healthcare	ONLINE	AHE	101	112356	1	Harper E	$30	P
Intro Computer Based Systems	ONLINE	CIS	115	112376	3	McPherson D	$30	P
Microsoft Office 2007	ONLINE	CIS	120	112323	3	Partyka P	$30	P
Culinary Sanitation	ONLINE	CAP	102	112420	2	Musto S	$30	
English Composition 1	ONLINE	ENG	101	112967	3	Addi O	$30	P
English Composition 2	ONLINE	ENG	102	112389	3	Harris M	$30	P
Intro Art & Music	ONLINE	HUM	106	112333	1	Staff	$30	
Survey of American Government	ONLINE	POLS	105	112972	3	Thomson A	$30	
WINTER ONLINE COURSES - 7 Weeks - Begins 03/13/2010 Ends 04/30/2010								
Intro Computer Based Systems	ONLINE	CIS	115	112377	3	McPherson D	$30	P
Microsoft Office 2007	ONLINE	CIS	120	112336	3	Zaccone L	$30	P
	ONLINE	CIS	120	112392	3	Partyka P	$30	P
Culinary Sanitation	ONLINE	CAP	102	112412	2	Musto S	$30	
English Composition 1	ONLINE	ENG	101	112371	3	Harris M	$30	P
English Composition 2	ONLINE	ENG	102	112947	3	Addi O	$30	P

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Winter 2010 Online Courses

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Instructor	Fee	Pre Req
Intro Art & Music	ONLINE	HUM	106	112304	1	Aquila D	$30	
Survey of American Government	ONLINE	POLS	105	112363	3	Thomson A	$30	
WINTER ONLINE COURSES - 12 Weeks - Begins 01/30/2010				**Ends 04/30/2010**				
Health Education	ONLINE	BIOL	103	112362	3	Rogers J	$30	
	ONLINE	BIOL	103	112466	3	Vinod R	$30	
Intro Business	ONLINE	BUS	101	112342	3	Cardellio C	$30	
Business Management	ONLINE	BUS	217	112395	3	Matthews J	$30	P
Supervision	ONLINE	BUS	220	112478	3	Matthews J	$30	
Principles of Marketing	ONLINE	BUS	226	112480	3	Feldbauer J	$30	P
Fundamentals of Speech	ONLINE	COMA	103	112343	3	Moylan M	$30	
History Graphic Design	ONLINE	CGT	161	112432	3	Zuccarini D	$30	
Intro Computer Based Systems	ONLINE	CIS	115	112483	3	McPherson D	$30	P
Microsoft Office 2007	ONLINE	CIS	120	112325	3	Szabo S	$30	P
English Composition 1	ONLINE	ENG	101	112396	3	Fletcher D	$30	P
English Composition 2	ONLINE	ENG	102	112387	3	Addi O	$30	P
	ONLINE	ENG	102	112994	3	Hewelt B	$30	P
19th Cent America US History	ONLINE	HIST	152	112378	3	Kelly G	$30	
Beginning Algebra	ONLINE	MATH	053	112424	4	Bearden L	$30	P
	ONLINE	MATH	053	112425	4	Bearden L	$30	P
Intermediate Algebra	ONLINE	MATH	113	112489	4	Kavanaugh E	$30	P
	ONLINE	MATH	113	112490	4	Kavanaugh E	$30	P
Survey of American Government	ONLINE	POLS	105	112384	3	Trpovski J	$30	
Human Relations	ONLINE	PSYCH	153	112335	3	Johnson K	$30	
WINTER ONLINE COURSES - 15 Weeks - Begins 01/09/2010				**Ends 04/30/2010**				
Intro Accounting	ONLINE	ACCT	103	112353	4	Hill M	$30	
Principles of Accounting 1	ONLINE	ACCT	201	112331	4	Mellnick G	$30	
	ONLINE	ACCT	201	112367	4	Randall M	$30	
	ONLINE	ACCT	201	112485	4	Randall M	$30	
Principles of Accounting 2	ONLINE	ACCT	202	112368	4	Suter R	$30	P
	ONLINE	ACCT	202	112381	4	Randall M	$30	P
	ONLINE	ACCT	202	112322	4	Suter R	$30	P
Intro Anthropology	ONLINE	ANTH	112	112372	3	Roney-Hays S	$30	
Intro Archaeology	ONLINE	ANTH	117	112359	3	Reeds J	$30	
Myth Magic & World Religions	ONLINE	ANTH	211	112386	3	Roney-Hays S	$30	P
Art History 2	ONLINE	ART	116	112320	4	Zuccarini D	$30	
Art Appreciation	ONLINE	ART	201	112332	3	Nissen J	$30	
	ONLINE	ART	201	112338	3	Nissen J	$30	
Aviation History	ONLINE	AVM	102	112350	3	Bopp C	$30	
Aviation Maintenance Mgmt	ONLINE	AVM	202	112448	3	Coop F	$30	
Airport Planning & Mgmt	ONLINE	AVM	203	112449	3	Lafleur M	$30	
Basic Biology	ONLINE	BIOL	050	112306	4	Orick M	$30	
	ONLINE	BIOL	050	112417	4	Orick M	$30	
	ONLINE	BIOL	050	112370	4	Orick M	$30	
Health Education	ONLINE	BIOL	103	112309	3	Vinod R	$30	
	ONLINE	BIOL	103	112464	3	Vinod R	$30	
Conservation Natural Resources	ONLINE	BIOL	104	112312	3	McNutt C	$30	
Basic Human Anatomy & Phys	ONLINE	BIOL	105	112308	4	Butkevich N	$30	P
	ONLINE	BIOL	105	112409	4	Orick M	$30	P
	ONLINE	BIOL	105	112366	4	Gray S	$30	P
	ONLINE	BIOL	105	112410	4	Staff	$30	P
	ONLINE	BIOL	105	112411	4	Rogers J	$30	P
Basic Human Nutrition	ONLINE	BIOL	114	112414	1	Butkevich N	$30	
	ONLINE	BIOL	114	112415	1	Butkevich N	$30	
Nutrition	ONLINE	BIOL	115	112303	3	Butkevich N	$30	
	ONLINE	BIOL	115	112337	3	McNutt C	$30	
	ONLINE	BIOL	115	112352	3	Gray S	$30	
	ONLINE	BIOL	115	112453	3	Rogers J	$30	
	ONLINE	BIOL	115	112454	3	Golovoy N	$30	
	ONLINE	BIOL	115	112455	3	Golovoy N	$30	
Intro Business	ONLINE	BUS	101	112319	3	Trembath D	$30	
	ONLINE	BUS	101	112328	3	Cardellio C	$30	
Organizing Small Business	ONLINE	BUS	103	112313	3	Ontko S	$30	
Operating Small Business	ONLINE	BUS	104	112315	3	Ontko S	$30	
Strategic Selling	ONLINE	BUS	120	112456	3	Mellnick G	$30	
Advertising	ONLINE	BUS	122	112326	3	Trembath D	$30	
	ONLINE	BUS	122	112327	3	Cardellio C	$30	
Business Ethics	ONLINE	BUS	202	112402	3	Mellnick G	$30	

Winter 2010 Online Courses

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Instructor	Fee	Pre Req
Business Finance	ONLINE	BUS	204	112444	3	Mellnick G	$30	
Business Law 1	ONLINE	BUS	207	112334	3	Vitori K	$30	
	ONLINE	BUS	207	112345	3	Thomson A M	$30	
Business on the Web	ONLINE	BUS	215	112385	3	Mellnick G	$30	P
Business Management	ONLINE	BUS	217	112347	3	Mellnick G	$30	P
Supervision	ONLINE	BUS	220	112379	3	Ontko S	$30	
Principles of Marketing	ONLINE	BUS	226	112346	3	Feldbauer J	$30	P
Foundations of Early Childhood	ONLINE	CCD	102	112317	3	Malafouris E	$30	
Child Development	ONLINE	CCD	116	112318	3	Baker-Reed S	$30	
Student Success	ONLINE	CAB	101	112307	3	Staff	$30	
Fundamentals of Speech	ONLINE	COMA	103	112926	3	Bowers A	$30	
	ONLINE	COMA	103	112928	3	Bowers A	$30	
	ONLINE	COMA	103	112969	3	Bowers A	$30	
Interpersonal Communications	ONLINE	COMA	200	112906	3	Tatsak J	$30	P
History Graphic Design	ONLINE	CGT	161	112330	3	Jacobs E	$30	
Intro Computer Based Systems	ONLINE	CIS	115	112324	3	McPherson D	$30	P
Microsoft Office 2007	ONLINE	CIS	120	112404	3	Szabo S	$30	P
	ONLINE	CIS	120	112344	3	Zaccone L	$30	P
	ONLINE	CIS	120	112364	3	Szabo S	$30	P
Microsoft Access 2007	ONLINE	CIS	225	112329	3	McPherson D	$30	
Intro Corrections	ONLINE	COR	110	112973	3	Hummer H	$30	
	ONLINE	COR	110	112474	3	Cavan P	$30	
Org Adm Law Enforce Agencies	ONLINE	CJ	102	112339	3	Cramb R	$30	
Intro Security	ONLINE	CJ	104	112440	3	Wicker A	$30	
Intro Criminal Justice System	ONLINE	CJ	113	112981	3	Scott T	$30	
	ONLINE	CJ	113	112482	3	Scott T	$30	
Criminology	ONLINE	CJ	212	112912	3	Skrocki A	$30	
	ONLINE	CJ	212	112413	3	Skrocki A	$30	
Juvenile Justice	ONLINE	CJ	221	112900	3	Cramb R	$30	
Culinary Nutrition	ONLINE	CAP	241	112340	2	Mercer S	$30	
	ONLINE	CAP	241	112341	2	Mercer S	$30	
Principles of Macroeconomics	ONLINE	ECON	201	112908	4	Nag P	$30	P
	ONLINE	ECON	201	112931	4	Jawad B	$30	P
	ONLINE	ECON	201	112934	4	Hunt D	$30	P
	ONLINE	ECON	201	112435	4	Hunt D	$30	P
Principles of Microeconomics	ONLINE	ECON	202	112927	4	Jawad B	$30	P
	ONLINE	ECON	202	112952	4	Staff	$30	P
	ONLINE	ECON	202	112965	4	Nag P	$30	P
Communication Skills	ONLINE	ENG	100	112913	3	Ditouras H	$30	
English Composition 1	ONLINE	ENG	101	112945	3	Maheshwari A	$30	P
	ONLINE	ENG	101	112955	3	Hays S	$30	P
	ONLINE	ENG	101	112365	3	Lindenberg A	$30	P
	ONLINE	ENG	101	112991	3	Hays S	$30	P
English Composition 2	ONLINE	ENG	102	112943	3	Ditouras H	$30	P
	ONLINE	ENG	102	112948	3	Rybicka E	$30	P
	ONLINE	ENG	102	112958	3	Chaudhery S	$30	P
	ONLINE	ENG	102	112963	3	Schuett F	$30	P
	ONLINE	ENG	102	112975	3	Lindenberg A	$30	P
	ONLINE	ENG	102	112993	3	Hays S	$30	P
	ONLINE	ENG	102	112995	3	Hewelt B	$30	P
Business English	ONLINE	ENG	106	112918	3	Maheshwari A	$30	P
	ONLINE	ENG	106	112941	3	Maheshwari A	$30	P
Intro Journalism	ONLINE	ENG	107	112986	3	Scott M	$30	P
Technical Writing	ONLINE	ENG	116	112951	3	Hewelt B	$30	P
Intro Film	ONLINE	ENG	200	112907	4	Harris M	$30	P
Creative Writing	ONLINE	ENG	205	112921	3	Lindenberg A	$30	P
Creative Writing	ONLINE	ENG	206	112914	3	Lindenberg A	$30	P
Intro Literature Short Fiction	ONLINE	ENG	243	112930	3	Schuett F	$30	P
Amer Lit 19th Cent to Present	ONLINE	ENG	252	112980	3	Harris M	$30	P
Elementary French 1	ONLINE	FR	101	112354	4	Suess K	$30	
Elementary French 2	ONLINE	FR	102	112321	4	Suess K	$30	P
Elementary Spanish 1	ONLINE	SPAN	101	112956	4	Gulledge K	$30	
Elementary Spanish 2	ONLINE	SPAN	102	112418	4	Nofz A	$30	P
	ONLINE	SPAN	102	112957	4	Gulledge K	$30	P
World Region Geography	ONLINE	GEOG	133	112933	4	O'Connell D	$30	
Environmental Science	ONLINE	GEOG	212	112915	3	O'Connell D	$30	

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Winter 2010 Online Courses

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Instructor	Fee	Pre Req
Medical Terminology	ONLINE	HIT	104	112910	4	Scheller J	$30	
	ONLINE	HIT	104	112924	4	Scheller J	$30	
	ONLINE	HIT	104	112380	4	Scheller J	$30	
Pharmacology for Health Prof	ONLINE	HIT	114	112441	2	McLane P	$30	P
Ancient World	ONLINE	HIST	134	112961	4	Thomson A	$30	
	ONLINE	HIST	134	112397	4	Thomson A	$30	
Early Modern World	ONLINE	HIST	137	112916	4	Swope M	$30	
Contemporary World	ONLINE	HIST	138	112968	3	Swope M	$30	
Early America US History	ONLINE	HIST	151	112938	3	Aquila D	$30	
19th Cent America US History	ONLINE	HIST	152	112932	3	Swope M	$30	
Contemporary America US Hist	ONLINE	HIST	153	112351	3	Kelly G	$30	
Intro Homeland Security	ONLINE	HS	101	112316	3	Saffold J	$30	
Intro Emergency Management	ONLINE	HS	202	112473	3	Fuhs C	$30	
Career Decision Making	ONLINE	HDS	110	112314	2	LaJoy M	$60	
Humanities Through the Arts	ONLINE	HUM	215	112936	3	Nissen J	$30	
Prealgebra	ONLINE	MATH	047	112971	3	Stetson B	$30	P
	ONLINE	MATH	047	112472	3	Stetson B	$30	P
Beginning Algebra	ONLINE	MATH	053	112922	4	Mingela A	$30	P
	ONLINE	MATH	053	112358	4	Mingela A	$30	P
	ONLINE	MATH	053	112988	4	Mingela A	$30	P
Business Mathematics	ONLINE	MATH	101	112426	3	Kavanaugh E	$30	P
	ONLINE	MATH	101	112427	3	Kavanaugh E	$30	P
Intermediate Algebra	ONLINE	MATH	113	112954	4	Lazarski A	$30	P
	ONLINE	MATH	113	112959	4	Lazarski A	$30	P
	ONLINE	MATH	113	112979	4	Lazarski A	$30	P
	ONLINE	MATH	113	112481	4	Stetson B	$30	P
Physician Office Transcription	ONLINE	MT	108	112348	2	Scheller J	$30	P
Music Appreciation	ONLINE	MUSIC	105	112925	3	Aquila D	$30	
	ONLINE	MUSIC	105	112939	3	Aquila D	$30	
Keyboarding 1	ONLINE	OIS	100	112960	2	Partyka P	$30	
Microsoft Word 2007	ONLINE	OIS	165	112904	3	Partyka P	$30	P
Advanced Microsoft Word 2007	ONLINE	OIS	265	112920	3	Partyka P	$30	P
Intro Philosophy	ONLINE	PHIL	243	112937	3	Staff	$30	
	ONLINE	PHIL	243	112398	3	Schaden R	$30	
Ethical Problems	ONLINE	PHIL	277	112950	3	Schaden R	$30	
Intro Astronomy	ONLINE	PHYS	104	112917	4	Wood C	$90	P
	ONLINE	PHYS	104	112962	4	Wood C	$90	P
	ONLINE	PHYS	104	112996	4	Holody P	$90	P
Survey of American Government	ONLINE	POLS	105	112944	3	Thomson A	$30	
	ONLINE	POLS	105	112977	3	Conway D	$30	
	ONLINE	POLS	105	112382	3	Conway D	$30	
State & Local Government	ONLINE	POLS	109	112984	3	Trpovski J	$30	
Human Relations	ONLINE	PSYCH	153	112966	3	Johnson K	$30	
	ONLINE	PSYCH	153	112970	3	Baker S	$30	
	ONLINE	PSYCH	153	112989	3	Baker S	$30	
Intro Psychology	ONLINE	PSYCH	201	112946	4	Pilgrim C	$30	P
	ONLINE	PSYCH	201	112953	4	Pilgrim C	$30	P
	ONLINE	PSYCH	201	112375	4	Pilgrim C	$30	P
	ONLINE	PSYCH	201	112976	4	Pilgrim C	$30	P
	ONLINE	PSYCH	201	112992	4	Johnson K	$30	P
	ONLINE	PSYCH	201	112998	4	Hoffmann W	$30	P
Child Psychology	ONLINE	PSYCH	209	112905	3	Hoffmann W	$30	P
	ONLINE	PSYCH	209	112909	3	Hoffmann W	$30	P
Life Span Developmental	ONLINE	PSYCH	229	112305	4	Regner D	$30	P
	ONLINE	PSYCH	229	112442	4	Regner D	$30	P
Principles of Sociology	ONLINE	SOC	201	112919	3	Schaumann K	$30	
	ONLINE	SOC	201	112929	3	Derr C	$30	
	ONLINE	SOC	201	112987	3	Derr C	$30	
	ONLINE	SOC	201	112393	3	Derr C	$30	
Social Problems	ONLINE	SOC	205	112901	3	Kairis T	$30	P
Marriage & Family	ONLINE	SOC	209	112997	3	Kairis T	$30	

More Learning Options—*Open Entry/Open Exit*

For more information 734-462-4588

Open Entry/Open Exit classes provide an alternative to traditional classroom learning. OE/OE students have greater control over their learning schedules and can complete a course in several weeks, a month or a semester. Students attend no regular classes or lectures.

Students can complete these self-paced courses at home, in the college's computer labs, or in the OE/OE lab where instructors are available for help during posted hours. The OE/OE Lab and Testing Center are located in the Biomedical Technology Center, room 120. Homework may be submitted via e-mail, through Blackboard and/or by using the designated OE/OE drop-off area. At least one on-campus assessment is required.

OE/OE students have until the end of the 15-week schedule adjustment period which is January 15, or seven calendar days from the day they register, whichever is longer, to drop the class for a refund. The registration fee is non-refundable. OE/OE courses cannot be overloaded. **All course work must be completed by semester's end.**

General hardware and software requirements along with a link to any course specific requirements are at **www.schoolcraft.edu/sysreq**.

All students registering for the OE/OE program must attend a **mandatory orientation** before beginning course work. Failure to attend orientation may result in the loss of financial aid.

- For students registering at the beginning of the semester, an on-campus orientation will be held on **Saturday, January 9**. Courses with an orientation date **other than Saturday, January 9 are listed separately.** See below for times and locations.
- Students who enroll after that date or who cannot attend the scheduled orientation must contact their instructor to arrange an orientation meeting. Contact information is available at **www.schoolcraft.edu/oeoe.**

For more information call 734-462-4588, send an email to oeoe@schoolcraft.edu or access information on the college's Web site at **www.schoolcraft.edu/oeoe.** The Open Entry/Open Exit Office is located in the Grote Administration Center, room 180.

Last day to register is Wednesday, March 10, 2010.
Last day to withdraw is Friday, March 26, 2010.
Classes must be completed by Friday, April 23, 2010.

Homework and testing must be completed by 9 pm

Orientations for Winter 2010 Open Entry/Open Exit Courses—Saturday, January 9

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Orientation Date & Time		Building/ Room	Instructor	Fee	Pre Req
WINTER OE/OE - 15 Weeks - Begins 01/09/2010				**Ends 04/23/2010**							
Computer Based Acct Peachtree	OE/OE	ACCT	260	017714	3	1/9	800-930	BTC215	Brown K	$30	P
Intro Healthcare	OE/OE	AHE	101	017771	1	1/9	1100-1230	BTC170	Harper E	$30	P
Three Dimensional Design	OE/OE	ART	109	017700	3	1/9	1000-1100	F370	Olson S	$30	
Basic Design 2	OE/OE	ART	126	017733	3	1/9	1000-1100	F370	Olson S	$30	P
Art Appreciation	OE/OE	ART	201	017734	3	1/9	1100-1200	BTC215	Nissen J	$30	
Basic Human Anatomy & Phys	OE/OE	BIOL	105	017738	4	1/9	800-900	BTC160	Taylor B	$30	P
Basic Human Nutrition	OE/OE	BIOL	114	017729	1	1/9	900-1000	BTC235	Butkevich N	$30	
Nutrition	OE/OE	BIOL	115	017702	3	1/9	800-900	BTC235	Butkevich N	$30	
Anatomy & Physiology Review	OE/OE	BIOL	240	017724	2	1/9	900-1000	BTC160	Taylor B	$30	P
Intro Business	OE/OE	BUS	101	017712	3	1/9	800-900	BTC165	Yee D	$30	
Strategic Selling	OE/OE	BUS	120	017715	3	1/9	1100-1230	BTC245	Simo T	$30	
Advertising	OE/OE	BUS	122	017718	3	1/9	800-900	BTC200	Trembath D	$30	
Personal Finance	OE/OE	BUS	204	017754	3	1/9	900-1000	BTC165	Yee D	$30	
Business Law 1	OE/OE	BUS	207	017717	3	1/9	800-900	BTC145	Vitori K	$30	
Business Law 2	OE/OE	BUS	208	017707	3	1/9	900-1000	BTC145	Vitori K	$30	P
Business Management	OE/OE	BUS	217	017721	3	1/9	800-900	BTC170	Mazur B	$30	P
Supervision	OE/OE	BUS	220	017725	3	1/9	1000-1130	BTC145	Holman C	$30	
Principles of Marketing	OE/OE	BUS	226	017722	3	1/9	900-1000	BTC170	Mazur B	$30	P
Human Resource Management	OE/OE	BUS	230	017704	3	1/9	1000-1100	BTC170	Mazur B	$30	P
Learning Disabilities	OE/OE	CCD	130	017705	3	1/9	1200-100	BTC165	Pfaendtner J	$30	PC
Electronic Portfolio	OE/OE	COLLS	111	017706	1	1/9	1000-1100	AS900	Daiek D	$30	
Electronic Portfolio Exit	OE/OE	COLLS	211	017711	1	1/9	1100-1200	AS900	Daiek D	$30	P
Computer Orientation	OE/OE	CIS	105	017719	1	1/9	900-1030	AS940	Wale J	$30	
Intro Computer Based Systems	OE/OE	CIS	115	017720	3	1/9	1000-1100	BTC320	McPherson D	$30	P
Microsoft Office 2007	OE/OE	CIS	120	017713	3	1/9	900-1000	BTC300	Ellis T	$30	P
Microsoft Outlook	OE/OE	CIS	122	017774	2	1/9	800-900	BTC370	Partyka P	$30	P
Intro Programming Logic	OE/OE	CIS	129	017748	3	1/9	800-900	BTC300	Ellis T	$30	

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Orientations for Winter 2010 Open Entry/Open Exit Courses—Saturday, January 9

Course Title	Learning Options	Dept. & Course #		Section	Credit Hours	Orientation Date & Time		Building/ Room	Instructor	Fee	Pre Req
Microsoft Windows Vista	OE/OE	CIS	170	017732	3	1/9	800-900	BTC255	Baron T	$30	P
Intro Networking	OE/OE	CIS	171	017731	3	1/9	900-1000	BTC255	Schlick W	$30	P
Microsoft Excel 2007	OE/OE	CIS	180	017736	3	1/9	1030-1200	AS940	Wale J	$30	P
Intro HTML	OE/OE	CIS	185	017737	3	1/9	1100-1200	BTC320	McPherson D	$30	
Advanced Microsoft Office 2007	OE/OE	CIS	215	017758	3	1/9	900-1000	BTC370	Partyka P	$30	P
Microsoft Access 2007	OE/OE	CIS	225	017740	3	1/9	1200-100	BTC320	McPherson D	$30	
Managing & Troubleshooting PCs	OE/OE	CIS	235	017710	3	1/9	1000-1100	BTC255	Schlick W	$30	P
JavaScript	OE/OE	CIS	238	017745	3	1/9	1000-1100	BTC300	Ellis T	$30	P
IT Project Management	OE/OE	CIS	251	017727	3	1/9	1100-1200	BTC300	Ellis T	$30	P
Networking 1	OE/OE	CIS	265	017735	3	1/9	1100-1200	BTC255	Schlick W	$30	P
Technical Programming	OE/OE	COMPS	126	017739	3	1/9	1200-130	BTC300	Ellis T	$30	P
Electronic Troubleshooting	OE/OE	ELECT	229	017760	3	1/9	1200-100	BTC255	Schlick W	$30	P
Communication Skills	OE/OE	ENG	100	017741	3	1/9	1100-1200	BTC165	McIsaac C	$30	
English Composition 1	OE/OE	ENG	101	017701	3	1/9	900-1000	BTC245	Maheshwari A	$30	P
English Composition 2	OE/OE	ENG	102	017703	3	1/9	1000-1100	BTC235	Dolgin S	$30	P
	OE/OE	ENG	102	017761	3	1/9	1000-1100	BTC245	Addi O	$30	P
Business English	OE/OE	ENG	106	017746	3	1/9	1100-1200	BTC160	Scott M	$30	P
Technical Writing	OE/OE	ENG	116	017747	3	1/9	1000-1100	BTC160	Scott M	$30	P
Intro Literature Short Fiction	OE/OE	ENG	243	017750	3	1/9	1100-1200	BTC235	Dolgin S	$30	P
Soil Mechanics	OE/OE	ENVR	107	017708	4	1/9	100-200	F350	O'Connell D	$80	P
Environmental Law	OE/OE	ENVR	206	017773	3	1/9	1000-1100	F350	O'Connell D	$30	
Environmental Science	OE/OE	GEOG	212	017730	3	1/9	1100-1200	F350	O'Connell D	$30	
Water Resources	OE/OE	GEOG	217	017751	3	1/9	1200-100	F350	O'Connell D	$30	P
Ancient World	OE/OE	HIST	134	017723	4	1/9	900-1000	BTC100	Cruz M	$30	
Contemporary America US Hist	OE/OE	HIST	153	017726	3	1/9	1000-1100	BTC100	Malalahalli J	$30	
Intro Art & Music	OE/OE	HUM	106	017752	1	1/9	1200-100	BTC235	Ewing K	$30	
Art of Being Human	OE/OE	HUM	210	017772	3	1/9	1200-100	BTC100	Rice K	$30	
Business Mathematics	OE/OE	MATH	101	017755	3	1/9	1200-100	BTC145	Jankoviak K	$30	P
Basic Materials Music Theory	OE/OE	MUSIC	104	017743	3	1/9	1100-1200	F300	Polot B	$30	
Keyboarding 1	OE/OE	OIS	100	017744	2	1/9	1000-1200	AS930	Haynes C	$30	
Keyboarding 2	OE/OE	OIS	102	017749	2	1/9	100-300	AS930	Haynes C	$30	P
Office Communication & Editing	OE/OE	OIS	105	017742	3	1/9	1000-1100	BTC370	Partyka P	$30	P
Time & Project Management	OE/OE	OIS	195	017753	1	1/9	1200-100	BTC370	Partyka P	$30	
Office Procedures	OE/OE	OIS	255	017709	2	1/9	100-200	BTC370	Partyka P	$30	P
Survey of American Government	OE/OE	POLS	105	017716	3	1/9	900-1000	BTC200	Bravo L	$30	
Principles of Sociology	OE/OE	SOC	201	017728	3	1/9	1100-1200	BTC100	Jubenville L	$30	
	OE/OE	SOC	201	017756	3	1/9	1100-1200	BTC200	Kairis T	$30	

BOOKSTORE

Books for the Winter 2010 semester will be available for purchase beginning December 7.

Financial Aid recipients may charge books and supplies to their financial aid for the Winter 2010 semester December 21–January 22.

Textbooks can also be purchased at www.schoolcraftbooks.com

The bookstores will be closed March 1–5 for spring break.

More Learning Options—*Hybrid*

For more information 734-462-4525

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www.schoolcraft.edu/hybrid has more information, including the dates and times the course will meet on campus as well as the instructor listed for each class. You can click on the instructor's name to e-mail any questions you have about the course. The first on-campus meeting date listed for each course is the first class period.

Hardware and software requirements for hybrid classes are listed at **www.schoolcraft.edu/sysreq**.

For more information, call 734-462-4525, send an e-mail to hybrid@schoolcraft.edu or log on the college Web site at **www.schoolcraft.edu/hybrid.**

On-campus Meetings for Winter 2010 Hybrid Courses

Course Title & On-campus Meetings	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
WINTER HYBRID COURSES - 3 Weeks - Begins 01/09/2010 Ends 01/28/2010											
Intro Prof Cooking Skills	HYBRID		CAP 103	117830	5	S	700-524	VT620	Cook A	$60	P
						T R	500-1024 PM	VT620	Cook A		
Every Saturday, Tuesday and Thursday, 1/9–1/28.											
WINTER HYBRID COURSES - 7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Emerging Educator*	HYBRID		CCD 224	117842	1	W	330-537	LA240	Flynn-Hahn D		P
3/17, 3/24, 3/31, 4/7, 4/28.											
WINTER HYBRID COURSES - 15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
General Biology	HYBRID		BIOL 101	117806	4	F	800-1154	F270	Taylor B	$180	P
Every Friday, 1/15–4/30, except 3/5.											
General Biology	HYBRID		BIOL 101	117824	4	M	100-454	F170	McNutt C	$180	P
Every Monday, 1/11–4/26, except 3/1.											
Human Anatomy & Physiology	HYBRID		BIOL 236	117893	5	T	630-926 PM	F250	Abbas M	$135	P
Every Tuesday, 1/12–4/27, except 3/2.											
Human Anatomy & Physiology	HYBRID		BIOL 236	117897	5	R	630-926 PM	F250	Abbas M	$135	P
Every Thursday, 1/14–4/29, except 3/4.											
Prin Human Anatomy Phys 2	HYBRID		BIOL 238	117820	4	T	100-354	BTC135	Butkevich N	$115	P
Every Tuesday, 1/12–4/27, except 3/2.											
Microbiology	HYBRID		BIOL 243	117848	4	M	1200-354	BTC210	Abbas M	$180	P
Every Monday, 1/11–4/26, except 3/1.											
Microbiology	HYBRID		BIOL 243	117849	4	W	1200-354	BTC210	Abbas M	$180	P
Every Wednesday, 1/13–4/28, except 3/3.											
Basic Chemistry	HYBRID		CHEM 051	117812	4	M	100-154	F120	Dickson P	$135	P
						M	200-354	F200	Dickson P		
Every Monday, 1/11–4/26, except 3/1.											
Foundations of Early Childhood	HYBRID	RC	CCD 102	217852	3	T	600-854 PM	RC370	Baker-Reed S		
1/12, 1/26, 2/9, 2/23, 3/16, 3/30, 4/13, 4/27.											
School Age Child Care	HYBRID		CCD 115	117870	3	M	600-854 PM	LA240	Flynn-Hahn D	$25	PC
1/11, 1/25, 2/8, 2/22, 3/15, 3/29, 4/12.											
Infant & Toddler Care	HYBRID		CCD 118	117866	3	R	600-854 PM	LA240	Grace E	$25	PC
1/14, 1/28, 2/11, 3/11, 3/25, 4/8, 4/22.											
Child Care Practicum 1	HYBRID		CCD 150	117838	3	M	900-1054	LA240	Grace E	$25	P
						TBA	TBA	TBA	Grace E		
1/11, 1/25, 2/8, 2/22, 3/15, 3/29, 4/12, 4/26.											
Child Care Practicum 1	HYBRID		CCD 150	117839	3	T	400-554	LA240	Keller M	$25	P
						TBA	TBA	TBA	Keller M		
1/12, 2/2, 2/16, 3/9, 3/30, 4/20, 4/27.											
CDA Assessment Prep	HYBRID	RC	CCD 155	217868	1	T	600-807 PM	RC370	Baker-Reed S	$25	P
1/19, 2/2, 2/16, 3/9, 3/23, 4/6, 4/20.											
Child Care Practicum 2	HYBRID		CCD 200	117840	3	M	400-554	LA240	Flynn-Hahn D	$25	P
						TBA	TBA	TBA	Flynn-Hahn D		
1/11, 1/25, 2/8, 2/22, 3/15, 3/29, 4/12.											
Op & Maint of Child Care Fac	HYBRID		CCD 214	117852	3	M	600-854 PM	LA240	Flynn-Hahn D		
1/18, 2/1, 2/15, 3/8, 3/22, 4/5, 4/19.											

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

On-campus Meetings for Winter 2010 Hybrid Courses

Course Title & On-campus Meetings	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Practicum 2 - Special Ed Focus	HYBRID	CCD	218	117841	3	R	400-554	LA230	Schade C	$25	P
1/14, 1/28, 2/11, 2/25, 3/18, 4/1, 4/15, 4/29.											
Intro Medical Terminology	HYBRID	RC	HIT 100	217850	2	T	600-754 PM	RC260	Rubio P		
1/12, 1/19, 2/2, 2/9, 2/23, 3/9, 3/16, 3/30, 4/13, 4/27.											
Intro Medical Terminology	HYBRID	RC	HIT 100	217860	2	M	600-754 PM	RC425	Harper E		
1/11, 1/25, 2/8, 2/22, 3/8, 3/22, 4/5, 4/19, and 4/26.											
Principles of Hlth Info Mgmt	HYBRID	RC	HIT 109	217851	3	R R	600-754 PM 800-954 PM	RC480 RC415	Shaffer E Shaffer E	$70	
1/14, 1/21, 2/4, 2/18, 3/25, 4/1, 4/15, 4/22, 4/29.											
Organization & Management	HYBRID	RC	HIT 219	217811	2	R	1200-254	RC465	Scheller J	$60	PC
1/14, 1/21, 2/4, 2/18, 3/11, 3/18, 4/1, 4/15, 4/29.											
Organization & Management	HYBRID	RC	HIT 219	217816	2	M	100-354	RC465	Scheller J	$70	PC
1/11, 1/18, 2/1, 2/15, 3/8, 3/15, 3/29, 4/12, 4/26.											
Clinical Affiliation 3	HYBRID	RC	HIT 258	217812	2	T T	900-454 TBA	RC485 OFCHOSP	Rubio P Rubio P	$200	PC
1/12, 1/19, 1/26, 4/20, 4/27.											
Clinical Affiliation 3	HYBRID	RC	HIT 258	217818	2	F TBA	900-454 TBA	RC485 TBA	Scheller J Scheller J	$240	PC
1/15, 1/29, 2/12, 3/12, 3/26, 4/9, 4/23, 4/30.											
Theory & Fundamentals	HYBRID	RC	MAS 101	217814	2	F	900-1054	RC275	Paholsky K		C
1/15, 1/29, 2/5, 2/26, 3/19, 3/26, 4/16, 4/23, 4/30.											
Fund Anatomy & Physiology	HYBRID	RC	MAS 103	217815	4	F	1200-354	RC275	Paholsky K		C
1/15, 1/29, 2/5, 2/26, 3/19, 3/26, 4/16, 4/23, 4/30.											
Intermediate Massage Appl	HYBRID	RC	MAS 104	217855	5	T	600-954 PM	RC275	Paholsky K	$220	PC
Every Tuesday, 1/12–4/27, except 3/2.											
Systems Support Movement	HYBRID	RC	MAS 109	217856	5	R	600-954 PM	RC275	Paholsky K	$100	PC
Every Thursday, 1/14–4/29, except 3/4.											

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- Pre-engineering
- Pre-health (for biology, dental hygiene, nursing, occupational therapy, pre-dental, pre-med, pre-pharmacy, pre-physical therapy, and pre-physician assistant majors)
- Liberal Arts

Special agreements are available with Central Michigan, Cleary, Davenport, Eastern Michigan, Ferris State, Franklin, Lawrence Technological, Madonna and Northwood Universities, University of Detroit Mercy and Walsh College.

Contact your counselor/advisor at 734-462-4429 or visit www.schoolcraft.edu/transfer for more information

Give your Schoolcraft degree a Global Endorsement

Students who understand the global forces shaping their lives and the lives of people worldwide are better positioned for success in the 21st Century. This understanding can come only from exposure to a variety of cultures and from the study of the interdependence of all peoples and nations.

To make this global literacy available to all students, the Schoolcraft College International Institute offers a Global Endorsement. Students earn the endorsement by including 15 credit hours of global coursework, taken Fall 2006 or after, in their associate degree. There are 200 different courses across 20 academic disciplines, making it easy for students to find courses that meet degree requirements and contribute to the endorsement.

All sections of the courses listed below fulfill requirements for the Global Endorsement.

ANTH 112	CHIN 102	GEOG 236	HUM 150	POLS 207
ANTH 117	CM 107	GEOG 241	HUM 201	POLS 209
ANTH 201	CM 210	GER 101	HUM 202	SOC 201
ANTH 211	ENG 203	GER 102	HUM 203	SOC 205
ANTH 214	ENG 243	GER 201	HUM 204	SOC 209
ARB 101	ENG 275	GER 202	HUM 210	SOC 210
ARB 102	ESL 100	HIST 134	HUM 215	SPAN 101
ARB 201	ESL 101	HIST 137	HUM 231	SPAN 102
ARB 202	FR 101	HIST 138	HUM 232	SPAN 201
ART 115	FR 102	HIST 151	ITAL 101	SPAN 202
ART 116	FR 201	HIST 153	ITAL 102	
ART 201	FR 202	HIST 230	MUSIC 164	
CHIN 101	GEOG 133	HUM 106	PHIL 243	

These specific sections for Winter 2010 have been internationalized to meet requirements for the Global Endorsement.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
12 Weeks - Begins 01/30/2010		**Ends 04/30/2010**									
Basic Design 1			ART 106	110251	3	T	530-908 PM	F370	Olson S	$35	
Design Concepts & Technology			CGT 109	111710	3	W	200-538	AS379	Case C	$30	
			CGT 109	111759	3	W	600-938 PM	AS379	Case C	$30	
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Basic Design 1			ART 106	110206	3	W	100-354	F370	Olson S	$35	
Painting 1			ART 236	117113	3	T	100-354	F470	Olson S	$35	P
Painting 2			ART 239	117114	3	T	100-354	F470	Olson S	$35	P
Conservation Natural Resources	ONLINE		BIOL 104	112312	3	See Page 20-23			McNutt C	$30	
Operating Small Business			BUS 104	112609	3	T R	1030-1150	VT405	Ontko S		
	ONLINE		BUS 104	112315	3	See Page 20-23			Ontko S	$30	
Strategic Selling			BUS 120	112660	3	R	600-854 PM	AS830	Simo T		
	OE/OE		BUS 120	017715	3	See Page 24-25			Simo T	$30	
English Composition 1			ENG 101	111309	3	T R	1000-1120	LA470	Berg S		P
	ONLINE		ENG 101	112945	3	See Page 20-23			Maheshwari A	$30	P
	ONLINE		ENG 101	112955	3	See Page 20-23			Hays S	$30	P
	ONLINE		ENG 101	112991	3	See Page 20-23			Hays S	$30	P
English Composition 2			ENG 102	111409	3	M W	1000-1120	LA400	Palm M		P
			ENG 102	111411	3	T R	1000-1120	LA400	Palm M		P
			ENG 102	111412	3	M W	100-220	LA300	Palm M		P
			ENG 102	111421	3	T R	100-220	LA400	Berg S		P
			ENG 102	111423	3	T R	230-350	LA410	Berg S		P
			ENG 102	111430	3	M W	230-350	LA310	Berg S		P
	ONLINE		ENG 102	112993	3	See Page 20-23			Hays S	$30	P
Business English	ONLINE		ENG 106	112918	3	See Page 20-23			Maheshwari A	$30	P
	ONLINE		ENG 106	112941	3	See Page 20-23			Maheshwari A	$30	P
Intro Film			ENG 200	111431	4	M W	930-1124	LA410	Ditouras H	$10	P
			ENG 200	111464	4	R	600-954 PM	LA460	Berg S	$10	P
Survey of American Government			POLS 105	112013	3	F	1200-254	LA260	Nanian M		
			POLS 105	112021	3	M	230-524	LA270	Nanian M		
			POLS 105	112024	3	W	230-524	LA270	Nanian M		
Social Psychology			PSYCH 207	111726	4	W	900-1254	LA460	Pilgrim C		P

FOR MORE INFORMATION 734-462-4400 ext. 5271 • international@schoolcraft.edu • www.schoolcraft.edu/scii

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Earn a Service Learning Endorsement

Schoolcraft College now offers a Service Learning Endorsement, which many employers view favorably when making hiring decisions. Linking academic courses to voluntarism benefits both students and the community. Through Service Learning, you will master course objectives, apply new learning skills in guided service opportunities and make a difference in the world. Volunteering with a community organization, unlike other types of homework assignments, enhances your learning through real-world experiences and application. To receive a Service Learning Endorsement, you must complete a minimum of 15 credit hours of classes designated as Academic Service Learning courses taken after spring semester 2008. To qualify as an Academic Service Learning course, students must spend a minimum of 15 hours of course time during the semester preparing for service, doing work with one or more community organizations, and assessing learning outcomes.

All sections of the courses listed below fulfill requirements for the Service Learning Endorsement

ACCT 238 Federal Individual Taxation
ENVR 231 Environmental Field Experience
GEOG 217 Water Resources
HUM 190 Individual Humanism—An Honors Colloquium
PSYCH 207 Social Psychology
SOC 290 The Individual and Community—An Honors Capstone Course

These specific sections for Winter 2010 meet requirements for the Service Learning Endorsement.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
English Composition 2			ENG 102	111404	3	T R	930-1050	LA300	Schuett F		P
			ENG 102	111422	3	T R	100-220	LA460	Schuett F		P
Business English			ENG 106	111425	3	M W	900-1020	LA300	Rybicka E		P
Human Relations			PSYCH 153	112105	3	M	930-1224	LA360	Spolsky S		
Life Span Developmental Psych			PSYCH 229	112130	4	T R	1230-224	BTC100	Regner D		P
Abnormal Psychology			PSYCH 239	112125	3	T R	1000-1120	LA330	Regner D		P
Intro to Social Work			SOC 101	111012	3	R	1000-1254	LA160	Spolsky S		
Principles of Sociology			SOC 201	111055	3	R	600-938 PM	LA475	Spolsky S		

FOR MORE INFORMATION 734-462-4400 ext. 5516 • fschuett@schoolcraft.edu

Winter 2010 Courses

Winter classes begin Saturday, January 9.

Key to Reading the Course Schedule

IMPORTANT: A class meets at all times indicated between the horizontal lines

Building/Room Location Codes

Livonia Campus Building Codes

A	Grote Administration Center
AS	Applied Sciences Building
BTC	Biomedical Technology Center
F	Forum Building
L	Bradner Library
LA	Liberal Arts Building
MC	McDowell Center
PE	Physical Education Building
VT	VisTaTech Center

Alternative Locations

RC	Radcliff Center, Garden City
GC	Garden City Extension
CH	Canton High School

Off Campus Locations

OFCHOSP	Hospital Clinical Site
OFCTBA	Off Campus Site to be announced

Abbreviation Key

P ***Prerequisite***: A requirement that must be completed before taking this course

C ***Corequisite***: A course recommended to be taken in the same semester as this course

TBA To be announced

Please refer to pages 67–113 for course requirements

Learning Options *see pages 20–27*

HYBRID In class/online

OE/OE Open Entry/Open Exit

ONLINE Internet course

Days of the week

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
X Sunday

ACCOUNTING

Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
12 Weeks - Begins 01/09/2010 Ends 04/09/2010											
Income Tax Preparation			ACCT 138	112508	2	F	1230-308	AS710	Mellnick G		
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Intro Accounting			ACCT 103	112501	4	T R	1000-1226	AS720	Rabotnick S		
Michigan Taxes			ACCT 139	112509	2	S	830-1056	AS720	Breger W		
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Accounting			ACCT 103	112500	4	M W	800-954	AS710	Sviland M		
			ACCT 103	112558	4	M W	730-924 PM	AS710	Dostal F		
	ONLINE		ACCT 103	112353	4	See Pages 20-23			Hill M	$30	
Principles of Accounting 1			ACCT 201	112504	4	T R	800-954	AS720	Brewer J		
			ACCT 201	112505	4	M W	1000-1154	AS820	Ramey L		
			ACCT 201	112506	4	T R	1000-1154	AS820	Ramey L		
			ACCT 201	112510	4	F	1000-154	AS720	Sadowski M		
			ACCT 201	112503	4	M W	1230-224	AS710	Rabotnick S		
			ACCT 201	112507	4	T R	1230-224	AS720	Brewer J		
			ACCT 201	112552	4	T R	530-724 PM	AS710	Griffith R		
			ACCT 201	112554	4	M W	530-724 PM	AS710	Dostal F		
			ACCT 201	112553	4	T R	730-924 PM	AS710	Griffith R		
	ONLINE		ACCT 201	112331	4	See Pages 20-23			Mellnick G	$30	
	ONLINE		ACCT 201	112367	4	See Pages 20-23			Randall M	$30	
	ONLINE		ACCT 201	112485	4	See Pages 20-23			Randall M	$30	
Principles of Accounting 2			ACCT 202	112511	4	T R	800-954	AS710	Mellnick G		P
			ACCT 202	112502	4	M W	1000-1154	AS710	Leiphart J		P
			ACCT 202	112512	4	M W	1230-224	AS820	Ramey L		P
			ACCT 202	112513	4	T R	1230-224	AS710	Randall M		P
		RC	ACCT 202	216059	4	T R	600-754 PM	RC690	Leiphart J		P
			ACCT 202	112557	4	M W	730-924 PM	AS720	Staff		P
	ONLINE		ACCT 202	112368	4	See Pages 20-23			Suter R	$30	P
	ONLINE		ACCT 202	112381	4	See Pages 20-23			Randall M	$30	P
	ONLINE		ACCT 202	112322	4	See Pages 20-23			Suter R	$30	P
Intermediate Accounting 2			ACCT 222	112519	4	T R	1000-1154	AS710	Randall M		P
			ACCT 222	112560	4	T R	530-724 PM	AS720	Breger W		P
Federal Tax Accounting			ACCT 238	112521	4	T R	1230-224	AS820	Ramey L		P
			ACCT 238	112563	4	T R	730-924 PM	AS720	Breger W		P
Computer Based Acct Peachtree	OE/OE		ACCT 260	017714	3	See Pages 24-25			Brown K	$30	P
Computer Accounting Quickbooks			ACCT 263	112516	3	F	900-1154	AS940	Randall M	$30	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
ALLIED HEALTH EDUCATION											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Intro Healthcare			AHE 101	110651	1	T	500-707 PM	AS200	Harper E	$25	P
	ONLINE		AHE 101	112356	1	See Pages 20-23			Harper E	$30	P
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Intro Healthcare			AHE 101	110653	1	T	500-707 PM	AS200	Harper E	$25	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Healthcare	OE/OE		AHE 101	017771	1	See Pages 24-25			Harper E	$30	P
ANTHROPOLOGY											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Intro Anthropology			ANTH 112	111050	3	W	600-938 PM	LA140	Jenzen C		
Cultural Anthropology			ANTH 201	111053	3	M	600-938 PM	LA470	Jenzen C		
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Anthropology			ANTH 112	111000	3	M W	1000-1120	LA140	Moore J		
			ANTH 112	111005	3	M W	100-220	LA140	Moore J		
			ANTH 112	111008	3	T R	130-250	LA140	Worden-Ballard J		
	ONLINE		ANTH 112	112372	3	See Pages 20-23			Roney-Hays S	$30	
Intro Archaeology	ONLINE		ANTH 117	112359	3	See Pages 20-23			Reeds J	$30	
Cultural Anthropology			ANTH 201	111007	3	T R	1200-120	LA140	Worden-Ballard J		
Myth Magic & World Religions			ANTH 211	111020	3	M W	1130-1250	LA140	Roney-Hays S		P
			ANTH 211	111006	3	T R	300-420	LA140	Reeds J		P
	ONLINE		ANTH 211	112386	3	See Pages 20-23			Roney-Hays S	$30	P
Native American Traditions			ANTH 214	111057	3	T	600-854 PM	LA140	Worden-Ballard J		P
ART AND DESIGN											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Basic Design 1			ART 106	110251	3	T	530-908 PM	F370	Olson S	$35	
Art History 2			ART 116	110256	4	T R	500-726 PM	LA330	Smith C		
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Drawing			ART 105	110200	3	M	900-1154	F400	Sarris C	$35	
			ART 105	110204	3	R	900-1154	F400	Sarris S	$35	
			ART 105	110201	3	M	100-354	F400	Sarris S	$35	
			ART 105	110202	3	T	100-354	F400	Moucoulis E	$35	
			ART 105	110203	3	R	100-354	F400	Moucoulis E	$35	
			ART 105	110250	3	T	600-854 PM	F400	Zuccarini D	$35	
Basic Design 1			ART 106	110205	3	R	900-1154	F370	Sarris C	$35	
			ART 106	110206	3	W	100-354	F370	Olson S	$35	
Three Dimensional Design	OE/OE		ART 109	017700	3	See Pages 24-25			Olson S	$30	
Art Education			ART 113	110215	3	M	900-1154	F370	Bacon A	$35	P
			ART 113	110216	3	R	100-354	F370	Sarris C	$35	P
			ART 113	110260	3	M	600-854 PM	F370	Sarris S	$35	P
Art History 1			ART 115	110254	4	R	600-954 PM	LA270	Giles E		
Art History 2			ART 116	110208	4	T R	800-954	LA330	Giles E		
			ART 116	110207	4	M W	1000-1154	F530	Nissen J		
			ART 116	110239	4	M W	100-254	F530	Nissen J		
	ONLINE		ART 116	112320	4	See Pages 20-23			Zuccarini D	$30	
Ceramics 1			ART 118	117147	3	T	900-1154	F410	Bielat R	$95	
			ART 118	117105	3	M	100-354	F410	Bielat R	$95	
			ART 118	117178	3	W	600-854 PM	F410	Murphy J	$95	
Ceramics 2			ART 119	117148	3	T	900-1154	F410	Bielat R	$95	P
			ART 119	117106	3	M	100-354	F410	Bielat R	$95	P
			ART 119	117179	3	W	600-854 PM	F410	Murphy J	$95	P
Life Drawing 1			ART 125	117110	3	T	900-1154	F470	Olson S	$95	P
			ART 125	117159	3	W	600-854 PM	F470	Olson S	$95	P
Basic Design 2	OE/OE		ART 126	017733	3	See Pages 24-25			Olson S	$30	P
Art Appreciation			ART 201	110210	3	R	900-1154	F530	Smith C		
		RC	ART 201	216543	3	W	900-1154	RC310	Carlton S		
			ART 201	110220	3	M W	1100-1220	LA330	Carlton S		
			ART 201	110222	3	R	100-354	F530	Smith C		
			ART 201	110253	3	W	600-854 PM	F530	Bacon A		
		RC	ART 201	216067	3	M	700-954 PM	RC255	Carlton S		
	ONLINE		ART 201	112332	3	See Pages 20-23			Nissen J	$30	
	ONLINE		ART 201	112338	3	See Pages 20-23			Nissen J	$30	
	OE/OE		ART 201	017734	3	See Pages 24-25			Nissen J	$30	

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Life Drawing 2			ART 205	117111	3	T	900-1154	F470	Olson S	$95	P
			ART 205	117169	3	W	600-854 PM	F470	Olson S	$95	P
Watercolor Painting 1			ART 211	118134	3	M	100-354	F370	Moucoulis E	$35	P
Watercolor Painting 2			ART 212	118136	3	M	100-354	F370	Moucoulis E	$35	P
Ceramics 3			ART 218	117141	3	T	900-1154	F410	Bielat R	$95	P
			ART 218	117130	3	M	100-354	F410	Bielat R	$95	P
			ART 218	117180	3	W	600-854 PM	F410	Murphy J	$95	P
Ceramics 4			ART 219	117132	3	T	900-1154	F410	Bielat R	$95	P
			ART 219	117131	3	M	100-354	F410	Bielat R	$95	P
			ART 219	117181	3	W	600-854 PM	F410	Murphy J	$95	P
Painting 1			ART 236	117113	3	T	100-354	F470	Olson S	$35	P
Painting 2			ART 239	117114	3	T	100-354	F470	Olson S	$35	P
Sculpture 1			ART 243	117118	3	W	100-354	F410	Bielat R	$95	
Sculpture 2			ART 244	117119	3	W	100-354	F410	Bielat R	$95	P

AVIATION MANAGEMENT

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Aviation History	ONLINE		AVM 102	112350	3	See Pages 20-23			Bopp C	$30	
Aviation Maintenance Mgmt	ONLINE		AVM 202	112448	3	See Pages 20-23			Coop F	$30	
Airport Planning & Mgmt	ONLINE		AVM 203	112449	3	See Pages 20-23			Lafleur M	$30	

BIOLOGY

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Health Education	ONLINE		BIOL 103	112362	3	See Pages 20-23			Rogers J	$30	
	ONLINE		BIOL 103	112466	3	See Pages 20-23			Vinod R	$30	

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Basic Biology			BIOL 050	115300	4	M W	800-954	F130	Clare M		
		RC	BIOL 050	216008	4	T R	900-1054	RC460	Coursey D		
			BIOL 050	115301	4	T R	1000-1154	F130	Golovoy N		
			BIOL 050	115302	4	T R	200-354	F130	Gray S		
			BIOL 050	115303	4	M W	200-354	F130	Steffen C		
			BIOL 050	115304	4	M W	400-554	F130	Steffen C		
			BIOL 050	115305	4	T R	400-554	F130	Staff		
			BIOL 050	115350	4	T R	600-754 PM	F130	Melia N		
		RC	BIOL 050	216069	4	M W	600-754 PM	RC695	Melia N		
	ONLINE		BIOL 050	112306	4	See Pages 20-23			Orick M	$30	
	ONLINE		BIOL 050	112370	4	See Pages 20-23			Orick M	$30	
	ONLINE		BIOL 050	112417	4	See Pages 20-23			Orick M	$30	
General Biology			BIOL 101	115307	4	M W T	800-954 800-1054	F150 F270	Gordon L Gordon L	$180	P
			BIOL 101	115308	4	M W R	800-954 800-1054	F110 F270	Quigley R Quigley R	$180	P
			BIOL 101	115309	4	T R W	800-954 800-1054	F150 F270	Golovoy N Golovoy N	$180	P
			BIOL 101	105422	4	T R F	800-954 800-1054	F110 F170	Fonseca M Fonseca M	$180	P
	HYBRID		BIOL 101	117806	4	See Pages 26-27	800-1154	F270	Taylor B	$180	P
			BIOL 101	115312	4	M T R	900-1154 1000-1154	F170 F110	Gray S Gray S	$180	P
			BIOL 101	115310	4	T R W	1000-1154 900-1154	F150 F170	Steffen C Steffen C	$180	P
			BIOL 101	115311	4	M W R	1000-1154 900-1154	F110 F170	Bayne N Bayne N	$180	P
			BIOL 101	115313	4	M T R	1100-154 1200-154	F270 F130	Golovoy N Golovoy N	$180	P
			BIOL 101	115314	4	M W R	1200-154 1100-154	F130 F270	Whitfield N Whitfield N	$180	P
			BIOL 101	115315	4	M W T	1200-154 1200-254	F110 F170	Ohagan D Ohagan D	$180	P
			BIOL 101	115316	4	T R W	1200-154 1200-254	F110 F170	Leadley Jr R Leadley Jr R	$180	P
			BIOL 101	115317	4	M W T	1200-154 1200-254	F150 F270	Crowley-Harpenau P Crowley-Harpenau P	$180	P
			BIOL 101	115318	4	T R W	1200-154 1200-254	F150 F270	Fruth K Fruth K	$180	P
		RC	BIOL 101	216025	4	T R	100-426	RC460	Anderson D L	$180	P
	HYBRID		BIOL 101	117824	4	See Pages 26-27	100-454	F170	McNutt C	$180	P
			BIOL 101	115319	4	M W R	200-354 200-454	F110 F270	Stanley K Stanley K	$180	P

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #		Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
			BIOL	101	115321	4	M W T	400-554 300-554	F110 F270	McAdaragh-Hain M McAdaragh-Hain M	$180	P
			BIOL	101	115385	4	T R	500-826 PM 500-826 PM	F110 F270	Reed G Reed G	$180	P
			BIOL	101	115388	4	M W	500-826 PM 500-826 PM	F170 F150	Morgan R Morgan R	$180	P
			BIOL	101	115389	4	M W	500-826 PM 500-826 PM	F150 F170	Bennett S Bennett S	$180	P
			BIOL	101	115390	4	T R	600-926 PM 600-926 PM	F170 F150	Kitakis F Kitakis F	$180	P
			BIOL	101	115391	4	T R	600-926 PM 600-926 PM	F150 F170	Lane R Lane R	$180	P
			BIOL	101	115384	4	M W	600-926 PM 600-926 PM	F110 F270	Siddiqui A Siddiqui A	$180	P
		RC	BIOL	101	216070	4	M W	600-926 PM	RC460	Olech T	$180	P
Health Education		RC	BIOL	103	216014	3	W	900-1154	RC690	Stanley K		
			BIOL	103	115351	3	R	700-954 PM	F110	O'Hagan D		
	ONLINE		BIOL	103	112309	3	See Pages 20-23			Vinod R	$30	
	ONLINE		BIOL	103	112464	3	See Pages 20-23			Vinod R	$30	
Conservation Natural Resources	ONLINE		BIOL	104	112312	3	See Pages 20-23			McNutt C	$30	
Basic Human Anatomy & Phys			BIOL	105	115322	4	T R	800-954	F130	Gray S		P
			BIOL	105	115386	4	M W	600-754 PM	F130	Costello J		P
		RC	BIOL	105	216050	4	T R	600-754 PM	RC460	Schneider V		P
			BIOL	105	115393	4	M W	700-854 PM	BTC200	Luciow J		P
	ONLINE		BIOL	105	112308	4	See Pages 20-23			Butkevich N	$30	P
	ONLINE		BIOL	105	112366	4	See Pages 20-23			Gray S	$30	P
	ONLINE		BIOL	105	112409	4	See Pages 20-23			Orick M	$30	P
	ONLINE		BIOL	105	112410	4	See Pages 20-23			Staff	$30	P
	ONLINE		BIOL	105	112411	4	See Pages 20-23			Rogers J	$30	P
	OE/OE		BIOL	105	017738	4	See Pages 24-25			Taylor B	$30	P
Basic Human Nutrition	ONLINE		BIOL	114	112414	1	See Pages 20-23			Butkevich N	$30	
	ONLINE		BIOL	114	112415	1	See Pages 20-23			Butkevich N	$30	
	OE/OE		BIOL	114	017729	1	See Pages 24-25			Butkevich N	$30	
Nutrition			BIOL	115	115320	3	F	900-1154	F130	Leadley Jr R		
			BIOL	115	115326	3	M W	1000-1120	F130	Quigley R		
			BIOL	115	115323	3	F	1200-254	F130	Brodowicz P		
			BIOL	115	115324	3	R	200-454	F110	Gordon L		
		RC	BIOL	115	216061	3	M	600-854 PM	RC420	St John B		
			BIOL	115	115387	3	W	700-954 PM	BTC170	Lane R		
	ONLINE		BIOL	115	112303	3	See Pages 20-23			Butkevich N	$30	
	ONLINE		BIOL	115	112337	3	See Pages 20-23			McNutt C	$30	
	ONLINE		BIOL	115	112352	3	See Pages 20-23			Gray S	$30	
	ONLINE		BIOL	115	112453	3	See Pages 20-23			Rogers J	$30	
	ONLINE		BIOL	115	112454	3	See Pages 20-23			Golovoy N	$30	
	ONLINE		BIOL	115	112455	3	See Pages 20-23			Golovoy N	$30	
	OE/OE		BIOL	115	017702	3	See Pages 24-25			Butkevich N	$30	
Principles of Biology 1			BIOL	120	115327	5	M W R	200-354 200-454	F150 F170	Orick M Orick M	$135	P
Principles of Biology 2			BIOL	130	115325	5	M W T	1000-1154 900-1154	F150 F170	Orick M Orick M	$135	P
Scanning Electron Microscopy			BIOL	140	115331	4	T R	400-554	BTC175	Weinkauf/Butkevich	$100	
Human Anatomy & Physiology			BIOL	236	115332	5	M W	800-1126	F250	Cook S	$135	P
			BIOL	236	115333	5	T R	800-1126	F250	Brodowicz P	$135	P
			BIOL	236	115328	5	M W	1130-256	F250	Baker C	$135	P
			BIOL	236	115329	5	T R	1130-256	F250	Cook S	$135	P
			BIOL	236	115430	5	M W	300-626	F250	Cook S	$135	P
			BIOL	236	115431	5	T R	300-626	F250	Cook S	$135	P
			BIOL	236	115392	5	M W	630-956 PM	F250	Speyer C	$135	P
	HYBRID		BIOL	236	117893	5	See Pages 26-27	630-926 PM	F250	Abbas M	$135	P
	HYBRID		BIOL	236	117897	5	See Pages 26-27	630-926 PM	F250	Abbas M	$135	P
Prin Human Anatomy Phys 1			BIOL	237	115339	4	T R	800-1054 800-954	BTC145 BTC135	Taylor B Taylor B	$115	P
			BIOL	237	115348	4	M W	800-954 800-1054	BTC135 BTC145	Wrone T Wrone T	$115	P
			BIOL	237	115340	4	M W	1100-1254 1100-154	BTC135 BTC145	Butkevich N Butkevich N	$115	P
			BIOL	237	115341	4	T R	1100-154 1100-1254	BTC145 BTC135	O'Connor T O'Connor T	$115	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
			BIOL 237	115337	4	T R	200-454 200-354	BTC145 BTC135	Taylor B Taylor B	$115	P
			BIOL 237	115349	4	M W	200-354 200-454	BTC135 BTC145	O'Connor T O'Connor T	$115	P
			BIOL 237	115343	4	T R	400-554 300-554	BTC135 BTC145	Kurland S Kurland S	$115	P
			BIOL 237	115365	4	M W	600-754 PM 600-854 PM	BTC135 BTC145	Wrone T Wrone T	$115	P
Prin Human Anatomy Phys 2			BIOL 238	115330	4	M W	800-1054 800-954	BTC145 BTC135	Butkevich N Butkevich N	$115	P
			BIOL 238	115338	4	T R	800-954 800-1054	BTC135 BTC145	O'Connor T O'Connor T	$115	P
			BIOL 238	115336	4	F F	900-1054 1200-254	BTC135 BTC145	O'Connor T O'Connor T	$115	P
			BIOL 238	115334	4	M W	1100-154 1100-1254	BTC145 BTC135	O'Connor T O'Connor T	$115	P
			BIOL 238	115335	4	T R	1100-1254 1100-154	BTC135 BTC145	Taylor B Taylor B	$115	P
	HYBRID		BIOL 238	117820	4	See Pages 26-27	100-354	BTC135	Butkevich N	$115	P
			BIOL 238	115342	4	M W	200-454 200-354	BTC145 BTC135	Butkevich N Butkevich N	$115	P
			BIOL 238	115447	4	T R	300-554 400-554	BTC160 BTC135	Muse W Muse W	$115	P
			BIOL 238	115394	4	M W	600-854 PM 600-754 PM	BTC145 BTC135	O'Connor T O'Connor T	$115	P
			BIOL 238	115395	4	T R	600-754 PM 600-854 PM	BTC135 BTC145	Clare M Clare M	$115	P
			BIOL 238	115396	4	T R	600-854 PM 600-754 PM	BTC145 BTC135	Muse W Muse W	$115	P
Anatomy & Physiology Review	OE/OE		BIOL 240	017724	2	See Pages 24-25			Taylor B	$30	P
Microbiology			BIOL 243	115344	4	M W M W	800-954 1000-1120	BTC210 BTC200	McNutt C McNutt C	$180	P
			BIOL 243	115345	4	T R T R	800-954 1000-1120	BTC210 BTC200	Butkevich N Butkevich N	$180	P
			BIOL 243	115346	4	T R T R	800-920 1000-1154	BTC200 BTC210	McNutt C McNutt C	$180	P
			BIOL 243	115347	4	T R T R	1200-120 200-354	BTC200 BTC210	Steffen C Steffen C	$180	P
	HYBRID		BIOL 243	117848	4	See Pages 26-27	1200-354	BTC210	Abbas M	$180	P
	HYBRID		BIOL 243	117849	4	See Pages 26-27	1200-354	BTC210	Abbas M	$180	P
			BIOL 243	115398	4	M W M W	500-620 PM 700-854 PM	BTC200 BTC210	Ruff A Ruff A	$180	P

BIOMEDICAL ENGINEERING TECH

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Biomedical Equip Internship 1			BMET 254	117400	3	M	300-424 TBA	BTC527 TBA	Peters C Peters C	$10	P
Biomedical Equip Internship 2			BMET 255	117450	3	M	430-554 PM TBA	BTC527 TBA	Peters C Peters C	$15	P

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Biomed Inst Term & Safety 1			BMET 116	114556	3	M	600-854 PM	BTC380	Peters C	$10	P

BUSINESS

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Intro Business			BUS 101	112605	3	T R	830-1010	AS830	Derderian H		
			BUS 101	112653	3	T R	600-740 PM	AS820	Matthews J		
	ONLINE		BUS 101	112342	3	See Pages 20-23			Cardellio C	$30	
Business Management	ONLINE		BUS 217	112395	3	See Pages 20-23			Matthews J	$30	P
Supervision	ONLINE		BUS 220	112478	3	See Pages 20-23			Matthews J	$30	
Principles of Marketing	ONLINE		BUS 226	112480	3	See Pages 20-23			Feldbauer J	$30	P

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Intro Business			BUS 101	112602	3	T R	800-920	AS820	Glubzinski A		
			BUS 101	112603	3	M W	800-920	AS378	Glubzinski A		
		RC	BUS 101	216021	3	M	900-1154	RC660	Derderian H		
			BUS 101	112606	3	T R	1030-1150	AS830	Yee D		
			BUS 101	112601	3	M W	1200-120	AS830	Feldbauer J		
			BUS 101	112651	3	W	600-854 PM	AS820	Simo T		
			BUS 101	112650	3	R	630-924 PM	AS374	McCartney J		
		RC	BUS 101	216071	3	M	700-954 PM	GC513	McCartney J		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
	ONLINE		BUS 101	112319	3	See Pages 20-23			Trembath D	$30	
	ONLINE		BUS 101	112328	3	See Pages 20-23			Cardellio C	$30	
	OE/OE		BUS 101	017712	3	See Pages 24-25			Yee D	$30	
Organizing Small Business			BUS 103	112636	3	T R	830-950	VT405	Ontko S		
			BUS 103	112655	3	M	630-924 PM	AS820	Viksne E		
	ONLINE		BUS 103	112313	3	See Pages 20-23			Ontko S	$30	
Operating Small Business			BUS 104	112609	3	T R	1030-1150	VT405	Ontko S		
	ONLINE		BUS 104	112315	3	See Pages 20-23			Ontko S	$30	
Strategic Selling			BUS 120	112617	3	M W	1130-1250	AS720	Dreyfus R		
			BUS 120	112618	3	T R	230-350	AS820	Bethel R		
			BUS 120	112660	3	R	600-854 PM	AS830	Simo T		
	ONLINE		BUS 120	112456	3	See Pages 20-23			Mellnick G	$30	
	OE/OE		BUS 120	017715	3	See Pages 24-25			Simo T	$30	
Advertising			BUS 122	112620	3	M W	830-950	BTC370	Ontko S		
			BUS 122	112621	3	T R	100-220	VT405	Ontko S		
			BUS 122	112667	3	M	600-854 PM	AS830	Glubzinski A		
	ONLINE		BUS 122	112326	3	See Pages 20-23			Trembath D	$30	
	ONLINE		BUS 122	112327	3	See Pages 20-23			Cardellio C	$30	
	OE/OE		BUS 122	017718	3	See Pages 24-25			Trembath D	$30	
Consumer Behavior*			BUS 123	112623	3	M W	1000-1120	AS830	Feldbauer J		
Retail Principles & Practices			BUS 161	112633	3	T R	200-320	BTC370	Dreyfus R		
Business Statistics			BUS 201	112654	3	W	600-854 PM	AS940	Ellies K	$35	P
Business Ethics			BUS 202	112624	3	F	900-1154	BTC370	Mellnick G		
	ONLINE		BUS 202	112402	3	See Pages 20-23			Mellnick G	$30	
Personal Finance			BUS 204	112635	3	T R	1030-1150	BTC370	Mellnick G		
	ONLINE		BUS 204	112444	3	See Pages 20-23			Mellnick G	$30	
	OE/OE		BUS 204	017754	3	See Pages 24-25			Yee D	$30	
Personal Investing			BUS 205	112625	3	T R	1200-120	BTC370	Mellnick G		
Business Law 1			BUS 207	112626	3	T R	730-850	BTC370	Safran K		
			BUS 207	112672	3	T	600-854 PM	BTC370	Safran K		
		RC	BUS 207	216085	3	W	630-924 PM	RC660	Safran K		
	ONLINE		BUS 207	112334	3	See Pages 20-23			Vitori K	$30	
	ONLINE		BUS 207	112345	3	See Pages 20-23			Thomson A M	$30	
	OE/OE		BUS 207	017717	3	See Pages 24-25			Vitori K	$30	
Business Law 2	OE/OE		BUS 208	017707	3	See Pages 24-25			Vitori K	$30	P
Business on the Web			BUS 215	112627	3	T R	200-320	AS940	Dreyfus R	$40	P
	ONLINE		BUS 215	112385	3	See Pages 20-23			Mellnick G	$30	P
Business Management			BUS 217	112629	3	M W	1000-1120	BTC370	Ellies K		P
			BUS 217	112630	3	T R	100-220	AS374	Ellies K		P
	ONLINE		BUS 217	112347	3	See Pages 20-23			Mellnick G	$30	P
	OE/OE		BUS 217	017721	3	See Pages 24-25			Mazur B	$30	P
Supervision			BUS 220	112680	3	W	530-824 PM	BTC370	Hopfner J		
	ONLINE		BUS 220	112379	3	See Pages 20-23			Ontko S	$30	
	OE/OE		BUS 220	017725	3	See Pages 24-25			Holman C	$30	
Principles of Marketing			BUS 226	112631	3	M W	830-950	AS830	Feldbauer J		P
			BUS 226	112684	3	R	530-824 PM	BTC370	Hopfner J		P
	ONLINE		BUS 226	112346	3	See Pages 20-23			Feldbauer J	$30	P
	OE/OE		BUS 226	017722	3	See Pages 24-25			Mazur B	$30	P
Human Resource Management			BUS 230	112683	3	F	900-1154	AS830	Feldbauer J		P
	OE/OE		BUS 230	017704	3	See Pages 24-25			Mazur B	$30	P
International Business			BUS 240	112646	3	M W	100-220	BTC370	Ontko S		

CHEMISTRY

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Basic Chemistry			CHEM 051	115401	4	T R	1000-1154	F100	Bozin K	$135	P
						F	1000-1154	F200	Bozin K		
	HYBRID		CHEM 051	117812	4	See Pages 26-27	100-154	F120	Dickson P	$135	P
						See Pages 26-27	200-354	F200	Dickson P		
			CHEM 051	115402	4	T R	200-354	F120	Dickson P	$135	P
						W	200-354	F200	Dickson P		
			CHEM 051	115450	4	M W	600-754 PM	F100	Vaysman L	$135	P
						W	800-954 PM	F200	Vaysman L		
			CHEM 051	115451	4	T R	600-754 PM	F120	Woodside K	$135	P
						R	800-954 PM	F210	Woodside K		
Intro Chem of Food for Cul Art			CHEM 100	115403	4	M	900-1154	F100	Snyder C	$110	C
						M	200-354	VT635	Misiak C		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
General Chemistry 1			CHEM 111	115404	4	T R W	800-954 800-1054	F120 F210	Snyder C Snyder C	$180	P
			CHEM 111	115405	4	T R F	1000-1154 900-1154	F120 F210	Hanna S Hanna S	$180	P
			CHEM 111	115406	4	T R W	1200-154 1200-254	F100 F210	Waldyke M Waldyke M	$180	P
			CHEM 111	115407	4	M W T	200-354 200-454	F100 F200	Baghdadchi M Baghdadchi M	$180	P
			CHEM 111	115410	4	T R M	200-354 200-454	F100 F210	Homsher R Homsher R	$180	P
			CHEM 111	115412	4	M W R	200-354 100-354	F120 F200	Staff Staff	$180	P
			CHEM 111	115411	4	M W R	400-554 400-654	F100 F200	Jones A Jones A	$180	P
			CHEM 111	115413	4	M W W	400-654 400-454 500-754 PM	F120 F120 F210	Snyder C Snyder C Snyder C	$180	P
			CHEM 111	115488	4	T T R	600-654 PM 700-954 PM 600-854 PM	BTC160 F210 BTC160	Switalski J Switalski J Switalski J	$180	P
General Chemistry 2 Qual Aly			CHEM 117	115408	5	M W T R	800-954 800-954	F120 F200	Dickson P Dickson P	$180	P
			CHEM 117	115409	5	M W T R	1000-1154 1000-1154	F120 F200	Dickson P Dickson P	$180	P
			CHEM 117	115455	5	T R T R	600-754 PM 800-954 PM	F100 F200	Temporelli B Temporelli B	$180	P
Organic & Biochemistry			CHEM 120	115432	4	T R W	800-920 800-1054	F100 F200	Waldyke M Waldyke M	$135	P
			CHEM 120	115433	4	M W	1000-1254 1000-1254	F210 F100	Staff Staff	$135	P
			CHEM 120	115456	4	W M	630-924 PM 630-924 PM	F120 F210	Waldyke M Waldyke M	$135	P
Organic Chemistry 2			CHEM 214	118115	5	M W T	100-254 100-454	LA200 F210	Snyder C Snyder C	$180	P
			CHEM 214	118116	5	M W R	100-254 100-454	LA200 F210	Snyder C Snyder C	$180	P

CHILD AND FAMILY SERVICES

CCD 150, 200 and 218 students will spend an additional 150 clock hours with children/families at their assigned placement.

7 Weeks - Begins 03/13/2010 Ends 04/30/2010

Emerging Educator*	HYBRID		CCD	224	117842	1	See Pages 26-27	330-537	LA240	Flynn-Hahn D		P

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Intro Child Welfare Services			CCD	100	110306	3	W	1230-324	LA240	Flynn-Hahn D		
Preschool Child Care			CCD	101	110305	3	W	900-1154	LA240	Flynn-Hahn D	$25	PC
Foundations of Early Childhood	HYBRID	RC	CCD	102	217852	3	See Pages 26-27	600-854 PM	RC370	Baker-Reed S		
	ONLINE		CCD	102	112317	3	See Pages 20-23			Malafouris E	$30	
Intro Devel Disabilities			CCD	105	110358	3	W	600-854 PM	LA240	Schade C		C
Spec Ed Prog & Support Living			CCD	113	110356	3	R	600-854 PM	LA230	Miller N		PC
School Age Child Care	HYBRID		CCD	115	117870	3	See Pages 26-27	600-854 PM	LA240	Flynn-Hahn D	$25	PC
Child Development			CCD	116	110328	3	R	100-354	LA240	Grace E		
			CCD	116	110351	3	T	600-854 PM	LA240	Grace E		
	ONLINE		CCD	116	112318	3	See Pages 20-23			Baker-Reed S	$30	
Infant & Toddler Care	HYBRID		CCD	118	117866	3	See Pages 26-27	600-854 PM	LA240	Grace E	$25	PC
The Adolescent			CCD	121	110307	3	M	1230-324	LA240	Flynn-Hahn D		P
Creative Activities			CCD	126	110313	3	T	900-1154	LA240	Grace E	$25	
Learning Disabilities	OE/OE		CCD	130	017705	3	See Pages 24-25			Pfaendtner J	$30	PC
Emotional Impairment			CCD	140	110309	3	S	900-1154	LA230	Batts J		PC
Child Care Practicum 1	HYBRID		CCD	150	117838	3	See Pages 26-27 See Pages 26-27	900-1054 TBA	LA240 TBA	Grace E Grace E	$25	P
	HYBRID		CCD	150	117839	3	See Pages 26-27 See Pages 26-27	400-554 TBA	LA240 TBA	Keller M Keller M	$25	P
CDA Assessment Prep	HYBRID	RC	CCD	155	217868	1	See Pages 26-27	600-807 PM	RC370	Baker-Reed S	$25	P
Child Care Practicum 2	HYBRID		CCD	200	117840	3	See Pages 26-27 See Pages 26-27	400-554 TBA	LA240 TBA	Flynn-Hahn D Flynn-Hahn D	$25	P
Children & Youth in Groups			CCD	211	110310	3	T	100-354	LA240	Grace E		P
Op & Maint of Child Care Fac	HYBRID		CCD	214	117852	3	See Pages 26-27	600-854 PM	LA240	Flynn-Hahn D		
Child with Special Needs			CCD	216	110317	3	F	900-1254	LA240	Stocker K	$60	PC
		RC	CCD	216	216053	3	W	600-954 PM	RC380	Miller N	$60	PC
Practicum 2 - Special Ed Focus	HYBRID		CCD	218	117841	3	See Pages 26-27	400-554	LA230	Schade C	$25	P
Early Lit Numerical Thinking			CCD	221	110318	3	R	900-1154	LA240	Grace E		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
COLLEGE AND BEYOND											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Student Success			CAB 101	110500	3	T	900-1154	MC125	Staff	$10	
			CAB 101	110547	3	T R	100-224	L110	Staff	$10	
			CAB 101	110552	3	W	600-854 PM	MC120	Staff	$10	
	ONLINE		CAB 101	112307	3	See Pages 20-23			Staff	$30	
COLLEGIATE SKILLS											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Learning Skills 1 AD			COLLS 105	110528	1	W	1200-207	MC120	Talbert L	$10	P
			COLLS 105	110567	1	T	600-807 PM	MC115	Talbert L	$10	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
ESL Reading and Word Power			COLLS 045	110531	4	M W W	100-254 100-154 200-254	MC125 MC125 MC145	Smith J Smith J Smith J	$10	
ESL Critical Reading Thinking			COLLS 049	110544	4	T R R	200-354 200-254 300-354	MC120 MC120 MC145	Lowell C Lowell C Lowell C	$10	P
College Reading			COLLS 050	110502	4	T R T R	900-954 1000-1054	MC115 MC145	Talbert L Talbert L	$10	
			COLLS 050	110503	4	T R T R	1100-1154 1200-1254	MC115 MC145	Talbert L Talbert L	$10	
			COLLS 050	110546	4	M W M W	1100-1154 1200-1254	MC125 MC145	Handelman N Handelman N	$10	
		RC	COLLS 050	216509	4	T R T R	100-154 200-254	RC270 RC410	Steele R Steele R	$10	
			COLLS 050	110508	4	M W M W	200-254 300-354	MC115 MC145	Wroblewski V Wroblewski V	$10	
			COLLS 050	110554	4	M W M W	600-654 PM 700-754 PM	MC115 MC145	Staff Staff	$10	
Critical Read Think Nursing			COLLS 053	110506	4	T R T R	800-854 900-954	MC120 MC145	Clack D Clack D	$13	P
Critical Read Think App			COLLS 053	110514	4	M W M W	800-854 900-954	MC120 MC145	Wernholm A Wernholm A	$13	P
			COLLS 053	110504	4	M W M W	900-954 1000-1054	MC115 MC145	Handelman N Handelman N	$13	P
		RC	COLLS 053	216507	4	T R	1100-1254 1100-1254	RC420 RC410	Steele R Steele R	$13	P
			COLLS 053	110505	4	M W M W	1200-1254 100-154	MC115 MC145	Wroblewski V Wroblewski V	$13	P
			COLLS 053	110543	4	T R T R	1200-1254 100-154	MC120 MC145	Boyde S Boyde S	$13	P
			COLLS 053	110570	4	T R T R	600-654 PM 700-754 PM	MC120 MC145	Boyde S Boyde S	$13	P
		RC	COLLS 053	216591	4	T R	600-754 PM 600-754 PM	GC507 RC410	Kolpacke J Kolpacke J	$13	P
Electronic Portfolio	OE/OE		COLLS 111	017706	1	See Pages 24-25			Daiek D	$30	
Applied Learn Theory Nursing			COLLS 130	110539	3	T R R	130-254 130-154 200-254	MC115 MC115 MC145	Clack D Clack D Clack D	$10	P
Electronic Portfolio Exit	OE/OE		COLLS 211	017711	1	See Pages 24-25			Daiek D	$30	P
COMMUNICATION ARTS											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Fundamentals of Speech			COMA 103	111102	3	T R	800-940	LA160	Somers J		
			COMA 103	111112	3	M W	930-1110	LA160	Townsend K		
	ONLINE		COMA 103	112343	3	See Pages 20-23			Moylan M	$30	
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Fundamentals of Speech			COMA 103	111100	3	T R	800-920	LA170	Lingenfelter A		
		RC	COMA 103	216045	3	M	800-1054	RC675	Tatsak J		
		RC	COMA 103	216046	3	T	800-1054	RC675	Moylan M		
			COMA 103	111101	3	M W	900-1020	LA170	Taylor J		
			COMA 103	111114	3	F	900-1154	LA170	Taylor J		
		RC	COMA 103	216322	3	F	900-1154	RC675	Tatsak J		
			COMA 103	111104	3	T R	1000-1120	LA170	Somers J		
			COMA 103	111106	3	M W	1100-1220	LA170	Taylor J		
			COMA 103	111107	3	T R	1130-1250	LA170	Buslawski R		
			COMA 103	111110	3	M W	1230-150	LA170	Frame K		
			COMA 103	111109	3	F	100-354	LA170	Taylor J		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
			COMA 103	111118	3	T	100-354	LA170	Taylor J		
			COMA 103	111116	3	M W	200-320	LA170	Taylor J		
			COMA 103	111120	3	T R	230-350	BTC100	Buslawski R		
			COMA 103	111105	3	M W	330-450	LA170	Townsend K		
			COMA 103	111140	3	M	400-654	LA160	Taylor J		
			COMA 103	111152	3	W	600-854 PM	LA170	Liss M		
			COMA 103	111155	3	T	600-854 PM	LA160	Kirkby F		
			COMA 103	111151	3	T	630-924 PM	LA170	Liss M		
			COMA 103	111153	3	R	630-924 PM	LA170	Kirkby F		
		RC	COMA 103	216166	3	M	630-924 PM	GC503	Kirkby F		
		RC	COMA 103	216384	3	R	630-924 PM	RC675	Moylan M		
	ONLINE		COMA 103	112926	3	See Pages 20-23			Bowers A	$30	
	ONLINE		COMA 103	112928	3	See Pages 20-23			Bowers A	$30	
	ONLINE		COMA 103	112969	3	See Pages 20-23			Bowers A	$30	
Interpersonal Communications			COMA 200	111154	3	W	630-924 PM	LA160	Buslawski R		P
	ONLINE		COMA 200	112906	3	See Pages 20-23			Tatsak J	$30	P
Discussion			COMA 201	111119	3	R	100-354	LA170	Eichenberg J		P
Intro Mass Communications			COMA 230	111164	3	T	1000-1254	LA160	Lingenfelter A		P

COMPUTER AIDED DESIGN

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Engineering Graphics			CAD 103	114205	3	T R	1000-1154	AS310	Staff	$100	
			CAD 103	114253	3	M W	530-724 PM	AS310	Staff	$100	
Adv Draw Descrip Geometry			CAD 106	114251	4	T R	530-756 PM	AS310	Staff	$100	P
CATIA Level 1			CAD 211	114218	4	T R	300-454	AS320	Ferman C	$40	
			CAD 211	114250	4	T	530-924 PM	AS320	Ferman C	$40	
CATIA Surfacing			CAD 212	114252	4	R	530-924 PM	AS320	Staff	$40	P
SolidWorks Level 1			CAD 221	114224	4	M W	300-454	AS320	Ferman C	$40	

COMPUTER ASSISTED MANUFACTURING

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

CNC Programming			CAM 103	115053	3	F F	530-724 PM 730-924 PM	AS840 AS170	Staff Staff	$90	P
Computer Aided Machining			CAM 205	115004	3	R R	200-354 400-554	AS830 AS170	Staff Staff	$90	P

COMPUTER GRAPHICS TECHNOLOGY

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Design Concepts & Technology			CGT 109	111710	3	W	200-538	AS379	Case C	$30	
			CGT 109	111759	3	W	600-938 PM	AS379	Case C	$30	
InDesign			CGT 127	119313	3	T	200-538	AS379	Case C	$30	P
History Graphic Design	ONLINE		CGT 161	112432	3	See Pages 20-23			Zuccarini D	$30	

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Design Concepts & Technology			CGT 109	119307	3	S	900-1154	AS379	Langdon J	$30	
			CGT 109	119303	3	M	1100-154	VT440	McCulloch C	$30	
			CGT 109	119309	3	F	1200-254	AS375	Voyles T	$30	
			CGT 109	119308	3	M	400-654	AS375	McCulloch C	$30	
Illustrator			CGT 123	119317	3	F	900-1154	AS375	McCulloch C	$30	PC
			CGT 123	119302	3	R	1200-254	AS379	Decastro K	$30	PC
			CGT 123	119312	3	S	1200-254	AS375	Jacobs E	$30	PC
			CGT 123	119306	3	M	100-354	AS379	Decastro K	$30	PC
Digital Imaging 1 Photoshop			CGT 125	119305	3	S	900-1154	AS375	Walkuski C	$30	PC
			CGT 125	119311	3	T	900-1154	AS379	Mehall M	$30	PC
			CGT 125	119316	3	M	900-1154	AS379	Voyles T	$30	PC
			CGT 125	119304	3	R	400-654	AS375	Langdon J	$30	PC
			CGT 125	119354	3	M	700-954 PM	AS375	Su K	$30	PC
InDesign			CGT 127	119314	3	R	900-1154	AS379	Case C	$30	P
			CGT 127	119318	3	S	1200-254	AS379	Hochberg E	$30	P
Web Graphics			CGT 135	119321	3	F	1200-254	AS379	Haselhuhn M	$30	P
			CGT 135	119357	3	W	700-954 PM	AS375	Walkuski C	$30	P
Intro Interactive Media & Game			CGT 141	119322	3	M	400-654	AS379	Wroble S	$30	C
Typography			CGT 149	119330	3	T	200-454	VT440	Begle C	$30	C
Sound Editing Graphic Artists			CGT 154	119315	2	M W	1200-1254	F300	Szajna S	$30	
Prepress			CGT 157	119355	2	T	500-654 PM	AS375	Hochberg E	$30	P
History Graphic Design	ONLINE		CGT 161	112330	3	See Pages 20-23			Jacobs E	$30	
XHTML CSS Standards			CGT 162	119325	3	F	900-1154	AS379	Gosur M	$30	
			CGT 162	119334	3	W	300-554	AS375	Gosur M	$30	

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Photography			CGT 166	119343	3	W	1100-154	VT440	Mehall M	$30	
			CGT 166	119359	3	R	700-954 PM	AS375	Masson S	$30	
Storyboarding			CGT 168	119335	3	W	800-1054	AS379	Mehall M	$30	
Scripting Media & Game Design			CGT 206	117156	3	M	700-954 PM	VT450	Wroble S	$30	P
Digital Video Production			CGT 208	119361	3	M	700-954 PM	AS379	Salo J	$30	P
Flash			CGT 211	119352	3	R	700-954 PM	VT440	Wroble S	$30	PC
Flash Action Scripting			CGT 212	119339	3	R	300-554	AS379	Wroble S	$30	P
Motion Graphics 1			CGT 215	119365	3	M	700-954 PM	VT440	Mumm D	$30	PC
Digital Imaging 2 Photoshop			CGT 226	119340	3	M	800-1054	AS375	Mehall M	$30	P
			CGT 226	119338	3	R	900-1154	AS375	Mehall M	$30	P
Electronic Publishing			CGT 231	119319	3	M R	200-320	AS375	Jacobs E	$30	P
Web Design			CGT 236	119356	3	T	600-854 PM	VT440	Inman C	$30	P
Dynamic Web Design Coldfusion			CGT 237	119364	3	R	600-854 PM	AS379	Inman C	$30	P
Rich Internet Application Flex			CGT 238	119362	3	T	700-954 PM	AS379	Staff	$30	P
Adv Int Media & Game Design			CGT 242	117157	3	M	700-954 PM	VT450	Wroble S	$30	P
History of Animation Graphics			CGT 244	119366	3	R	600-854 PM	LA310	Mumm D		
Motion Graphics 2			CGT 246	119363	3	W	600-854 PM	VT450	Mumm D	$30	P
3D Animation Intro			CGT 247	119358	3	W	700-954 PM	VT440	Wroble S	$30	P
Practical Application			CGT 250	119347	3	T R	1200-120	AS375	Mehall M	$30	P
3D Animation Animating			CGT 252	117142	3	W	400-654	VT440	Wroble S	$30	P
3D Animation Advanced Models			CGT 254	117143	3	W	400-654	VT440	Wroble S	$30	P
3D Portfolio Reel Development			CGT 256	119367	3	R	700-954 PM	VT450	Salo J	$30	C
Portfolio Preparation			CGT 257	119337	3	T	1000-1254	VT440	Case C	$30	P

COMPUTER INFORMATION SYSTEMS

7 Weeks - Begins 01/09/2010 Ends 02/26/2010

CIS 105 students must bring an audio headset.

Computer Orientation		RC	CIS	105	216033	1	R	900-1107	RC150	Koelzer L	$10	
			CIS	105	112843	1	T	100-307	AS210	Koelzer L	$10	
			CIS	105	112844	1	W	200-407	AS210	Koelzer L	$10	
		RC	CIS	105	216270	1	W	700-907 PM	RC410	Thompson V	$10	
Intro Computer Based Systems	ONLINE		CIS	115	112376	3	See Pages 20-23			McPherson D	$30	P
Microsoft Office 2007	ONLINE		CIS	120	112323	3	See Pages 20-23			Partyka P	$30	P

7 Weeks - Begins 03/13/2010 Ends 04/30/2010

CIS 105 students must bring an audio headset.

Computer Orientation			CIS	105	112849	1	T	100-307	AS210	Koelzer L	$10	
			CIS	105	112866	1	M	500-707 PM	AS210	Thompson V	$10	
		RC	CIS	105	216271	1	W	700-907 PM	RC410	Thompson V	$10	
Intro Computer Based Systems			CIS	115	112818	3	T R	900-1210	AS940	Lee C	$40	P
	ONLINE		CIS	115	112377	3	See Pages 20-23			McPherson D	$30	P
Microsoft Office 2007			CIS	120	112831	3	T R	830-1140	AS600	Thompson V	$40	P
	ONLINE		CIS	120	112336	3	See Pages 20-23			Zaccone L	$30	P
	ONLINE		CIS	120	112392	3	See Pages 20-23			Partyka P	$30	P

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Intro Computer Based Systems			CIS	115	112819	3	M W	1100-1240	AS900	Koelzer L	$40	P
	ONLINE		CIS	115	112483	3	See Pages 20-23			McPherson D	$30	P
Microsoft Office 2007			CIS	120	112822	3	T R	100-240	AS600	Enteshary A	$40	P
			CIS	120	112861	3	T R	700-840 PM	AS610	Towner M	$40	P
	ONLINE		CIS	120	112325	3	See Pages 20-23			Szabo S	$30	P

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

CIS 105 students must bring an audio headset.

Computer Orientation	OE/OE		CIS	105	017719	1	See Pages 24-25			Wale J	$30	
Intro Computer Based Systems		RC	CIS	115	216225	3	T	900-1154	RC410	Zaccone L	$40	P
			CIS	115	112804	3	M W	930-1050	AS900	Zaccone L	$40	P
			CIS	115	112805	3	T R	1000-1120	AS900	Wale J	$40	P
			CIS	115	112806	3	T R	1130-1250	AS900	Wale J	$40	P
			CIS	115	112841	3	W	100-354	AS900	McPherson D	$40	P
			CIS	115	112845	3	T	100-354	AS900	McPherson D	$40	P
			CIS	115	112851	3	T	600-854 PM	AS900	McPherson D	$40	P
		RC	CIS	115	216097	3	M	700-954 PM	RC410	Towner M	$40	P
	ONLINE		CIS	115	112324	3	See Pages 20-23			McPherson D	$30	P
	OE/OE		CIS	115	017720	3	See Pages 24-25			McPherson D	$30	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Microsoft Office 2007			CIS 120	112809	3	M W	800-920	AS930	Partyka P	$40	P
		RC	CIS 120	216224	3	R	800-1054	RC410	Zaccone L	$40	P
			CIS 120	112812	3	M W	900-1020	AS940	Murphy S	$40	P
			CIS 120	112814	3	M	900-1154	AS610	Laird A	$40	P
			CIS 120	112830	3	T R	900-1020	AS930	Ellis T	$40	P
			CIS 120	112810	3	T R	1030-1150	AS930	Ellis T	$40	P
			CIS 120	112827	3	W	1200-254	AS930	Enteshary A	$40	P
			CIS 120	112828	3	M	1200-254	AS930	Partyka P	$40	P
			CIS 120	112834	3	R	100-354	AS930	Fox H	$40	P
			CIS 120	112847	3	T	100-354	AS930	Partyka P	$40	P
			CIS 120	112815	3	M W	300-420	AS930	Enteshary A	$40	P
			CIS 120	112862	3	W	600-854 PM	AS930	Boron J	$40	P
		RC	CIS 120	216150	3	T	600-854 PM	RC150	Redmond C	$40	P
		RC	CIS 120	216151	3	R	630-924 PM	RC150	Redmond C	$40	P
			CIS 120	112859	3	M	700-954 PM	AS930	Boron J	$40	P
	ONLINE		CIS 120	112344	3	See Pages 20-23			Zaccone L	$30	P
	ONLINE		CIS 120	112364	3	See Pages 20-23			Szabo S	$30	P
	ONLINE		CIS 120	112404	3	See Pages 20-23			Szabo S	$30	P
	OE/OE		CIS 120	017713	3	See Pages 24-25			Ellis T	$30	P
Microsoft Outlook	OE/OE		CIS 122	017774	2	See Pages 24-25			Partyka P	$30	P
Intro Programming Logic			CIS 129	112817	3	M W	900-1020	AS600	Ellis T	$40	
			CIS 129	112816	3	M	100-354	AS600	Fox H	$40	
			CIS 129	112864	3	R	600-854 PM	AS600	Wale J	$40	
	OE/OE		CIS 129	017748	3	See Pages 24-25			Ellis T	$30	
Microsoft Windows Vista			CIS 170	112821	3	W	100-354	AS950	Santiago R	$40	P
	OE/OE		CIS 170	017732	3	See Pages 24-25			Baron T	$30	P
Intro Networking	OE/OE		CIS 171	017731	3	See Pages 24-25			Schlick W	$30	P
Wireless Local Area Networks			CIS 173	112871	3	M	600-854 PM	AS950	Santiago R	$40	P
Visual Basic.NET			CIS 176	112860	3	T	600-854 PM	AS600	Ellis T	$40	P
Technical MS Windows			CIS 178	112813	3	R	100-354	AS950	Santiago R	$40	P
Microsoft Excel 2007			CIS 180	112848	3	M W	1030-1150	AS940	Murphy S	$40	P
	OE/OE		CIS 180	017736	3	See Pages 24-25			Wale J	$30	P
Intro HTML	OE/OE		CIS 185	017737	3	See Pages 24-25			McPherson D	$30	
Intro C++			CIS 211	112808	2	T	300-454	AS610	Milum L	$40	P
			CIS 211	112857	2	M	500-654 PM	AS610	Milum L	$40	P
Advanced Microsoft Office 2007	OE/OE		CIS 215	017758	3	See Pages 24-25			Partyka P	$30	P
Advanced C++			CIS 221	112858	2	M	700-854 PM	AS610	Milum L	$40	P
Intro C#			CIS 223	112880	3	M	600-854 PM	AS600	Ellis T	$40	P
Microsoft Access 2007	ONLINE		CIS 225	112329	3	See Pages 20-23			McPherson D	$30	
	OE/OE		CIS 225	017740	3	See Pages 24-25			McPherson D	$30	
Managing & Troubleshooting PCs			CIS 235	112811	3	F F	900-1054 1100-1154	AS600 AS164	Staff Staff	$40	P
	OE/OE		CIS 235	017710	3	See Pages 24-25			Schlick W	$30	P
JavaScript	OE/OE		CIS 238	017745	3	See Pages 24-25			Ellis T	$30	P
Systems Development & Design			CIS 250	112886	4	W	600-954 PM	AS900	Fox H	$40	P
IT Project Management	OE/OE		CIS 251	017727	3	See Pages 24-25			Ellis T	$30	P
Intro Unix			CIS 260	112853	3	W	600-854 PM	AS600	Staff	$40	
Networking 1	OE/OE		CIS 265	017735	3	See Pages 24-25			Schlick W	$30	P
Local Area Networks			CIS 271	112842	3	M	100-354	AS950	Santiago R	$40	P
TCP/IP Network Architecture			CIS 273	112846	3	T	100-354	AS950	Santiago R	$40	P
Networking 2			CIS 276	112865	3	T	600-854 PM	AS950	Santiago R	$40	P
OOPS Java			CIS 290	112885	3	W	600-854 PM	AS610	Milum L	$40	P

COMPUTER SERVICE TECHNICIAN

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Intro PCs & Software			COMPS124	114322	3	M	100-354	AS940	Wale J	$35	
Technical Programming	OE/OE		COMPS126	017739	3	See Pages 24-25			Ellis T	$30	P
Computer & Peripheral Maint			COMPS147	114350	4	W	500-854 PM	AS950	Staff	$35	P

CORRECTIONS

7 Weeks - Begins 01/09/2010 Ends 02/26/2010

Intro Corrections		RC	COR	110	217650	3	M W	600-910 PM	RC455	Hummer H	

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Intro Corrections		RC	COR	110	217601	3	T	800-1054	RC695	Staff	
	ONLINE		COR	110	112474	3	See Pages 20-23			Cavan P	$30
	ONLINE		COR	110	112973	3	See Pages 20-23			Hummer H	$30

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
CRIMINAL JUSTICE											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Org Adm Law Enforce Agencies		RC	CJ 102	217030	3	T	800-1054	RC660	Courie J		
		RC	CJ 102	217023	3	R	1230-324	RC660	Courie J		
		RC	CJ 102	217051	3	M	600-854 PM	RC660	Courie J		
	ONLINE		CJ 102	112339	3	See Pages 20-23			Cramb R	$30	
Intro Security		RC	CJ 104	217011	3	T	1200-354	RC670	Staff		
		RC	CJ 104	217062	3	R	600-854 PM	RC270	Wicker A		
	ONLINE		CJ 104	112440	3	See Pages 20-23			Wicker A	$30	
Police Field Operations		RC	CJ 107	217063	3	M	600-854 PM	RC430	Staff		
		RC	CJ 107	217064	3	W	600-854 PM	RC310	Staff		
Intro Criminal Justice System		RC	CJ 113	217004	3	R	1230-324	RC480	Gordon R		
		RC	CJ 113	217052	3	T	600-854 PM	RC255	Bolling J		
		RC	CJ 113	217053	3	W	600-854 PM	RC270	Champagne G		
	ONLINE		CJ 113	112482	3	See Pages 20-23			Scott T	$30	
	ONLINE		CJ 113	112981	3	See Pages 20-23			Scott T	$30	
Criminal Investigation		RC	CJ 201	217031	3	T	800-1054	RC440	Hiller D		
		RC	CJ 201	217054	3	R	600-854 PM	RC430	Hiller D		
Basic Criminalistics		RC	CJ 209	217005	3	R	800-1154	RC310	Dempsey-Knox M	$60	
		RC	CJ 209	217055	3	R	600-954 PM	RC310	Dempsey-Knox M	$60	
		RC	CJ 209	217059	3	M	600-954 PM	RC310	Nutter G	$60	
Criminal Law & Procedures		RC	CJ 211	217010	3	W	1230-324	RC270	Johnson T		
		RC	CJ 211	217012	3	W	330-624	RC480	Johnson T		
		RC	CJ 211	217056	3	R	630-924 PM	RC245	Delonis R		
Criminology		RC	CJ 212	217007	3	R	800-1054	RC660	Courie J		
		RC	CJ 212	217020	3	T	200-454	RC660	Courie J		
		RC	CJ 212	217057	3	T	600-854 PM	RC660	Courie J		
	ONLINE		CJ 212	112413	3	See Pages 20-23			Skrocki A	$30	
	ONLINE		CJ 212	112912	3	See Pages 20-23			Skrocki A	$30	
Juvenile Justice		RC	CJ 221	217009	3	T	800-1054	RC310	Pfannes D		
		RC	CJ 221	217058	3	T	600-854 PM	RC430	Saffold J		
	ONLINE		CJ 221	112900	3	See Pages 20-23			Cramb R	$30	
17 Weeks - Begins 01/09/2010 Ends 05/07/2010											
Program admission required to enroll. Call 734-462-4747 for more information.											
Police Academy		RC	CJ 287	218101	21	M T W R F	730-424 TBA	RC260 TBA	Stanton F Stanton F	varies	P
CULINARY ARTS											
3 Weeks - Begins 01/09/2010 Ends 01/28/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Waitlisted students will be given priority for CAP 103. Registrations will be processed in the order in which students are waitlisted.											
Intro Prof Cooking Skills	HYBRID		CAP 103	117830	5	See Pages 26-27 See Pages 26-27	700-524 500-1024 PM	VT620 VT620	Cook A Cook A	$60	P
4 Weeks - Begins 01/09/2010 Ends 01/30/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Culinary Sanitation			CAP 102	113735	2	S	800-424	AS378	Musto S		
5 Weeks - Begins 01/11/2010 Ends 02/12/2010											
Breakfast & Pantry			CAP 124	113702	4	T W R F	630-1020	VT620	Gawronski K	$125	P
Pastries 1			CAP 125	113703	4	T W R F	600-1020	VT645	Decker J	$125	P
Intro Food Techniques			CAP 128	113705	4	T W R	1230-500	VT620	Gabriel J	$125	P
Butchery			CAP 142	113704	4	M T W R	100-420	VT625	Haight M	$125	P
Dining Room Service			CAP 143	113706	4	T R W F	1030-220 1100-220	VT690 VT690	Wallace S Wallace S	$125	P
Baking			CAP 144	113710	4	W R F	1115-410 600-1050	VT635 VT635	Staff Staff	$125	P
Charcuterie			CAP 215	113713	4	T W R F	910-100	VT625	Polcyn B	$125	P
Restaurant Cooking & Prep			CAP 227	113700	4	T W R F	645-1045	VT695	Hugelier D	$125	P
Pastries 2			CAP 240	113707	4	M T W R	900-1220 440-800 PM	VT645 VT645	Haight M Haight M	$125	P
À la Carte			CAP 242	113716	4	T W R F W F T R	1045-100 100-245 100-245	VT695 VT405 VT445	Hugelier D Hugelier D Hugelier D	$125	P
Storeroom Operations			CAP 243	113708	3	M T W	800-1120	VT640	Misiak C	$125	P
International & Amer Cuisine			CAP 244	113742	8	T W R F	100-854	VT695	Loving S	$250	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
5 Weeks - Begins 02/15/2010 Ends 03/26/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Breakfast & Pantry		CAP	124	113732	4	T W R F	630-1020	VT620	Gawronski K	$125	P
Pastries 1		CAP	125	113724	4	T W R F	600-1020	VT645	Decker J	$125	P
Intro Food Techniques		CAP	128	113728	4	T W R	1230-500	VT620	Gabriel J	$125	P
Butchery		CAP	142	113727	4	M T W R	100-420	VT625	Haight M	$125	P
Dining Room Service		CAP	143	113729	4	T R W F	1030-220 1100-220	VT690 VT690	McIntyre J McIntyre J	$125	P
Baking		CAP	144	113718	4	W R F	1115-410 600-1050	VT635 VT635	Staff Staff	$125	P
Charcuterie		CAP	215	113739	4	T W R F	910-100	VT625	Polcyn B	$125	P
Restaurant Cooking & Prep		CAP	227	113711	4	T W R F	645-1045	VT695	Hugelier D	$125	P
Pastries 2		CAP	240	113709	4	M T W R	900-1220 440-800 PM	VT645 VT645	Haight M Haight M	$125	P
À la Carte		CAP	242	113748	4	T W R F W F T R	1045-100 100-245 100-245	VT695 VT405 VT445	Hugelier D Hugelier D Hugelier D	$125	P
Storeroom Operations		CAP	243	113714	3	M T W	800-1120	VT640	Misiak C	$125	P
International & Amer Cuisine		CAP	244	113745	8	T W R F	100-854	VT695	Loving S	$250	P
5 Weeks - Begins 03/29/2010 Ends 04/30/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Breakfast & Pantry		CAP	124	113744	4	T W R F	630-1020	VT620	Gawronski K	$125	P
Pastries 1		CAP	125	113733	4	T W R F	600-1020	VT645	Decker J	$125	P
Intro Food Techniques		CAP	128	113737	4	T W R	1230-500	VT620	Gabriel J	$125	P
Butchery		CAP	142	113736	4	M T W R	100-420	VT625	Haight M	$125	P
Dining Room Service		CAP	143	113738	4	T R W F	1030-220 1100-220	VT690 VT690	Wallace S Wallace S	$125	P
Baking		CAP	144	113731	4	W R F	1115-410 600-1050	VT635 VT635	Staff Staff	$125	P
Charcuterie		CAP	215	113743	4	T W R F	910-100	VT625	Polcyn B	$125	P
Restaurant Cooking & Prep		CAP	227	113741	4	T W R F	645-1045	VT695	Hugelier D	$125	P
Pastries 2		CAP	240	113721	4	M T W R	900-1220 440-800 PM	VT645 VT645	Haight M Haight M	$125	P
À la Carte		CAP	242	113749	4	T W R F W F T R	1045-100 100-245 100-245	VT695 VT405 VT445	Hugelier D Hugelier D Hugelier D	$125	P
Storeroom Operations		CAP	243	113746	3	M T W	800-1120	VT640	Misiak C/Emert R	$125	P
International & Amer Cuisine		CAP	244	113747	8	T W R F	100-854	VT695	Loving S	$250	P
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Culinary Sanitation		CAP	102	113715	2	M	400-815	VT445	Musto S		
	ONLINE	CAP	102	112420	2	See Pages 20-23			Musto S	$30	
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Culinary Sanitation	ONLINE	CAP	102	112412	2	See Pages 20-23			Musto S	$30	
12 Weeks - Begins 01/09/2010 Ends 04/09/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Competitive Ice Carving		CAP	260	113756	3	R	430-924 PM	VT630A	Wakar T	$200	
Chocolatier		CAP	267	113701	4	M	100-620	VT645	Dowdy K	$125	P
Salon Competition 2		CAP	297	113712	4	M	100-400 TBA	VT620 OFCTBD	Emert R Emert R	$200	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
Culinary Nutrition		CAP	241	113717	2	T	330-524	AS830	Mercer S	$25	
	ONLINE	CAP	241	112340	2	See Pages 20-23			Mercer S	$30	
	ONLINE	CAP	241	112341	2	See Pages 20-23			Mercer S	$30	
Banquets & Catering		CAP	247	113722	3	M M	300-524 TBA	VT630A OFCTBD	Lewton K Lewton K	$95	P

CULINARY BAKING AND PASTRY ARTS

Program admission may be required to enroll. Call the Admissions and Enrollment Center 734-462-4426.

15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Pastries		CBPA	125	113839	20	T W R F	1100-400	VT645	Decker J	$500	P
Baking		CBPA	144	113838	15	T W R	530-1021	VT635	Gabriel J	$375	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
CULINARY MANAGEMENT											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Food & Culture			CM 107	111732	3	M	300-554	VT405	Sebold L	$30	
Hospitality Law			CM 109	113860	3	M	600-854 PM	LA465	Rintz M	$30	
Wine & Spirits			CM 210	111754	3	M	630-924 PM	VT630A	Weinkauf R	$85	P
DESIGN											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Tool Die & Fixture Design			DSGN 250	114422	4	S	800-154	AS320	Staff	$140	P
Capstone Project*			DSGN 280	114451	4	M	500-954 PM	AS320	Staff	$100	P
ECONOMICS											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Principles of Macroeconomics			ECON 201	111201	4	M W	900-1126	AS920	Howie C		P
Principles of Microeconomics			ECON 202	111202	4	T R	1030-1256	AS374	Howie C		P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Economics			ECON 103	111200	3	T R	900-1020	AS374	Galperin F		
			ECON 103	111222	3	M W	200-320	AS920	Galperin F		
Principles of Macroeconomics			ECON 201	111203	4	M W	800-954	AS820	Galperin F		P
			ECON 201	111204	4	T R	1000-1154	AS920	Nag P		P
			ECON 201	111205	4	T R	1200-154	AS920	Galperin F		P
			ECON 201	111251	4	M W	530-724 PM	AS920	Galperin F		P
		RC	ECON 201	216177	4	T R	600-754 PM	RC280	Galperin F		P
	ONLINE		ECON 201	112435	4	See Pages 20-23			Hunt D	$30	P
	ONLINE		ECON 201	112908	4	See Pages 20-23			Nag P	$30	P
	ONLINE		ECON 201	112931	4	See Pages 20-23			Jawad B	$30	P
	ONLINE		ECON 201	112934	4	See Pages 20-23			Hunt D	$30	P
Principles of Microeconomics			ECON 202	111209	4	T R	800-954	AS920	Nag P		P
			ECON 202	111211	4	M W	200-354	AS830	Howie C		P
		RC	ECON 202	216179	4	M W	600-754 PM	RC280	Staff		P
	ONLINE		ECON 202	112927	4	See Pages 20-23			Jawad B	$30	P
	ONLINE		ECON 202	112952	4	See Pages 20-23			Staff	$30	P
	ONLINE		ECON 202	112965	4	See Pages 20-23			Nag P	$30	P
ELECTRONIC TECHNOLOGY											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Measure & Report Skills			ELECT 119	114511	3	T	900-1154	AS164	Kramer J	$20	
			ELECT 119	114580	3	M	530-824 PM	AS164	Kramer J	$20	
			ELECT 119	114555	3	W	700-954 PM	AS164	Staff	$20	
DC Circuits Math Modeling			ELECT 127	114502	5	T T	1200-154 200-454	BTC380 AS165	Schlick W Schlick W	$20	PC
			ELECT 127	114553	5	R	500-954 PM	AS165	Baron T	$20	PC
AC Circuits Math Modeling			ELECT 128	114505	5	W W	1200-154 200-454	BTC380 AS165	Schlick W Schlick W	$20	P
			ELECT 128	114551	5	T	500-954 PM	AS165	Wale J	$20	P
Diodes & Transistors			ELECT 129	114512	3	M M	900-954 1000-1154	BTC380 AS165	Schlick W Schlick W	$20	P
			ELECT 129	114552	3	W W	500-554 PM 600-754 PM	BTC380 AS165	Staff Staff	$20	P
Intro Microcontrollers			ELECT 134	114569	3	M	500-754 PM	AS165	Wale J	$20	P
Fluid Power			ELECT 135	114554	4	T	530-924 PM	AS164	Kramer J	$20	P
Op Amplifiers & Linear Int Cir			ELECT 206	114501	4	M M	100-254 300-454	BTC380 AS165	Schlick W Schlick W	$20	P
AC/DC Motors			ELECT 207	114560	3	R	530-824 PM	AS164	Kramer J	$20	PC
Digital Logic Circuits			ELECT 226	114509	4	T T	800-954 1000-1154	BTC380 AS165	Schlick W Schlick W	$20	P
Electronic Troubleshooting	OE/OE		ELECT 229	017760	3	See Pages 24-25			Schlick W	$30	P
Program Logic & Indus Controls			ELECT 237	114570	4	W W	530-654 PM 700-924 PM	AS164 AS170	Kramer J Kramer J	$20	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
EMERGENCY MEDICAL TECHNOLOGY											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
EMT 115 students will spend an additional 32 hours during this course in the ER and 48 hours in ambulance per semester.											
EMT 210 students will spend a maximum of 192 additional hours in the ER.											
EMT 220 students will spend an additional 192 hours in the ER.											
12 Weeks - Begins 01/09/2010 Ends 04/09/2010											
Emergency Med Tech Specialist		RC	EMT 120	2156	15.50	T R	600-1018 PM	RC380	Staff	$270	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Emergency Medical Tech Basic		RC	EMT 115	215620	10	T R	800-227	RC385	Staff	$280	P
		RC	EMT 115	215660	10	M W	600-1018 PM	RC385	Staff	$280	P
						S	TBA		Staff		
Paramedic Technology 1		RC	EMT 210	215662	10	M W	600-1024 PM	RC370	Staff	$420	P
						S	TBA		Staff		
Paramedic Technology 2		RC	EMT 220	215621	10.5	M W	800-227	RC380	Staff	$1440	P
ENGINEERING											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Engineering & Technology			ENGR 100	113500	3	M W	900-1020	AS320	Ferman C		
			ENGR 100	113501	3	M W	1200-120	AS320	Ferman C		
			ENGR 100	113554	3	W	600-854 PM	AS320	Staff		
ENGLISH											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
English Composition 1			ENG 101	118607	3	T R	1000-110	LA340	Harris M		P
	ONLINE		ENG 101	112967	3	See Pages 20-23			Addi O	$30	P
English Composition 2	ONLINE		ENG 102	112389	3	See Pages 20-23			Harris M	$30	P
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
English Composition 1	ONLINE		ENG 101	112371	3	See Pages 20-23			Harris M	$30	P
English Composition 2			ENG 102	118606	3	T R	1000-110	LA340	Harris M		P
	ONLINE		ENG 102	112947	3	See Pages 20-23			Addi O	$30	P
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Modern English Grammar			ENG 050	111553	3	T	600-938 PM	LA400	Dagher J		
Building Writing Skills			ENG 055	111509	3	T R	100-240	LA310	Rybicka E		P
English Composition 1			ENG 101	111312	3	F	100-438	LA465	Fletcher D		P
	ONLINE		ENG 101	112396	3	See Pages 20-23			Fletcher D	$30	P
English Composition 2			ENG 102	111419	3	M W	800-940	LA400	Simmons-Short I		P
			ENG 102	111407	3	T R	800-940	LA470	Jannot Jr K		P
			ENG 102	111435	3	M W	800-940	LA310	Sosnoski S		P
		RC	ENG 102	216145	3	S	930-108	RC670	Munro J		P
	ONLINE		ENG 102	112387	3	See Pages 20-23			Addi O	$30	P
	ONLINE		ENG 102	112994	3	See Pages 20-23			Hewelt B	$30	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Modern English Grammar			ENG 050	118600	3	M W	800-920	LA340	Dagher J		
		RC	ENG 050	216120	3	F	930-1224	RC670	Zorn L		
			ENG 050	111502	3	T R	200-320	LA470	Hunley E		
Building Writing Skills			ENG 055	111512	3	F	900-1154	LA300	Woods R		P
			ENG 055	111505	3	M W	930-1050	LA260	Dembicki H		P
			ENG 055	111507	3	T R	1000-1120	LA310	Maheshwari A		P
			ENG 055	118608	3	M W	1130-1250	LA340	Maheshwari A		P
			ENG 055	111558	3	R	600-854 PM	LA300	Zorn L		P
		RC	ENG 055	216095	3	T	600-854 PM	RC685	Graham J		P
Communication Skills			ENG 100	111301	3	T R	1000-1120	LA460	Ditouras H		
			ENG 100	111302	3	M W	100-220	LA410	Shaw E		
		RC	ENG 100	216089	3	W	600-854 PM	GC507	Graham J		
			ENG 100	111350	3	M	700-954 PM	LA425	Simmons-Short I		
	ONLINE		ENG 100	112913	3	See Pages 20-23			Ditouras H	$30	
	OE/OE		ENG 100	017741	3	See Pages 24-25			McIsaac C	$30	
English Composition 1			ENG 101	111303	3	M W	800-920	BTC100	Taracuk D		P
			ENG 101	111304	3	T R	800-920	LA400	Thomson A R		P
			ENG 101	111316	3	T R	800-920	LA300	Bobee C		P
			ENG 101	111305	3	F	900-1154	LA465	Hendin T		P
			ENG 101	111311	3	F	900-1154	LA400	Ditouras H		P
		RC	ENG 101	216129	3	F	900-1154	RC680	Saratovtsev D		P
		RC	ENG 101	216130	3	S	900-1154	RC430	Saratovtsev D		P
			ENG 101	111309	3	T R	1000-1120	LA470	Berg S		P
			ENG 101	111306	3	T R	1130-1250	LA310	Hunley E		P

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
			ENG 101	111313	3	M W	1130-1250	LA310	Grodsky E		P
			ENG 101	111314	3	M W	1130-1250	LA300	Addi O		P
			ENG 101	111315	3	M W	1130-1250	LA410	Van Hellemont S		P
			ENG 101	111322	3	T R	100-220	LA300	Palm M		P
			ENG 101	111324	3	T R	100-220	LA410	Thomson A R		P
			ENG 101	111325	3	M W	100-220	LA310	Van Hellemont S		P
		RC	ENG 101	216135	3	T	100-354	RC685	Jannot Jr K		P
		RC	ENG 101	216132	3	W	200-454	RC660	Sosnoski S		P
			ENG 101	111323	3	M W	230-350	LA400	Williamson A		P
			ENG 101	111326	3	T	230-524	LA300	Sypniewski M		P
			ENG 101	111328	3	M W	230-350	LA410	Goncharoff D		P
			ENG 101	118627	3	M W	230-350	LA340	Van Hellemont S		P
		RC	ENG 101	216180	3	R	600-854 PM	RC420	Tolen C		P
		RC	ENG 101	216185	3	M	600-854 PM	RC680	Arnold J		P
			ENG 101	111362	3	T	630-924 PM	LA460	Dolgin S		P
			ENG 101	111361	3	M	700-954 PM	LA460	Dolgin S		P
			ENG 101	111363	3	W	700-954 PM	LA460	Dolgin S		P
			ENG 101	111364	3	R	700-954 PM	LA400	Mocon T		P
	ONLINE		ENG 101	112365	3	See Pages 20-23			Lindenberg A	$30	P
	ONLINE		ENG 101	112945	3	See Pages 20-23			Maheshwari A	$30	P
	ONLINE		ENG 101	112955	3	See Pages 20-23			Hays S	$30	P
	ONLINE		ENG 101	112991	3	See Pages 20-23			Hays S	$30	P
	OE/OE		ENG 101	017701	3	See Pages 24-25			Maheshwari A	$30	P
English Composition 2			ENG 102	111402	3	M W	700-820	LA300	Munro J		P
			ENG 102	111401	3	M	800-1054	LA460	Fletcher D		P
		RC	ENG 102	216141	3	M	900-1154	RC685	Sypniewski M		P
			ENG 102	111404	3	T R	930-1050	LA300	Schuett F		P
			ENG 102	111433	3	T R	930-1050	BTC100	Hunley E		P
			ENG 102	111409	3	M W	1000-1120	LA400	Palm M		P
			ENG 102	111411	3	T R	1000-1120	LA400	Palm M		P
			ENG 102	111414	3	M W	1000-1120	LA310	Simmons-Short I		P
			ENG 102	111420	3	M W	1000-1120	LA470	Williamson A		P
			ENG 102	111424	3	M W	1000-1120	LA230	Taracuk D		P
			ENG 102	118610	3	F	1000-1254	LA340	Bell C		P
			ENG 102	111413	3	T R	1130-1250	LA470	Jannot Jr K		P
			ENG 102	111415	3	M W	1130-1250	LA400	Chaudhery S		P
			ENG 102	111416	3	T R	1130-1250	LA400	Ditouras H		P
			ENG 102	111417	3	M W	1130-1250	LA470	Rybicka E		P
			ENG 102	111412	3	M W	100-220	LA300	Palm M		P
			ENG 102	111418	3	M W	100-220	LA400	Taracuk D		P
			ENG 102	111421	3	T R	100-220	LA400	Berg S		P
			ENG 102	111422	3	T R	100-220	LA460	Schuett F		P
			ENG 102	111427	3	M	100-354	LA470	Bell C		P
			ENG 102	111440	3	W	100-354	LA460	Simmons-Short I		P
			ENG 102	111423	3	T R	230-350	LA410	Berg S		P
			ENG 102	111430	3	M W	230-350	LA310	Berg S		P
			ENG 102	111432	3	M W	300-420	LA405	Chaudhery S		P
			ENG 102	111451	3	M W	430-550 PM	LA470	Simmons-Short I		P
			ENG 102	111456	3	T R	430-550 PM	LA460	Bobee C		P
			ENG 102	111460	3	M W	430-550 PM	LA300	Williamson A		P
			ENG 102	111450	3	M W	500-620 PM	LA460	Shaw E		P
			ENG 102	111452	3	M	600-854 PM	LA310	Addi O		P
			ENG 102	111453	3	T	600-854 PM	LA310	Addi O		P
			ENG 102	111455	3	R	600-854 PM	LA470	Dolgin S		P
		RC	ENG 102	216192	3	W	600-854 PM	RC690	Sypniewski M		P
		RC	ENG 102	216199	3	R	600-854 PM	RC260	Graham J		P
		RC	ENG 102	216279	3	M	630-924 PM	RC380	Paskiewicz P		P
			ENG 102	111465	3	M	700-954 PM	LA400	Woods R		P
	ONLINE		ENG 102	112943	3	See Pages 20-23			Ditouras H	$30	P
	ONLINE		ENG 102	112948	3	See Pages 20-23			Rybicka E	$30	P
	ONLINE		ENG 102	112958	3	See Pages 20-23			Chaudhery S	$30	P
	ONLINE		ENG 102	112963	3	See Pages 20-23			Schuett F	$30	P
	ONLINE		ENG 102	112975	3	See Pages 20-23			Lindenberg A	$30	P
	ONLINE		ENG 102	112993	3	See Pages 20-23			Hays S	$30	P
	ONLINE		ENG 102	112995	3	See Pages 20-23			Hewelt B	$30	P
	OE/OE		ENG 102	017703	3	See Pages 24-25			Dolgin S	$30	P
	OE/OE		ENG 102	017761	3	See Pages 24-25			Addi O	$30	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Business English			ENG 106	111425	3	M W	900-1020	LA300	Rybicka E		P
			ENG 106	111426	3	M	100-354	LA460	Sosnoski S		P
			ENG 106	111457	3	T	600-854 PM	LA300	Zorn L		P
		RC	ENG 106	216196	3	R	630-924 PM	RC670	Grimble L		P
	ONLINE		ENG 106	112918	3	See Pages 20-23			Maheshwari A	$30	P
	ONLINE		ENG 106	112941	3	See Pages 20-23			Maheshwari A	$30	P
	OE/OE		ENG 106	017746	3	See Pages 24-25			Scott M	$30	P
Intro Journalism			ENG 107	111458	3	W	600-854 PM	LA400	Bobee C		P
	ONLINE		ENG 107	112986	3	See Pages 20-23			Scott M	$30	P
Technical Writing			ENG 116	111429	3	T R	1100-1220	LA300	Thomson A R		P
		RC	ENG 116	216172	3	M	600-854 PM	GC507	Bell C		P
	ONLINE		ENG 116	112951	3	See Pages 20-23			Hewelt B	$30	P
	OE/OE		ENG 116	017747	3	See Pages 24-25			Scott M	$30	P
Intro Film			ENG 200	111431	4	M W	930-1124	LA410	Ditouras H	$10	P
			ENG 200	111464	4	R	600-954 PM	LA460	Berg S	$10	P
	ONLINE		ENG 200	112907	4	See Pages 20-23			Harris M	$30	P
Children's Literature			ENG 203	111713	3	T R	1130-1250	LA460	Chaudhery S		P
			ENG 203	111461	3	M	600-854 PM	LA300	Chaudhery S		P
Creative Writing			ENG 205	117133	3	W	100-354	LA470	Dolgin S		P
	ONLINE		ENG 205	112921	3	See Pages 20-23			Lindenberg A	$30	P
Creative Writing			ENG 206	117134	3	W	100-354	LA470	Dolgin S		P
	ONLINE		ENG 206	112914	3	See Pages 20-23			Lindenberg A	$30	P
Intro Literature Short Fiction			ENG 243	111442	3	M W	100-220	LA465	Chaudhery S		P
	ONLINE		ENG 243	112930	3	See Pages 20-23			Schuett F	$30	P
	OE/OE		ENG 243	017750	3	See Pages 24-25			Dolgin S	$30	P
Intro Literature Poetry			ENG 244	111443	3	T R	230-350	LA400	Palm M		P
Intro Literature Drama			ENG 245	111444	3	M W	230-350	LA300	Palm M		P
Amer Lit 19th Cent to Present	ONLINE		ENG 252	112980	3	See Pages 20-23			Harris M	$30	P
World Lit Casebook Studies			ENG 275	111449	3	T R	1100-1220	LA410	Schuett F		P

ENGLISH AS SECOND LANGUAGE

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

ESL Communication Speak Listen			ESL 051	111702	3	M W	900-1040	LA330	Lowell C		P
ESL Grammar & Basic Writing Sk			ESL 052	111705	3	M W	1130-110	LA160	Smith J		P
ESL Communications Skills			ESL 100	111707	3	M W	930-1110	LA340	Smith J	$10	P
ESL Writing & Reading 1			ESL 101	111708	3	T R	130-310	LA340	Kheder N	$10	P
ESL Writing & Reading 2			ESL 102	111706	3	T R	800-940	LA340	Kheder N	$20	P

ENVIRONMENTAL STUDIES

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Soil Mechanics	OE/OE		ENVR 107	017708	4	See Pages 24-25			O'Connell D	$80	P
Environmental Law	OE/OE		ENVR 206	017773	3	See Pages 24-25			O'Connell D	$30	

FIRE TECHNOLOGY

Contact the Fire Technology Office at 734-462-4745 for more information.

9 Weeks - Begins 01/09/2010 Ends 03/13/2010

Fire Academy		RC	FIRE 124	218138	20	M W F	800-454	RC425	Perry R	$460	P
						T R	800-454	OFCTBA	Perry R		

9 Weeks - Begins 03/01/2010 Ends 04/30/2010

Fire Academy		RC	FIRE 124	218141	20	M W F	800-454	RC425	Perry R	$460	P
						T R	800-454	OFCTBA	Perry R		

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Fire Fighter 1 Basic Fire Supp		RC	FIRE 112	218151	10	T R	600-954 PM	RC425	Perry R	$230	P
						S	TBA	OFCTBA	Perry R		
Fire Fighter 2 Adv Fire Supp		RC	FIRE 119	218134	10	S	800-454	RC425	Perry R	$230	P
						W	TBA	RC425	Perry R		
Hydraulics & Water Supply		RC	FIRE 128	215635	4	W	900-1254	RC420	Smilnak J	$30	
Fire Arson Investigation		RC	FIRE 200	215670	4	T	600-954 PM	RC480	Walker A		P
Fire Dept Organization & Admin		RC	FIRE 205	215671	3	M	600-854 PM	RC675	Kiurski T		
Fire Company Officer		RC	FIRE 207	215672	3	R	600-854 PM	RC660	Smilnak J		P

FOREIGN LANGUAGE

All of the courses below meet requirements for the Global Endorsement. See page 28 for details.

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Elementary Arabic 1			ARB 101	110416	4	T R	800-954	LA465	Shwehdi A		
Elementary Arabic 2			ARB 102	110417	4	T R	1200-154	LA230	Shwehdi A		P
Elementary Chinese 1			CHIN 101	110402	4	M W	1100-1254	LA465	Liu S		
Elementary Chinese 2			CHIN 102	110404	4	M W	900-1054	LA465	Liu B		P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Elementary French 1			FR 101	110400	4	T R	100-254	LA430	Suess K		
			FR 101	110450	4	M W	600-754 PM	LA420	Holtzman R		
	ONLINE		FR 101	112354	4	See Pages 20-23			Suess K	$30	
Elementary French 2			FR 102	110401	4	T R	800-954	LA420	Veerasamy P		P
	ONLINE		FR 102	112321	4	See Pages 20-23			Suess K	$30	P
Intermediate French 2			FR 202	110403	4	T R	1000-1154	LA430	Veerasamy P		P
Elementary German 1			GER 101	110408	4	T R	1000-1154	LA465	Suess K		
			GER 101	110455	4	M W	600-754 PM	LA430	Rothstein B		
Elementary German 2			GER 102	110409	4	T R	800-954	LA430	Rothstein B		P
Elementary Italian 1			ITAL 101	110420	4	M W	1200-154	LA430	Borroni L		
Elementary Italian 2			ITAL 102	110421	4	M W	930-1124	LA430	Borroni L		P
Elementary Spanish 1			SPAN 101	110414	4	M W	800-954	LA420	Augustinaitis J		
			SPAN 101	110407	4	F	900-1254	LA420	Augustinaitis J		
			SPAN 101	110405	4	T R	1130-124	LA330	Lonigro A		
		RC	SPAN 101	216052	4	R	600-954 PM	RC255	Stichler S		
	ONLINE		SPAN 101	112956	4	See Pages 20-23			Gulledge K	$30	
Elementary Spanish 2			SPAN 102	110406	4	T R	1000-1154	LA420	Nofz A		P
			SPAN 102	110411	4	M W	100-254	LA420	Nofz A		P
			SPAN 102	110451	4	T R	600-754 PM	LA420	Lonigro A		P
	ONLINE		SPAN 102	112418	4	See Pages 20-23			Nofz A	$30	P
	ONLINE		SPAN 102	112957	4	See Pages 20-23			Gulledge K	$30	P
Intermediate Spanish 1			SPAN 201	110412	4	M W	1000-1154	LA420	Nofz A		P
Intermediate Spanish 2			SPAN 202	110415	4	T R	1200-154	LA420	Stichler S		P

GEOGRAPHY

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.
Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Earth Science Elem Teachers			GEOG 105	114704	4	M W	1200-226	F350	Glass-Boyd C	$85	
		RC	GEOG 105	216351	4	T R	630-856 PM	RC440	Oakes M	$85	
Physical Geography			GEOG 130	114729	4	T R	900-1054	F350	O'Connell D		
			GEOG 130	114734	4	T R	1200-154	F350	O'Connell D		
			GEOG 130	114750	4	T	600-954 PM	F350	Ndukwe E		
World Regional Geography			GEOG 133	114703	4	M W	800-954	F350	Ndukwe E		
			GEOG 133	114752	4	M	600-954 PM	F350	Glass-Boyd C		
		RC	GEOG 133	216254	4	W	600-954 PM	RC440	Oakes M		
	ONLINE		GEOG 133	112933	4	See Pages 20-23			O'Connell D	$30	
Weather and Climate			GEOG 203	114755	3	W	600-854 PM	F350	O'Connell D		
Environmental Science	ONLINE		GEOG 212	112915	3	See Pages 20-23			O'Connell D	$30	
	OE/OE		GEOG 212	017730	3	See Pages 24-25			O'Connell D	$30	
Water Resources	OE/OE		GEOG 217	017751	3	See Pages 24-25			O'Connell D	$30	P

GEOLOGY

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Physical Geology			GEOL 133	114810	4	M T W R	1000-1120	F360	Rexius J	$130	
			GEOL 133	114802	4	M T W R	1200-120	F360	Rexius J	$130	
			GEOL 133	114852	4	M W	630-924 PM	F360	Rexius J	$130	
Mineralogy			GEOL 237	114803	4	M W	200-320	F360	Rexius J	$85	P
						T R	200-254	F360	Rexius J		

HEALTH INFORMATION TECHNOLOGY

Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Intro Medical Terminology	HYBRID	RC	HIT 100	217850	2	See Pages 26-27	600-754 PM	RC260	Rubio P		
	HYBRID	RC	HIT 100	217860	2	See Pages 26-27	600-754 PM	RC425	Harper E		
		RC	HIT 100	217263	2	W	630-824 PM	RC245	Harper E		
Medical Terminology			HIT 104	117230	4	M W	900-1054	AS740	McLane P		
		RC	HIT 104	217209	4	T R	930-1124	RC465	Scheller J		
		RC	HIT 104	217257	4	R	600-954 PM	RC455	Staff		
		RC	HIT 104	217258	4	W	600-954 PM	RC320	Depew-Kendrick G		
			HIT 104	117289	4	R	600-954 PM	LA160	Taylor K		
	ONLINE		HIT 104	112380	4	See Pages 20-23			Scheller J	$30	
	ONLINE		HIT 104	112910	4	See Pages 20-23			Scheller J	$30	
	ONLINE		HIT 104	112924	4	See Pages 20-23			Scheller J	$30	
Principles of Hlth Info Mgmt		RC	HIT 109	217269	3	F F	600-754 PM 800-954 PM	RC455 RC415	Abel L Abel L	$70	
	HYBRID	RC	HIT 109	217851	3	See Pages 26-27 See Pages 26-27	600-754 PM 800-954 PM	RC480 RC415	Shaffer E Shaffer E	$70	

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
ICD-9-CM Classification		RC	HIT 111	217201	3	M	900-1254	RC465	Rubio P	$70	P
		RC	HIT 111	217256	3	F	530-924 PM	RC465	Derousie C	$70	P
Basic Laboratory Diag Tests		RC	HIT 112	217250	2	M	600-754 PM	RC320	Taylor K		P
Human Diseases		RC	HIT 113	217202	3	W	900-1154	RC685	Abbo T		P
		RC	HIT 113	217253	3	M	530-824 PM	RC270	Fitzpatrick K		P
Pharmacology for Health Prof		RC	HIT 114	217252	2	T	600-754 PM	RC320	Pisani C		P
	ONLINE		HIT 114	112441	2	See Pages 20-23			McLane P	$30	P
Legal Aspects of Health Info		RC	HIT 115	217206	2	M	1000-1154	RC485	Scheller J		P
		RC	HIT 115	217255	2	W	600-754 PM	RC670	Swan J		P
Clinical Affiliation 1*		RC	HIT 158	217205	2	W	900-454	RC465	Rubio P/Scheller J	$240	P
		RC	HIT 158	217207	2	F	900-454	RC465	Duke K	$240	P
Organization & Management	HYBRID	RC	HIT 219	217811	2	See Pages 26-27	1200-254	RC465	Scheller J	$60	PC
	HYBRID	RC	HIT 219	217816	2	See Pages 26-27	100-354	RC465	Scheller J	$70	PC
Basic Ambulatory Coding		RC	HIT 221	217260	3	T T	600-754 PM 800-854 PM	RC465 RC415	Huyck S Huyck S	$30	P
Intermediate ICD-9-CM Coding		RC	HIT 227	217203	3	M M	300-454 500-554 PM	RC485 RC415	Kuzak B Kuzak B	$30	P
		RC	HIT 227	217259	3	R R	500-554 PM 600-754 PM	RC465 RC415	Kremer K Kremer K	$30	P
Intermediate Ambulatory Coding		RC	HIT 229	217216	3	R R	900-954 1000-1154	RC440 RC415	McLane P McLane P	$30	P
		RC	HIT 229	217221	3	T	400-654	RC675	Bourgoise J	$30	P
Computer App in Healthcare		RC	HIT 232	217251	2	W	630-824 PM	RC465	Chapo P	$20	P
Reimbursement Methodologies		RC	HIT 240	217265	2	W	430-624 PM	RC485	McDonald S		P
Clinical Affiliation 3	HYBRID	RC	HIT 258	217812	2	See Pages 26-27 See Pages 26-27	900-454 TBA	RC485 OFCHOSP	Rubio P Rubio P	$200	PC
	HYBRID	RC	HIT 258	217818	2	See Pages 26-27 See Pages 26-27	900-454 TBA	RC485 TBA	Scheller J Scheller J	$240	PC

HISTORY

Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Ancient World			HIST 134	111602	4	T R	1000-1226	LA405	Bell P		
Early Modern World			HIST 137	111608	4	T R	300-526	LA405	Bell P		
19th Cent America US History	ONLINE		HIST 152	112378	3	See Pages 20-23			Kelly G	$30	

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Ancient World			HIST 134	111601	4	M W	800-954	LA405	Anderson T		
			HIST 134	111603	4	F	900-1254	LA405	Kirkpatrick K		
			HIST 134	111600	4	M W	930-1124	LA415	Kirkpatrick K		
			HIST 134	111604	4	M W	100-254	LA405	Anderson T		
			HIST 134	111660	4	T R	600-754 PM	LA405	Malalahalli J		
		RC	HIST 134	216265	4	R	600-954 PM	RC685	McDonald P		
	ONLINE		HIST 134	112397	4	See Pages 20-23			Thomson A	$30	
	ONLINE		HIST 134	112961	4	See Pages 20-23			Thomson A	$30	
	OE/OE		HIST 134	017723	4	See Pages 24-25			Cruz M	$30	
Early Modern World			HIST 137	111606	4	T R	800-954	LA405	Johns M		
			HIST 137	111605	4	M W	1000-1154	LA405	Berg S		
	ONLINE		HIST 137	112916	4	See Pages 20-23			Swope M	$30	
Contemporary World			HIST 138	111625	3	T R	800-920	LA415	Briggs R		
			HIST 138	111624	3	T R	1030-1150	LA415	Briggs R		
			HIST 138	111626	3	M W	100-220	LA415	Briggs R		
			HIST 138	111650	3	W	600-854 PM	LA415	Johns M		
		RC	HIST 138	216154	3	M	600-854 PM	RC685	Johns M		
	ONLINE		HIST 138	112968	3	See Pages 20-23			Swope M	$30	
History Michigan Great Lakes			HIST 141	111652	3	M	700-954 PM	LA405	McDonald P		
Early America US History			HIST 151	111610	3	T R	1000-1120	LA230	Behler C		
			HIST 151	111616	3	M W	1130-1250	LA415	Malalahalli J		
		RC	HIST 151	216253	3	W	600-854 PM	RC685	McDonald P		
	ONLINE		HIST 151	112938	3	See Pages 20-23			Aquila D	$30	
19th Cent America US History			HIST 152	111611	3	M W	230-350	LA415	Behler C		
	ONLINE		HIST 152	112932	3	See Pages 20-23			Swope M	$30	
Contemporary America US Hist			HIST 153	111612	3	M W	800-920	LA415	Briggs R		
			HIST 153	111631	3	T R	100-220	LA415	Briggs R		
			HIST 153	111653	3	R	600-854 PM	LA415	Briggs R		
	ONLINE		HIST 153	112351	3	See Pages 20-23			Kelly G	$30	
	OE/OE		HIST 153	017726	3	See Pages 24-25			Malalahalli J	$30	
US Business History			HIST 230	111655	3	T	600-854 PM	LA415	Berg S		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
HOMELAND SECURITY											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Homeland Security	ONLINE		HS 101	112316	3	See Pages 20-23			Saffold J	$30	
Intro Emergency Management	ONLINE		HS 202	112473	3	See Pages 20-23			Fuhs C	$30	
HUMAN DEVELOPMENT SERVICES											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Career Decision Making			HDS 110	110621	2	T	1200-154	MC200B	Krystyniak K	$30	
			HDS 110	110691	2	W	600-754 PM	MC105	Krystyniak K	$30	
	ONLINE		HDS 110	112314	2	See Pages 20-23			LaJoy M	$60	
HUMANITIES											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Intro Art & Music			HUM 106	110821	1	T	830-1037	LA140	Paton N		
			HUM 106	110827	1	S	900-1107	LA140	Paton N		
			HUM 106	110822	1	F	1000-1207	LA140	Chaudhery V		
		RC	HUM 106	216525	1	R	200-407	RC420	Bacon A		
			HUM 106	110826	1	W	230-437	LA140	Chaudhery V		
			HUM 106	110850	1	R	430-637 PM	LA140	Chaudhery V		
			HUM 106	110875	1	M	500-707 PM	LA140	Paton N		
		RC	HUM 106	216555	1	T	730-937 PM	RC420	Bacon A		
	ONLINE		HUM 106	112333	1	See Pages 20-23			Staff	$30	
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Intro Art & Music			HUM 106	110839	1	T	830-1037	LA140	Paton N		
			HUM 106	110828	1	W	230-437	LA140	Chaudhery V		
		RC	HUM 106	216556	1	T	500-707 PM	RC420	Bacon A		
	ONLINE		HUM 106	112304	1	See Pages 20-23			Aquila D	$30	
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Art & Music	OE/OE		HUM 106	017752	1	See Pages 24-25			Ewing K	$30	
World Masterpieces			HUM 150	110801	3	M W	830-950	F530	Nissen J		
			HUM 150	110860	3	M W	430-550 PM	F530	Nissen J		
Art of Being Human			HUM 210	110816	3	R	900-1154	LA140	Chaudhery V		
			HUM 210	110870	3	R	700-954 PM	LA140	Chaudhery V		
	OE/OE		HUM 210	017772	3	See Pages 24-25			Rice K	$30	
Mass Media & Pop Culture			HUM 212	110802	3	T	100-354	F530	Ditouras H		P
Humanities Through the Arts	ONLINE		HUM 215	112936	3	See Pages 20-23			Nissen J	$30	
LASER TECHNOLOGY											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Laser Safety Concepts			LASR 125	115151	3	R	500-754 PM	BTC380	Peters C		P
LEARNING RESOURCES											
7 Weeks - Begins 01/09/2010 Ends 02/26/10											
Strategy for Digital Research			LR 135	113603	1	T	230-437	L105	Shaw K	$10	
MANUFACTURING											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Machining Processes			MFG 102	115090	3	T R	600-754 PM 600-954 PM	AS170 AS170	Keyes G Keyes G	$195	
Manufacturing Operations			MFG 103	115051	3	M	500-1054 PM	AS170	Staff	$195	P
Manufacturing Processes			MFG 105	115003	4	T R	200-354	AS840	Staff		
Quantitative Metrology			MFG 241	115052	3	F	600-854 PM	AS420	Staff	$35	P
MASSAGE THERAPY											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Theory & Fundamentals	HYBRID	RC	MAS 101	217814	2	See Pages 26-27	900-1054	RC275	Paholsky K		C
Basic Massage Applications		RC	MAS 102	214101	6	M W	900-1254	RC275	Paholsky K	$160	C
Fund Anatomy & Physiology	HYBRID	RC	MAS 103	217815	4	See Pages 26-27	1200-354	RC275	Paholsky K		C
Intermediate Massage Appl	HYBRID	RC	MAS 104	217855	5	See Pages 26-27	600-954 PM	RC275	Paholsky K	$220	PC
Systems Support Movement	HYBRID	RC	MAS 109	217856	5	See Pages 26-27	600-954 PM	RC275	Paholsky K	$100	PC
Massage Therapy Student Clinic		RC	MAS 110	214102	2	S	1200-354	RC275	Paholsky K	$160	PC

MATHEMATICS

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

Graphing calculators required in many courses MATH 113 and above. See course descriptions for details.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Beginning Algebra			MATH 053	113016	4	T R	400-626	LA110	Gerich R		P
	ONLINE		MATH 053	112424	4	See Pages 20-23			Bearden L	$30	P
	ONLINE		MATH 053	112425	4	See Pages 20-23			Bearden L	$30	P
Intermediate Algebra			MATH 113	113021	4	T R	200-426	BTC215	Bender C		P
	ONLINE		MATH 113	112489	4	See Pages 20-23			Kavanaugh E	$30	P
	ONLINE		MATH 113	112490	4	See Pages 20-23			Kavanaugh E	$30	P

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

Graphing calculators required in many courses MATH 113 and above. See course descriptions for details.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Basic Mathematics			MATH 045	113000	4	T R	800-954	LA100	Nicklaus R		P
			MATH 045	113145	4	S	900-1254	LA100	St Louis M		P
			MATH 045	113001	4	T R	1000-1154	LA440	Nicklaus R		P
		RC	MATH 045	216143	4	T R	1030-1224	RC370	Reynolds T		P
			MATH 045	113002	4	M T W R	1200-1254	LA100	Stanley D		P
			MATH 045	113134	4	T R	100-254	LA100	Balfour L		P
			MATH 045	113003	4	T R	300-454	LA100	Gueorguieva S		P
			MATH 045	113047	4	M W	300-454	LA100	Stanley D		P
			MATH 045	113156	4	M W	500-654 PM	LA110	Ginsberg L		P
		RC	MATH 045	216258	4	M W	500-654 PM	RC255	Miller M		P
			MATH 045	113051	4	M W	700-854 PM	LA100	Gibson J		P
Prealgebra			MATH 047	113004	3	T R	830-950	LA440	Bauer E		P
			MATH 047	113026	3	S	900-1154	LA110	Meehan G		P
		RC	MATH 047	216142	3	M	900-1154	RC430	Meehan G		P
			MATH 047	113005	3	M W	1200-120	LA110	Andersen K		P
			MATH 047	113006	3	M W	130-250	LA110	Andersen K		P
			MATH 047	113086	3	T R	630-750 PM	LA110	Bauer E		P
		RC	MATH 047	216259	3	W	700-954 PM	RC255	Meehan G		P
	ONLINE		MATH 047	112472	3	See Pages 20-23			Stetson B	$30	P
	ONLINE		MATH 047	112971	3	See Pages 20-23			Stetson B	$30	P
Beginning Algebra			MATH 053	113007	4	M W	800-954	LA100	Balfour L		P
			MATH 053	113014	4	M W	800-954	LA110	Kerr S		P
		RC	MATH 053	216144	4	T R	800-954	RC370	Reynolds T		P
			MATH 053	113008	4	T R	1000-1154	LA100	McCoy M		P
			MATH 053	113009	4	M W	1000-1154	LA110	McCoy M		P
			MATH 053	113011	4	M W	1000-1154	LA100	Balfour L		P
		RC	MATH 053	216243	4	M W	1000-1154	RC440	Gueorguieva S		P
		RC	MATH 053	216248	4	S	1000-154	RC695	Davis G		P
			MATH 053	113012	4	T R	1200-154	LA110	Jankoviak K		P
			MATH 053	113015	4	M W	100-254	LA100	Balfour L		P
			MATH 053	113013	4	T R	200-354	LA110	Haldane J		P
			MATH 053	113117	4	M W	300-454	LA110	Jackson H		P
			MATH 053	113053	4	M W	500-654 PM	LA100	Jackson H		P
			MATH 053	113055	4	T R	500-654 PM	LA100	Andersen K		P
		RC	MATH 053	216261	4	M W	630-824 PM	GC504	Yemets A		P
		RC	MATH 053	216262	4	T R	630-824 PM	GC504	Yemets A		P
			MATH 053	113054	4	M W	700-854 PM	LA110	Edwards A		P
			MATH 053	113064	4	T R	700-854 PM	LA100	Haldane J		P
	ONLINE		MATH 053	112358	4	See Pages 20-23			Mingela A	$30	P
	ONLINE		MATH 053	112922	4	See Pages 20-23			Mingela A	$30	P
	ONLINE		MATH 053	112988	4	See Pages 20-23			Mingela A	$30	P
Business Mathematics		RC	MATH 101	216222	3	M W	830-950	RC695	Marilley D		P
		RC	MATH 101	216223	3	M W	1000-1120	RC695	Marilley D		P
			MATH 101	113138	3	M W	1200-120	BTC300	Jankoviak K		P
			MATH 101	113137	3	T R	1230-150	BTC165	Smith D		P
			MATH 101	113139	3	T R	230-350	BTC165	Smith D		P
			MATH 101	113152	3	T	600-854 PM	BTC165	Maheshwari N		P
	ONLINE		MATH 101	112426	3	See Pages 20-23			Kavanaugh E	$30	P
	ONLINE		MATH 101	112427	3	See Pages 20-23			Kavanaugh E	$30	P
	OE/OE		MATH 101	017755	3	See Pages 24-25			Jankoviak K	$30	P
Math for Elem Teachers 1			MATH 105	113017	4	M W	900-1054	LA440	Arsznov J		P
			MATH 105	113019	4	M W	1200-154	LA440	Arsznov J		P
Math for Elem Teachers 2			MATH 106	113020	4	T R	1200-154	LA440	Rainey A		P
			MATH 106	113057	4	T R	600-754 PM	LA440	Rainey A		P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Applications Utility Math		RC	MATH 111	216221	4	M W	800-954	RC270	Gerich R		P
			MATH 111	113010	4	M W	900-1054	BTC320	Jankoviak K		P
			MATH 111	113115	4	T R	1000-1154	BTC170	Prescott J		P
			MATH 111	113018	4	M W	1200-154	BTC215	Stetson B		P
			MATH 111	113059	4	M W	500-654 PM	BTC215	O'Reilly S		P
			MATH 111	113058	4	T R	500-654 PM	BTC215	Smith D		P
Intermediate Algebra			MATH 113	113022	4	M T W R	800-854	BTC320	Bender C		P
			MATH 113	113023	4	M T W R	800-854	BTC350	Kavanaugh E		P
			MATH 113	113025	4	T R	800-954	BTC255	Stetson B		P
			MATH 113	113024	4	M T W R	900-954	BTC350	Kavanaugh E		P
		RC	MATH 113	216026	4	T R	900-1054	RC270	Gould R		P
			MATH 113	113028	4	M T W R	1000-1054	BTC350	Kavanaugh E		P
		RC	MATH 113	216149	4	M W	1000-1154	RC670	Gould R		P
			MATH 113	113027	4	T R	1200-154	BTC350	Stetson B		P
			MATH 113	113029	4	M W	1200-154	BTC350	Lazarski A		P
			MATH 113	113131	4	M W	100-254	BTC320	McCoy M		P
			MATH 113	113030	4	T R	130-324	BTC170	McCoy M		P
			MATH 113	113048	4	M W	300-454	BTC350	Probelski J		P
			MATH 113	113132	4	T R	300-454	BTC350	Gueorguiev E		P
			MATH 113	113060	4	T R	500-654 PM	BTC350	Didonato J		P
			MATH 113	113061	4	M W	500-654 PM	BTC350	Sitzler M		P
			MATH 113	113077	4	T R	500-654 PM	BTC170	Castel C		P
		RC	MATH 113	216073	4	T R	500-654 PM	GC513	Kohlert P		P
		RC	MATH 113	216263	4	M W	630-824 PM	RC480	Hu Z		P
			MATH 113	113062	4	T R	700-854 PM	BTC350	Didonato J		P
			MATH 113	113072	4	M W	700-854 PM	BTC350	Sitzler M		P
			MATH 113	113078	4	T R	700-854 PM	BTC170	Castel C		P
		RC	MATH 113	216264	4	T R	730-924 PM	GC513	Kohlert P		P
	ONLINE		MATH 113	112481	4	See Pages 20-23			Stetson B	$30	P
	ONLINE		MATH 113	112954	4	See Pages 20-23			Lazarski A	$30	P
	ONLINE		MATH 113	112959	4	See Pages 20-23			Lazarski A	$30	P
	ONLINE		MATH 113	112979	4	See Pages 20-23			Lazarski A	$30	P
Trigonometry			MATH 119	113031	3	M W	830-950	BTC300	Bearden L		P
			MATH 119	113033	3	T R	830-950	BTC300	Bearden L		P
			MATH 119	113032	3	T R	930-1050	BTC320	Mingela A		P
			MATH 119	113034	3	M W	200-320	BTC215	Stetson B		P
			MATH 119	113066	3	M W	500-620 PM	BTC320	Corral M		P
		RC	MATH 119	216057	3	W	600-854 PM	GC503	Staff		P
Elementary Statistics			MATH 122	113130	4	M W	800-954	BTC255	Bauer E		P
			MATH 122	113035	4	M T W R	1000-1054	BTC255	Schwartz R		P
			MATH 122	113049	4	M T W R	200-254	BTC255	Schwartz R		P
			MATH 122	113075	4	T R	500-654 PM	BTC255	Corral M		P
			MATH 122	113070	4	M W	700-854 PM	BTC320	Marilley D		P
Precalculus Without Trig			MATH 128	113036	4	T R	900-1054	BTC215	Arsznov J		P
			MATH 128	113046	4	M W	900-1054	BTC215	Stetson B		P
			MATH 128	113037	4	T R	1200-154	BTC215	Arsznov J		P
			MATH 128	113068	4	T R	700-854 PM	BTC245	Gueorguiev E		P
Precalculus With Trig			MATH 129	113038	5	M T W R	840-947	BTC245	Lazarski A		P
			MATH 129	113039	5	M T W R	950-1057	BTC245	Lazarski A		P
			MATH 129	113040	5	M T W R	130-237	BTC300	Mingela A		P
			MATH 129	113069	5	T R	600-826 PM	BTC300	Friedrich P		P
			MATH 129	113080	5	M W	600-826 PM	BTC300	Davis G		P
Finite Mathematics			MATH 135	113041	4	T R	900-1054	LA110	Jankoviak K		P
Calc Business & Social Science			MATH 145	113042	4	M T W R	1100-1154	BTC255	Schwartz R		P
			MATH 145	113071	4	M W	700-854 PM	BTC215	O'Reilly S		P
Calculus Analytic Geometry 1			MATH 150	113043	5	M T R	1015-1144	BTC300	Bearden L		P
			MATH 150	113044	5	M T W R	1215-122	BTC245	Kavanaugh E		P
			MATH 150	113045	5	M T W R	130-237	BTC245	Kavanaugh E		P
			MATH 150	113074	5	M W	600-826 PM	BTC245	Lai H		P
Calculus Analytic Geometry 2			MATH 151	113100	5	M T W R	1100-1207	BTC320	Kerr S		P
			MATH 151	113102	5	T R	1230-256	BTC320	Kerr S		P
			MATH 151	113076	5	M W	600-826 PM	BTC255	McCoy M		P
Linear Algebra			MATH 230	113105	4	M T W R	100-154	BTC255	Schwartz R		P
Calculus Analytic Geometry 3			MATH 240	113107	5	M T W R	1100-1207	BTC245	Mingela A		P
			MATH 240	113082	5	T R	700-926 PM	BTC255	Lai H		P
Differential Equations			MATH 252	113084	5	T R	600-826 PM	BTC320	Qiu Y		P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
MEDICAL ASSISTING											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Phlebotomy		RC	MA 110	215607	4	M	1000-154	RC245	Paris J	$30	
		RC	MA 110	215651	4	T	530-924 PM	RC245	Staff	$30	
		RC	MA 110	215656	4	M M	600-754 PM 800-954 PM	RC245 RC110	Paris J Paris J	$30	
Medical Insurance Coding		RC	MA 134	215609	3	R	900-1154	RC485	Rubio P		C
		RC	MA 134	215652	3	M	600-854 PM	RC465	Gasiewicz C		C
Medical Office Procedures		RC	MA 140	215610	3	R	830-1124	RC670	Hoffman D		
		RC	MA 140	215608	3	W	300-554	RC430	Donahee-Rader M		
		RC	MA 140	215653	3	T	600-854 PM	RC485	Hoffman D		
Medical Insurance Billing		RC	MA 155	215650	3	R R	600-754 PM 800-854 PM	RC485 RC415	Staff Staff		P
		RC	MA 155	215654	3	M M	600-754 PM 800-854 PM	RC690 RC415	Staff Staff		P
		RC	MA 155	215655	3	T T	600-754 PM 800-854 PM	RC695 RC415	Staff Staff		P
Medical Lab Techniques		RC	MA 174	215606	4	W W	1000-1154 1200-154	RC245 RC110	Binkowski C Binkowski C	$30	P
		RC	MA 174	215611	4	W W	200-354 400-554	RC245 RC110	Binkowski C Binkowski C	$30	P
Med Office Clinical Procedures		RC	MA 180	215648	4	T	900-354	RC245	Donahee-Rader M	$120	P
MEDICAL TRANSCRIPTION											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Medical Transcription Seminar		RC	MT 157	213902	1	W	400-554	RC440	Rubio P		P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Physician Office Transcription	ONLINE		MT 108	112348	2	See Pages 20-23			Scheller J	$30	P
Hospital Med Transcription 1		RC	MT 158	213923	5	M T	1200-354 1200-254	RC415 RC415	Scheller J/Rubio P Scheller J/Rubio P	$120	P
METALLURGY MATERIALS SCIENCE											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Materials Science			MET 102	114900	3	T R	1200-154	AS430	Pickett K	$85	
			MET 102	114901	3	M W	200-354	AS430	Pickett K	$85	
			MET 102	114953	3	M	600-954 PM	AS430	Pickett K	$85	
Engineering Materials			MET 114	114956	3	R R	600-754 PM 800-854 PM	AS430 AS740	Higdon C Higdon C		P
Structure & Properties Lab			MET 152	114903	3	T R	200-354	AS430	Pickett K	$85	P
Physical Metallurgy			MET 211	114958	3	W	600-954 PM	AS430	Pickett K	$85	P
Elect Micro Image Analysis			MET 248	114961	3	R	600-954 PM	BTC175	Pickett K	$95	P
Spec Prob Materials Science			MET 280	114987	4	T	500-954 PM	AS430	Pickett K	$95	P
MUSIC											
Call 734-462-4403 for program advising.											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Music Technology 1			MUSIC 171	111810	3	M T W R	100-230	F300	Polot B	$45	P
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Music Technology 2			MUSIC 172	111821	3	M T W R	100-230	F300	Polot B	$45	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Materials Music Theory			MUSIC 104	111817	3	M W	1030-1150	F300	Polot B	$10	
	OE/OE		MUSIC 104	017743	3	See Pages 24-25			Polot B	$30	
Music Appreciation			MUSIC 105	111829	3	F	900-1154	F310	Vanornum S		
			MUSIC 105	111801	3	T R	100-220	F310	Moss F		
			MUSIC 105	111802	3	M W	100-220	F310	Drake J		
		RC	MUSIC 105	216551	3	W	600-854 PM	RC420	Renas K		
	ONLINE		MUSIC 105	112925	3	See Pages 20-23			Aquila D	$30	
	ONLINE		MUSIC 105	112939	3	See Pages 20-23			Aquila D	$30	
Music for Elem Teachers			MUSIC 107	111830	4	T R	1000-1226	F310	Harden S	$60	
			MUSIC 107	111850	4	T R	430-656 PM	F310	Moss F	$60	
Class Piano 1			MUSIC 121	111812	2	T R	830-924	F420	Derian J	$25	
			MUSIC 121	111805	2	T R	930-1024	F420	Derian J	$25	
			MUSIC 121	111807	2	M W	100-154	F420	Cox D	$25	
			MUSIC 121	111806	2	M W	200-254	F420	Cox D	$25	
			MUSIC 121	111856	2	W	700-854 PM	F420	Derian J	$25	

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Class Piano 2			MUSIC 122	111811	2	T	1100-1254	F420	Derian J	$25	P
			MUSIC 122	111851	2	M	700-854 PM	F420	Derian J	$25	P
Keyboard Skills Recording			MUSIC 123	111808	1	R	230-324	F300	Blau B	$45	P
			MUSIC 123	111853	1	M	600-654 PM	F300	Blau B	$45	P
Sight Singing Ear Training 1			MUSIC 137	111820	2	T R	1200-1254	F300	Polot B	$25	P
Sight Singing Ear Training 2			MUSIC 138	111803	2	M W	930-1024	F300	Polot B	$25	P
Prac Teach & Practicum Piano 1			MUSIC 143	117107	2	T	100-254	F420	Morelock D	$25	P
Prac Teach & Practicum Piano 2			MUSIC 144	117108	2	T	100-254	F420	Morelock D	$25	P
Popular Music Culture			MUSIC 149	111826	3	M	300-554	F310	Drake J		
Music Theory 1			MUSIC 153	111815	3	T R	800-920	F300	Polot B		P
Music Theory 2			MUSIC 154	111816	3	M W	800-920	F300	Polot B		P
Hisory of Broadway			MUSIC 155	111818	3	T	900-1154	F530	Michalsen P		
Music History 2			MUSIC 165	111831	3	T R	1000-1120	F300	Vanornum S		
Ear Training Recording Engnrs			MUSIC 175	111809	2	R	330-524	F300	Blau B	$45	P
			MUSIC 175	111854	2	M	700-854 PM	F300	Blau B	$45	P
Music Technology 2			MUSIC 172	111822	3	F	100-354	F300	Polot B	$45	P
Basic Studio Techniques 1			MUSIC 173	111825	3	M	300-554	F300	Sager T	$50	
			MUSIC 173	111862	3	T	600-854 PM	F300	Sager T	$50	
Basic Studio Techniques 2			MUSIC 174	111823	3	F	1000-1254	F300	Sager T	$50	P
			MUSIC 174	111860	3	W	700-954 PM	F300	Blau B	$50	P
			MUSIC 174	111861	3	R	700-954 PM	F300	Sager T	$50	P
Prac Teach & Practicum Piano 3			MUSIC 243	117137	2	T	100-254	F420	Morelock D	$25	P
Prac Teach & Practicum Piano 4			MUSIC 244	117139	2	T	100-254	F420	Morelock D	$25	P
Piano Teach Tech & Matls 2			MUSIC 257	111839	3	F	900-1154	F420	Morelock D		P
Advanced Studio Techniques 2			MUSIC 274	111849	3	W	330-624	F300	Sager T	$50	C

12 Weeks - Begins 01/30/2010 Ends 04/30/2010

All performance-based courses listed below are grouped by course title alphabetically. Call 734-462-4403 for program advising.

Applied Music Instrumental 1			MUSIC 135	117102	2	X	400-513 TBA	F301 TBA	Morelock D Morelock D		

15 Weeks - Begins 01/09/2010 Ends 04/30/2010

All performance-based courses listed below are grouped by course title alphabetically. Call 734-462-4403 for program advising.

Applied Music Instrumental 1			MUSIC 135	118113	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	
Applied Music Instrumental 2			MUSIC 136	118114	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 3			MUSIC 235	118126	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 4			MUSIC 236	118127	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 5			MUSIC 290	118139	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 6			MUSIC 291	118140	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 7			MUSIC 292	117125	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Instrumental 8			MUSIC 293	117126	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Piano 1			MUSIC 131	118109	2	F	100-254	F301	Morelock D	$220	
Applied Music Piano 2			MUSIC 132	117112	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 3			MUSIC 231	118121	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 4			MUSIC 232	118122	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 5			MUSIC 282	118135	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 6			MUSIC 283	117136	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 7			MUSIC 284	117140	2	F	100-254	F301	Morelock D	$220	P
Applied Music Piano 8			MUSIC 285	117144	2	F	100-254	F301	Morelock D	$220	P
Applied Music Voice 1			MUSIC 133	118111	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	
Applied Music Voice 2			MUSIC 134	118112	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Voice 3			MUSIC 233	118124	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Voice 4			MUSIC 234	118125	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Voice 5			MUSIC 286	118137	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Voice 6			MUSIC 287	118138	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Applied Music Voice 7			MUSIC 288	117145	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Applied Music Voice 8			MUSIC 289	117146	2	W	1200-1254 TBA	F301 TBA	Morelock D Morelock D	varies	P
Choir 1			MUSIC 117	117160	2	T	700-954 PM	F310	Drake J	$60	P
Choir 2			MUSIC 118	117161	2	T	700-954 PM	F310	Drake J	$60	P
Choir 3			MUSIC 217	117162	2	T	700-954 PM	F310	Drake J	$60	P
Choir 4			MUSIC 218	117163	2	T	700-954 PM	F310	Drake J	$60	P
Jazz Lab Band Improv 1			MUSIC 140	117166	2	R	700-954 PM	F310	Selva R	$60	
Jazz Lab Band Improv 2			MUSIC 240	117174	2	R	700-954 PM	F310	Selva R	$60	
Jazz Band 1			MUSIC 142	117173	2	M	700-954 PM	F310	Selva R	$60	
Jazz Band 2			MUSIC 242	117177	2	M	700-954 PM	F310	Selva R	$60	
Jazz Band 3			MUSIC 248	117168	2	M	700-954 PM	F310	Selva R	$60	
Jazz Band 4			MUSIC 249	117175	2	M	700-954 PM	F310	Selva R	$60	
Synthesizer Ensemble 1			MUSIC 168	117128	3	T	230-524	F300	Polot B	$45	P
Synthesizer Ensemble 2			MUSIC 169	117127	3	T	230-524	F300	Polot B	$45	P
Synthesizer Ensemble 3			MUSIC 268	117123	3	T	230-524	F300	Polot B	$45	P
Synthesizer Ensemble 4			MUSIC 269	117124	3	T	230-524	F300	Polot B	$45	P
Voice Class 1			MUSIC 114	117115	2	S	1000-1154	F301	Meehan L		
Voice Class 2			MUSIC 116	117116	2	S	1000-1154	F301	Meehan L		P
Voice Class 3			MUSIC 214	117129	2	S	1000-1154	F301	Meehan L		P
Voice Class 4			MUSIC 216	117135	2	S	1000-1154	F301	Meehan L		P
Wind Ensemble 1			MUSIC 141	117153	2	W	700-954 PM	F310	Michalsen P	$60	
Wind Ensemble 2			MUSIC 241	117176	2	W	700-954 PM	F310	Michalsen P	$60	
Wind Ensemble 3			MUSIC 245	117167	2	W	700-954 PM	F310	Michalsen P	$60	
Wind Ensemble 4			MUSIC 246	117172	2	W	700-954 PM	F310	Michalsen P	$60	

NURSING ASSISTANT TRAINING PROGRAM

Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.

7 Weeks - Begins 01/09/2010 Ends 02/26/2010

Nursing Assistant Preparation		NATP	110	115802	10	M T W	800-330 TBA	AS200 TBA	Vendittelli D Vendittelli D	$125	

7 Weeks - Begins 03/13/2010 Ends 04/30/2010

Nursing Assistant Preparation		NATP	110	115803	10	M T W	800-330 TBA	AS200 TBA	Vendittelli D Vendittelli D	$125	

NURSING—ADN

Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.
NURS 211, 212 and 213 students will spend an additional 24 clock hours during the course in community clinical. Schedule TBA.
NURS 214 students will spend 16 hours per week in lab/clinical and an additional 16 hours in community clinical per semester. Schedule TBA.

7 Weeks - Begins 01/09/2010 Ends 02/26/2010

Nursing Informatics		NURS	102	115712	1	M	200-407	BTC165	Staff	$20	P
Medical Nursing*		NURS	124	115700	5	M	800-115 TBA	BTC160 TBA	Campbell T Campbell T	$330	P
		NURS	124	115701	5	W	300-815 TBA	BTC160 TBA	Palmer N Palmer N	$330	P
Surgical Nursing*		NURS	125	115703	5	M	800-115 TBA	BTC165 TBA	Sheppard C Sheppard C	$330	P
		NURS	125	115702	5	W	300-815 TBA	BTC165 TBA	Marroso M Marroso M	$330	P
Care of Women Childbearing Fam		NURS	211	115709	5	W	830-1243 TBA	BTC165 OFCHOSP	Pompey S Pompey S	$290	P
Care of Children & Families		NURS	212	115710	5	W	830-1243 TBA	BTC170 OFCHOSP	Quell E Quell E	$290	P
Adult Medical Surgical Nurs 3		NURS	213	115711	5	W	830-1243 TBA	BTC160 OFCHOSP	Vendittelli D Vendittelli D	$290	P

7 Weeks - Begins 03/13/2010 Ends 04/30/2010

Nursing Informatics		NURS	102	115713	1	M	200-407	BTC165	Staff	$20	P
Medical Nursing*		NURS	124	115704	5	M	800-115 TBA	BTC160 TBA	Campbell T Campbell T	$330	P
Surgical Nursing*		NURS	125	115705	5	M	800-115 TBA	BTC165 TBA	Austin H Austin H	$330	P
Maternal Child Nursing 1*		NURS	128	115706	5	W	800-115 TBA	AS374 TBA	Pompey S/Quell E Pompey S/Quell E	$330	P
		NURS	128	115707	5	W	800-115 TBA	AS376 TBA	Quell E/Pompey S Quell E/Pompey S	$330	P
Leadership Mgmt Complex Client		NURS	214	115715	5	W	830-1243 TBA	BTC170 TBA	Marroso M Marroso M	$290	P
		NURS	214	115716	5	W	830-1243 TBA	BTC165 TBA	Vendittelli D Vendittelli D	$290	P
		NURS	214	115717	5	W	830-1243 TBA	BTC160 TBA	Palmer N Palmer N	$290	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
OFFICE INFORMATION SYSTEMS											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Keyboarding 1			OIS 100	113302	2	M W	930-1137	AS930	Partyka P	$20	
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Keyboarding 1	ONLINE		OIS 100	112960	2	See Pages 20-23			Partyka P	$30	
	OE/OE		OIS 100	017744	2	See Pages 24-25			Haynes C	$30	
Keyboarding 2	OE/OE		OIS 102	017749	2	See Pages 24-25			Haynes C	$30	P
Office Communication & Editing	OE/OE		OIS 105	017742	3	See Pages 24-25			Partyka P	$30	P
Microsoft Word 2007	ONLINE		OIS 165	112904	3	See Pages 20-23			Partyka P	$30	P
Time & Project Management	OE/OE		OIS 195	017753	1	See Pages 24-25			Partyka P	$30	
Office Procedures	OE/OE		OIS 255	017709	2	See Pages 24-25			Partyka P	$30	P
Advanced Microsoft Word 2007	ONLINE		OIS 265	112920	3	See Pages 20-23			Partyka P	$30	P
PHILOSOPHY											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Intro Philosophy			PHIL 243	111907	3	T R	100-240	LA425	Jooharigian R		
			PHIL 243	111953	3	M	600-938 PM	LA415	Allen R		
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Philosophy			PHIL 243	111901	3	T R	800-920	LA425	Staff		
			PHIL 243	111902	3	W	930-1224	LA425	Huston M		
			PHIL 243	111903	3	T R	930-1050	LA425	Huston M		
			PHIL 243	111906	3	M	930-1224	LA425	Huston M		
			PHIL 243	111900	3	M W	130-250	LA425	Huston M		
		RC	PHIL 243	216281	3	R	600-854 PM	GC503	Allen R		
			PHIL 243	111951	3	W	700-954 PM	LA425	Dowd T		
	ONLINE		PHIL 243	112398	3	See Pages 20-23			Schaden R	$30	
	ONLINE		PHIL 243	112937	3	See Pages 20-23			Staff	$30	
Logic			PHIL 247	111904	4	F	900-1254	LA425	Allen R		
			PHIL 247	111908	4	T R	1100-1254	LA425	Staff		
			PHIL 247	111952	4	T R	600-754 PM	LA425	Dowd T		
Ethical Problems			PHIL 277	111910	3	T R	1100-1220	BTC100	Huston M		
	ONLINE		PHIL 277	112950	3	See Pages 20-23			Schaden R	$30	
PHYSICAL EDUCATION											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Physical Fitness Conditioning			PE 104	115901	2	T R	900-954	PEFIT	Donohue-Ebach	$25	
			PE 104	115915	2	T R	100-154 100-154	PEFIT PEFIT	Leib A Leib A	$25	
Beginning Resistance Training			PE 105	115905	2	T R	900-954	PE140	Zydeck S	$35	
Beginning Swimming			PE 106	118102	2	M W	1100-1154	PEPOOL	Washka J	$25	
Aerobic Dance Fitness			PE 115	115906	2	T R	1000-1054	PE140	Zydeck S	$35	
			PE 115	115909	2	M W	1000-1054	PE140	Zydeck S	$35	
			PE 115	115951	2	M W	500-554 PM	PE140	King S	$35	
Intermediate Swimming			PE 116	118103	2	M W	1100-1154	PEPOOL	Washka J	$25	
First Aid & Personal Safety			PE 121	115908	2	R	100-254	PE105	Donohue-Ebach	$25	
			PE 121	115941	2	T	100-254	PE105	Donohue-Ebach	$25	
			PE 121	115952	2	W	700-854 PM	PE105	Fedewa D	$25	
Basketball			PE 141	115910	2	T R	1000-1054	PEGYM	Leib A	$25	
Paddleball Racquetball			PE 157	115907	2	T R	900-954	PEHBC1	Leib A	$25	
Weight Training			PE 194	115922	2	M W	900-954	PEFIT	Washka J	$25	
			PE 194	115924	2	M W	1000-1054	PEFIT	Washka J	$25	
			PE 194	115930	2	M W	1200-1254	PEFIT	Washka J	$25	
			PE 194	115931	2	M W	100-154	PEFIT	Washka J	$25	
Lifestyle Fitness & Wellness			PE 202	115925	2	T T	1000-1054 1100-1154	PE105 PEFIT	Donohue-Ebach Donohue-Ebach	$25	
			PE 202	115927	2	T R	1200-1254 1200-1254	PE105 PEFIT	Leib A Leib A	$25	
Phy Ed for Elem Teachers			PE 240	115958	3	M M	700-854 PM 900-954 PM	PE100 PEAGYM	Fedewa D Fedewa D		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
PHYSICS											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Physics			PHYS 051	115103	4	M W	1000-1226	F460	Kramer J	$90	P
			PHYS 051	115100	4	T R	200-426	F450	Kramer J	$90	P
Intro Astronomy			PHYS 104	115101	4	T R	1000-1226	F460	Wood C	$90	P
			PHYS 104	115107	4	M W	300-526	F460	Alway P	$90	P
			PHYS 104	115164	4	M W	700-926 PM	F460	Alway P	$90	P
	ONLINE		PHYS 104	112917	4	See Pages 20-23			Wood C	$90	P
	ONLINE		PHYS 104	112962	4	See Pages 20-23			Wood C	$90	P
	ONLINE		PHYS 104	112996	4	See Pages 20-23			Holody P	$90	P
Applied Physics			PHYS 123	115105	5	T R	100-354	F460	Wood C	$90	P
General Physics 1			PHYS 181	115106	4	M W F	1230-224 1100-1254	F460 F460	Wood C Wood C	$130	P
General Physics 2			PHYS 182	115102	4	M W F	1000-1154	F450	Holody P	$130	P
			PHYS 182	115152	4	T R	530-824 PM	F450	Geddes E	$130	P
Phys for Scientists & Engrs 1			PHYS 211	115109	5	M W	100-426	F450	Holody P	$130	P
Phys for Scientists & Engrs 2			PHYS 212	115104	5	M W F T R	900-954 900-1054	F450 F450	Holody P Holody P	$130	P
			PHYS 212	115153	5	M W	600-926 PM	F450	Vescan I	$130	P
POLITICAL SCIENCE											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Survey of American Government	ONLINE		POLS 105	112972	3	See Pages 20-23			Thomson A	$30	
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Survey of American Government	ONLINE		POLS 105	112363	3	See Pages 20-23			Thomson A	$30	
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Survey of American Government			POLS 105	112029	3	T R	330-510	LA260	Anderson M		
	ONLINE		POLS 105	112384	3	See Pages 20-23			Trpovski J	$30	
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Survey of American Government			POLS 105	112001	3	M W	800-920	LA260	Kirkpatrick K		
			POLS 105	112002	3	T R	800-920	BTC100	Oxley R		
			POLS 105	112008	3	T R	830-950	LA260	McGinnis D		
			POLS 105	112004	3	T R	930-1050	LA270	Thomson A		
			POLS 105	112007	3	M W	930-1050	LA270	Burke W		
			POLS 105	112009	3	T R	1030-1150	LA260	McGinnis D		
			POLS 105	112010	3	M W	1100-1220	LA270	Burke W		
			POLS 105	112011	3	T R	1100-1220	LA270	Thomson A		
			POLS 105	112006	3	M W	1130-1250	LA260	Kirkpatrick K		
			POLS 105	112013	3	F	1200-254	LA260	Nanian M		
			POLS 105	112017	3	T R	1200-120	LA260	Beafore Jr L		
		RC	POLS 105	216226	3	W	1200-254	RC695	Anderson M		
		RC	POLS 105	216219	3	R	1230-324	RC695	Oxley R		
			POLS 105	112012	3	M W	100-220	LA260	Kirkpatrick K		
			POLS 105	112014	3	M W	100-220	LA270	Burke W		
			POLS 105	112018	3	T R	100-220	LA270	McGinnis D		
			POLS 105	112020	3	T R	200-320	LA260	Beafore Jr L		
			POLS 105	112021	3	M	230-524	LA270	Nanian M		
			POLS 105	112024	3	W	230-524	LA270	Nanian M		
			POLS 105	112035	3	M W	230-350	LA260	Oxley R		
			POLS 105	112052	3	T	600-854 PM	LA260	Conway D		
			POLS 105	112053	3	W	600-854 PM	LA270	Robinson R		
			POLS 105	112054	3	R	600-854 PM	LA260	Robinson R		
		RC	POLS 105	216285	3	T	600-854 PM	RC455	Anderson M		
	ONLINE		POLS 105	112382	3	See Pages 20-23			Conway D	$30	
	ONLINE		POLS 105	112944	3	See Pages 20-23			Thomson A	$30	
	ONLINE		POLS 105	112977	3	See Pages 20-23			Conway D	$30	
	OE/OE		POLS 105	017716	3	See Pages 24-25			Bravo L	$30	
State & Local Government	ONLINE		POLS 109	112984	3	See Pages 20-23			Trpovski J	$30	
International Relations			POLS 209	112055	3	W	600-854 PM	LA260	Beafore Jr L		

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
PSYCHOLOGY											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.											
12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
Human Relations			PSYCH 153	112104	3	T R	200-340	LA370	White-Underwood R		
	ONLINE		PSYCH 153	112335	3	See Pages 20-23			Johnson K	$30	
Intro Psychology			PSYCH 201	112112	4	M W	1200-226	LA370	Jackson L		P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Human Relations			PSYCH 153	112100	3	M W	800-920	LA360	St John D		
			PSYCH 153	112101	3	T R	830-950	LA310	Schulz K		
			PSYCH 153	112102	3	F	900-1154	LA360	Chaudhery M R		
			PSYCH 153	112105	3	M	930-1224	LA360	Spolsky S		
		RC	PSYCH 153	216231	3	T R	1200-120	RC675	White-Underwood R		
			PSYCH 153	112103	3	T R	130-250	LA330	Schulz K		
			PSYCH 153	112150	3	M	600-854 PM	LA360	Jacobs J		
			PSYCH 153	112151	3	R	600-854 PM	LA370	Jacobs J		
			PSYCH 153	112152	3	W	600-854 PM	LA360	Jacobs J		
		RC	PSYCH 153	216290	3	W	600-854 PM	RC430	Brennan J M		
		RC	PSYCH 153	216380	3	T	600-854 PM	RC670	Brennan J M		
		RC	PSYCH 153	216392	3	M	600-854 PM	RC670	Murray S		
	ONLINE		PSYCH 153	112966	3	See Pages 20-23			Johnson K	$30	
	ONLINE		PSYCH 153	112970	3	See Pages 20-23			Baker S	$30	
	ONLINE		PSYCH 153	112989	3	See Pages 20-23			Baker S	$30	
Intro Psychology			PSYCH 201	112107	4	T R	800-954	LA370	Jackson L		P
			PSYCH 201	112121	4	T R	800-954	LA410	Morgan T		P
			PSYCH 201	112109	4	T R	900-1054	LA360	Martinez J		P
			PSYCH 201	112120	4	M W	930-1124	BTC100	St John D		P
			PSYCH 201	112110	4	M W	1000-1154	LA370	Jackson L		P
			PSYCH 201	112111	4	T R	1000-1154	LA370	Jackson L		P
			PSYCH 201	112108	4	T R	1100-1254	LA360	Pilgrim C		P
			PSYCH 201	112115	4	T R	1200-154	LA370	Jackson L		P
			PSYCH 201	112119	4	T R	1230-224	LA405	Morgan T		P
			PSYCH 201	112113	4	M W	100-254	LA360	White-Underwood R		P
			PSYCH 201	112114	4	T R	100-254	LA360	Martinez J		P
			PSYCH 201	112106	4	M W	230-424	LA370	Orlich K		P
			PSYCH 201	112154	4	T R	500-654 PM	LA360	Schulz K		P
		RC	PSYCH 201	216294	4	M	600-954 PM	RC485	Garcia G		P
		RC	PSYCH 201	216295	4	R	600-954 PM	RC370	Garcia G		P
	ONLINE		PSYCH 201	112375	4	See Pages 20-23			Pilgrim C	$30	P
	ONLINE		PSYCH 201	112946	4	See Pages 20-23			Pilgrim C	$30	P
	ONLINE		PSYCH 201	112953	4	See Pages 20-23			Pilgrim C	$30	P
	ONLINE		PSYCH 201	112976	4	See Pages 20-23			Pilgrim C	$30	P
	ONLINE		PSYCH 201	112992	4	See Pages 20-23			Johnson K	$30	P
	ONLINE		PSYCH 201	112998	4	See Pages 20-23			Hoffmann W	$30	P
Social Psychology			PSYCH 207	111726	4	W	900-1254	LA460	Pilgrim C		P
Child Psychology			PSYCH 209	112117	3	M W	800-920	LA370	Jodl K		P
			PSYCH 209	112118	3	W	930-1224	LA360	Brooks T		P
		RC	PSYCH 209	216297	3	T	630-924 PM	RC680	Murray S		P
	ONLINE		PSYCH 209	112905	3	See Pages 20-23			Hoffmann W	$30	P
	ONLINE		PSYCH 209	112909	3	See Pages 20-23			Hoffmann W	$30	P
Adult Development			PSYCH 219	112116	3	F	900-1154	BTC100	Brooks T		P
Life Span Developmental Psych			PSYCH 229	112132	4	T R	800-954	LA460	Nelson K		P
			PSYCH 229	112130	4	T R	1230-224	BTC100	Regner D		P
			PSYCH 229	112155	4	T	600-954 PM	BTC100	Brooks T		P
	ONLINE		PSYCH 229	112305	4	See Pages 20-23			Regner D	$30	P
	ONLINE		PSYCH 229	112442	4	See Pages 20-23			Regner D	$30	P
Abnormal Psychology			PSYCH 239	112124	3	F	900-1154	LA370	Brennan J M		P
			PSYCH 239	112125	3	T R	1000-1120	LA330	Regner D		P
			PSYCH 239	112126	3	T R	100-220	LA160	Pilgrim C		P
			PSYCH 239	112127	3	M W	100-220	LA330	Regner D		P
			PSYCH 239	112153	3	W	600-854 PM	LA370	Murray S		P
QUALITY MANAGEMENT											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Quality Statistical Methods			QM 108	115253	3	R	700-954 PM	AS920	Staff		P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
SOCIOLOGY											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
Some of the courses below meet requirements for the Service Learning Endorsement. See page 29 for details.											
12 Weeks - Begins 01/30/2010		**Ends 04/30/2010**									
Principles of Sociology			SOC 201	111016	3	T R	300-440	LA475	McMahon G		
			SOC 201	111055	3	R	600-938 PM	LA475	Spolsky S		
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Intro to Social Work			SOC 101	111012	3	R	1000-1254	LA160	Spolsky S		
Principles of Sociology			SOC 201	111001	3	T R	800-920	LA475	Macgillivery M		
			SOC 201	111014	3	M W	800-920	LA475	Macgillivery M		
		RC	SOC 201	216312	3	W	800-1054	RC680	McMahon G		
			SOC 201	111002	3	F	900-1154	LA475	Schaumann K		
			SOC 201	111003	3	T R	1000-1120	LA475	Switaj S		
			SOC 201	111009	3	M W	1130-1250	BTC100	Switaj S		
			SOC 201	111013	3	T R	1130-1250	LA475	Moore J		
			SOC 201	111010	3	T R	100-220	LA475	Moore J		
			SOC 201	111011	3	M W	130-250	LA475	Schaumann K		
		RC	SOC 201	216353	3	W	600-854 PM	RC680	Schaumann K		
			SOC 201	111052	3	M	630-924 PM	LA475	Jubenville L		
		RC	SOC 201	216361	3	R	630-924 PM	RC680	Macgillivery M		
			SOC 201	111054	3	W	700-954 PM	LA475	Jubenville L		
	ONLINE		SOC 201	112393	3	See Pages 20-23			Derr C	$30	
	ONLINE		SOC 201	112919	3	See Pages 20-23			Schaumann K	$30	
	ONLINE		SOC 201	112929	3	See Pages 20-23			Derr C	$30	
	ONLINE		SOC 201	112987	3	See Pages 20-23			Derr C	$30	
	OE/OE		SOC 201	017728	3	See Pages 24-25			Jubenville L	$30	
	OE/OE		SOC 201	017756	3	See Pages 24-25			Kairis T	$30	
Social Problems			SOC 205	111015	3	M W	1000-1120	LA475	Schaumann K		P
	ONLINE		SOC 205	112901	3	See Pages 20-23			Kairis T	$30	P
Marriage & Family	ONLINE		SOC 209	112997	3	See Pages 20-23			Kairis T	$30	
Cultural Diversity			SOC 210	111019	3	M W	800-920	LA470	Switaj S		
		RC	SOC 210	216373	3	R	600-854 PM	RC695	McMahon G		
Individual & Community			SOC 290	111059	3	T	600-854 PM	LA475	Moore J		P

BOOKSTORE

Books for the Winter 2010 semester will be available for purchase beginning August 3.

Financial Aid recipients may charge books and supplies to their financial aid for the Winter 2010 semester December 21–January 22.

Textbooks can also be purchased at www.schoolcraftbooks.com

The bookstores will be closed March 1–5 for spring break.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
THEATRE											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Theatre Activities 1			THEA 120	117150	1	T	600-654 PM	LA500	Hartman J		
Theatre Activities 2			THEA 121	117151	1	T	600-654 PM	LA500	Hartman J		P
Stage Make-up			THEA 204	112200	2	M	400-554	LA330	Hartman J		
Stagecraft & Lighting			THEA 207	117152	3	T	600-854 PM	LA500	Hartman J		
Acting 1			THEA 208	112205	3	M	100-354	LA500	Hartman J		
Acting 2			THEA 209	112256	3	M	700-954 PM	LA500	Hartman J		P
Theatre Activities 3			THEA 220	117154	1	T	600-654 PM	LA500	Hartman J		P
Theatre Activities 4			THEA 221	117155	1	T	600-654 PM	LA500	Hartman J		P
Oral Interpretation of Lit			THEA 241	112210	3	T	100-354	LA500	Hartman J		P
WELDING TECHNOLOGY											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Intro Weld Fab Basics			WELD 110	113866	3	M M	600-654 PM 700-954 PM	AS371 AS360	Johnson R Johnson R	$118	
Project Mathematics			WELD 111	113875	4	W	600-954 PM	AS378	Staff		
Shielded Metallic Arc Welding			WELD 113	113810	3	S S	800-854 900-1154	AS371 AS360	Johnson R Johnson R	$118	
			WELD 113	113804	3	M M	100-154 200-454	AS371 AS360	Johnson R Johnson R	$118	
Gas Metallic Arc Welding			WELD 115	113834	3	R R	100-154 200-454	AS371 AS360	Machnee M Machnee M	$118	
			WELD 115	113852	3	R R	600-654 PM 700-954 PM	AS371 AS360	Machnee M Machnee M	$118	
Adhesive Joining Technology			WELD 118	113853	4	T T	600-754 PM 800-954 PM	AS740 AS420	Staff Staff	$30	P
Gas Tungsten Inert Arc Welding			WELD 119	113807	3	W W	100-154 200-454	AS371 AS360	Johnson R Johnson R	$118	
			WELD 119	113851	3	W W	600-654 PM 700-954 PM	AS371 AS360	Johnson R Johnson R	$118	
Adv Processes Stick Electrode			WELD 120	113835	3	T T	100-154 200-454	AS371 AS360	Johnson R Johnson R	$118	P
			WELD 120	113855	3	T T	600-654 PM 700-954 PM	AS371 AS360	Johnson R Johnson R	$118	P
Adv Process Gas Tungsten			WELD 130	113818	3	F F	100-154 200-454	AS371 AS360	Johnson R Johnson R	$118	P
			WELD 130	113859	3	F F	600-654 PM 700-954 PM	AS371 AS360	Johnson R Johnson R	$118	P
Welding Metallurgy			WELD 262	113856	3	R R	600-754 PM 800-854 PM	AS740 AS420	Dines R Dines R	$30	
GARDEN CITY											
ACCOUNTING											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Principles of Accounting 2		RC	ACCT 202	216059	4	T R	600-754 PM	RC690	Leiphart J		P
ART AND DESIGN											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Art Appreciation		RC	ART 201	216543	3	W	900-1154	RC310	Carlton S		
		RC	ART 201	216067	3	M	700-954 PM	RC255	Carlton S		
BIOLOGY											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Basic Biology		RC	BIOL 050	216008	4	T R	900-1054	RC460	Coursey D		
		RC	BIOL 050	216069	4	M W	600-754 PM	RC695	Melia N		
General Biology		RC	BIOL 101	216025	4	T R	100-426	RC460	Anderson D L	$180	P
		RC	BIOL 101	216070	4	M W	600-926 PM	RC460	Olech T	$180	P
Health Education		RC	BIOL 103	216014	3	W	900-1154	RC690	Stanley K		
Basic Human Anatomy & Phys		RC	BIOL 105	216050	4	T R	600-754 PM	RC460	Schneider V		P
Nutrition		RC	BIOL 115	216061	3	M	600-854 PM	RC420	St John B		
BUSINESS											
15 Weeks - Begins 01/09/2010		**Ends 04/30/2010**									
Intro Business		RC	BUS 101	216021	3	M	900-1154	RC660	Derderian H		
		RC	BUS 101	216071	3	M	700-954 PM	GC513	McCartney J		
Business Law 1		RC	BUS 207	216085	3	W	630-924 PM	RC660	Safran K		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
CHILD AND FAMILY SERVICES											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Foundations of Early Childhood	HYBRID	RC	CCD 102	217852	3	See Pages 26-27	600-854 PM	RC370	Baker-Reed S		
CDA Assessment Prep	HYBRID	RC	CCD 155	217868	1	See Pages 26-27	600-807 PM	RC370	Baker-Reed S	$25	P
Child With Special Needs		RC	CCD 216	216053	3	W	600-954 PM	RC380	Miller N	$60	PC
COLLEGIATE SKILLS											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
College Reading		RC	COLLS 050	216509	4	T R T R	100-154 200-254	RC270 RC410	Steele R Steele R	$10	
Critical Read Think App		RC	COLLS 053	216507	4	T R	1100-1254 1100-1254	RC420 RC410	Steele R Steele R	$13	P
		RC	COLLS 053	216591	4	T R	600-754 PM 600-754 PM	GC507 RC410	Kolpacke J Kolpacke J	$13	P
COMMUNICATION ARTS											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Fundamentals of Speech		RC	COMA 103	216045	3	M	800-1054	RC675	Tatsak J		
		RC	COMA 103	216046	3	T	800-1054	RC675	Moylan M		
		RC	COMA 103	216322	3	F	900-1154	RC675	Tatsak J		
		RC	COMA 103	216166	3	M	630-924 PM	GC503	Kirkby F		
		RC	COMA 103	216384	3	R	630-924 PM	RC675	Moylan M		
COMPUTER INFORMATION SYSTEMS											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
CIS 105 students must bring an audio headset.											
Computer Orientation		RC	CIS 105	216033	1	R	900-1107	RC150	Koelzer L	$10	
		RC	CIS 105	216270	1	W	700-907 PM	RC410	Thompson V	$10	
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
CIS 105 students must bring an audio headset.											
Computer Orientation		RC	CIS 105	216271	1	W	700-907 PM	RC410	Thompson V	$10	
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Computer Based Systems		RC	CIS 115	216225	3	T	900-1154	RC410	Zaccone L	$40	P
		RC	CIS 115	216097	3	M	700-954 PM	RC410	Towner M	$40	P
Microsoft Office 2007		RC	CIS 120	216224	3	R	800-1054	RC410	Zaccone L	$40	P
		RC	CIS 120	216150	3	T	600-854 PM	RC150	Redmond C	$40	P
		RC	CIS 120	216151	3	R	630-924 PM	RC150	Redmond C	$40	P
CORRECTIONS											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Intro Corrections		RC	COR 110	217650	3	M W	600-910 PM	RC455	Hummer H		
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Corrections		RC	COR 110	217601	3	T	800-1054	RC695	Staff		
CRIMINAL JUSTICE											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Org Adm Law Enforce Agencies		RC	CJ 102	217030	3	T	800-1054	RC660	Courie J		
		RC	CJ 102	217023	3	R	1230-324	RC660	Courie J		
		RC	CJ 102	217051	3	M	600-854 PM	RC660	Courie J		
Intro Security		RC	CJ 104	217011	3	T	1200-354	RC670	Staff		
		RC	CJ 104	217062	3	R	600-854 PM	RC270	Wicker A		
Police Field Operations		RC	CJ 107	217063	3	M	600-854 PM	RC430	Staff		
		RC	CJ 107	217064	3	W	600-854 PM	RC310	Staff		
Intro Criminal Justice System		RC	CJ 113	217004	3	R	1230-324	RC480	Gordon R		
		RC	CJ 113	217052	3	T	600-854 PM	RC255	Bolling J		
		RC	CJ 113	217053	3	W	600-854 PM	RC270	Champagne G		
Criminal Investigation		RC	CJ 201	217031	3	T	800-1054	RC440	Hiller D		
		RC	CJ 201	217054	3	R	600-854 PM	RC430	Hiller D		
Basic Criminalistics		RC	CJ 209	217005	3	R	800-1154	RC310	Dempsey-Knox M	$60	
		RC	CJ 209	217055	3	R	600-954 PM	RC310	Dempsey-Knox M	$60	
		RC	CJ 209	217059	3	M	600-954 PM	RC310	Nutter G	$60	
Criminal Law & Procedures		RC	CJ 211	217010	3	W	1230-324	RC270	Johnson T		
		RC	CJ 211	217012	3	W	330-624	RC480	Johnson T		
		RC	CJ 211	217056	3	R	630-924 PM	RC245	Delonis R		
Criminology		RC	CJ 212	217007	3	R	800-1054	RC660	Courie J		
		RC	CJ 212	217020	3	T	200-454	RC660	Courie J		
		RC	CJ 212	217057	3	T	600-854 PM	RC660	Courie J		

P=prerequisite C=corequisite Refer to pages 67–113 for course requirements.

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
Juvenile Justice		RC	CJ 221	217009	3	T	800-1054	RC310	Pfannes D		
		RC	CJ 221	217058	3	T	600-854 PM	RC430	Saffold J		
17 Weeks - Begins 01/09/2010 Ends 05/07/2010											
Program admission required to enroll. Call 734-462-4747 for more information.											
Police Academy		RC	CJ 287	218101	21	M T W R F	730-424 TBA	RC260 TBA	Stanton F Stanton F	varies	P

ECONOMICS

15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Principles of Macroeconomics		RC	ECON 201	216177	4	T R	600-754 PM	RC280	Galperin F		P
Principles of Microeconomics		RC	ECON 202	216179	4	M W	600-754 PM	RC280	Staff		P

EMERGENCY MEDICAL TECHNOLOGY

Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.
EMT 115 students will spend an additional 32 hours during this course in the ER and 48 hours in ambulance per semester.
EMT 210 students will spend a maximum of 192 additional hours in the ER.
EMT 220 students will spend an additional 192 hours in the ER.

12 Weeks - Begins 01/09/2010 Ends 04/09/2010											
Emergency Med Tech Specialist		RC	EMT 120	2156615	.50	T R	600-1018 PM	RC380	Staff	$270	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Emergency Medical Tech Basic		RC	EMT 115	215620	10	T R	800-227	RC385	Staff	$280	P
		RC	EMT 115	215660	10	M W	600-1018 PM	RC385	Staff	$280	P
						S	TBA		Staff		
Paramedic Technology 1		RC	EMT 210	215662	10	M W	600-1024 PM	RC370	Staff	$420	P
						S	TBA		Staff		
Paramedic Technology 2		RC	EMT 220	215621	10.5	M W	800-227	RC380	Staff	$1440	P

ENGLISH

12 Weeks - Begins 01/30/2010 Ends 04/30/2010											
English Composition 2		RC	ENG 102	216145	3	S	930-108	RC670	Munro J		P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Modern English Grammar		RC	ENG 050	216120	3	F	930-1224	RC670	Zorn L		
Building Writing Skills		RC	ENG 055	216095	3	T	600-854 PM	RC685	Graham J		P
Communication Skills		RC	ENG 100	216089	3	W	600-854 PM	GC507	Graham J		
English Composition 1		RC	ENG 101	216129	3	F	900-1154	RC680	Saratovtsev D		P
		RC	ENG 101	216130	3	S	900-1154	RC430	Saratovtsev D		P
		RC	ENG 101	216135	3	T	100-354	RC685	Jannot Jr K		P
		RC	ENG 101	216132	3	W	200-454	RC660	Sosnoski S		P
		RC	ENG 101	216180	3	R	600-854 PM	RC420	Tolen C		P
		RC	ENG 101	216185	3	M	600-854 PM	RC680	Arnold J		P
English Composition 2		RC	ENG 102	216141	3	M	900-1154	RC685	Sypniewski M		P
		RC	ENG 102	216192	3	W	600-854 PM	RC690	Sypniewski M		P
		RC	ENG 102	216199	3	R	600-854 PM	RC260	Graham J		P
		RC	ENG 102	216279	3	M	630-924 PM	RC380	Paskiewicz P		P
Business English		RC	ENG 106	216196	3	R	630-924 PM	RC670	Grimble L		P
Technical Writing		RC	ENG 116	216172	3	M	600-854 PM	GC507	Bell C		P

FIRE TECHNOLOGY

Contact the Fire Technology Office at 734-462-4745 for more information.

9 Weeks - Begins 01/09/2010 Ends 03/13/2010											
Fire Academy		RC	FIRE 124	218138	20	M W F T R	800-454 800-454	RC425 OFCTBA	Perry R Perry R	$460	P
9 Weeks - Begins 03/01/2010 Ends 04/30/2010											
Fire Academy		RC	FIRE 124	218141	20	M W F T R	800-454 800-454	RC425 OFCTBA	Perry R Perry R	$460	P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Fire Fighter 1 Basic Fire Supp		RC	FIRE 112	218151	10	T R	600-954 PM	RC425	Perry R	$230	P
						S	TBA	OFCTBA	Perry R		
Fire Fighter 2 Adv Fire Supp		RC	FIRE 119	218134	10	S W	800-454 TBA	RC425 RC425	Perry R Perry R	$230	P
Hydraulics & Water Supply		RC	FIRE 128	215635	4	W	900-1254	RC420	Smilnak J	$30	
Fire Arson Investigation		RC	FIRE 200	215670	4	T	600-954 PM	RC480	Walker A		P
Fire Dept Organization & Admin		RC	FIRE 205	215671	3	M	600-854 PM	RC675	Kiurski T		
Fire Company Officer		RC	FIRE 207	215672	3	R	600-854 PM	RC660	Smilnak J		P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
FOREIGN LANGUAGE											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Elementary Spanish 1		RC	SPAN 101	216052	4	R	600-954 PM	RC255	Stichler S		
GEOGRAPHY											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Earth Science Elem Teachers		RC	GEOG 105	216351	4	T R	630-856 PM	RC440	Oakes M	$85	
World Regional Geography		RC	GEOG 133	216254	4	W	600-954 PM	RC440	Oakes M		
HEALTH INFORMATION TECHNOLOGY											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Intro Medical Terminology	HYBRID	RC	HIT 100	217850	2	See Pages 26-27	600-754 PM	RC260	Rubio P		
	HYBRID	RC	HIT 100	217860	2	See Pages 26-27	600-754 PM	RC425	Harper E		
		RC	HIT 100	217263	2	W	630-824 PM	RC245	Harper E		
Medical Terminology		RC	HIT 104	217209	4	T R	930-1124	RC465	Scheller J		
		RC	HIT 104	217257	4	R	600-954 PM	RC455	Staff		
		RC	HIT 104	217258	4	W	600-954 PM	RC320	Depew-Kendrick G		
Principles of Hlth Info Mgmt		RC	HIT 109	217269	3	F F	600-754 PM 800-954 PM	RC455 RC415	Abel L Abel L	$70	
	HYBRID	RC	HIT 109	217851	3	See Pages 26-27 See Pages 26-27	600-754 PM 800-954 PM	RC480 RC415	Shaffer E Shaffer E	$70	
ICD-9-CM Classification		RC	HIT 111	217201	3	M	900-1254	RC465	Rubio P	$70	P
		RC	HIT 111	217256	3	F	530-924 PM	RC465	Derousie C	$70	P
Basic Laboratory Diag Tests		RC	HIT 112	217250	2	M	600-754 PM	RC320	Taylor K		P
Human Diseases		RC	HIT 113	217202	3	W	900-1154	RC685	Abbo T		P
		RC	HIT 113	217253	3	M	530-824 PM	RC270	Fitzpatrick K		P
Pharmacology for Health Prof		RC	HIT 114	217252	2	T	600-754 PM	RC320	Pisani C		P
Legal Aspects of Health Info		RC	HIT 115	217206	2	M	1000-1154	RC485	Scheller J		P
		RC	HIT 115	217255	2	W	600-754 PM	RC670	Swan J		P
Clinical Affiliation 1*		RC	HIT 158	217205	2	W	900-454	RC465	Rubio P/Scheller J	$240	P
		RC	HIT 158	217207	2	F	900-454	RC465	Duke K	$240	P
Organization & Management	HYBRID	RC	HIT 219	217811	2	See Pages 26-27	1200-254	RC465	Scheller J	$60	PC
	HYBRID	RC	HIT 219	217816	2	See Pages 26-27	100-354	RC465	Scheller J	$70	PC
Basic Ambulatory Coding		RC	HIT 221	217260	3	T T	600-754 PM 800-854 PM	RC465 RC415	Huyck S Huyck S	$30	P
Intermediate ICD-9-CM Coding		RC	HIT 227	217203	3	M M	300-454 500-554 PM	RC485 RC415	Kuzak B Kuzak B	$30	P
		RC	HIT 227	217259	3	R R	500-554 PM 600-754 PM	RC465 RC415	Kremer K Kremer K	$30	P
Intermediate Ambulatory Coding		RC	HIT 229	217216	3	R R	900-954 1000-1154	RC440 RC415	McLane P McLane P	$30	P
		RC	HIT 229	217221	3	T	400-654	RC675	Bourgoise J	$30	P
Computer App in Healthcare*		RC	HIT 232	217251	2	W	630-824 PM	RC465	Chapo P	$20	P
Reimbursement Methodologies		RC	HIT 240	217265	2	W	430-624 PM	RC485	McDonald S		P
Clinical Affiliation 3	HYBRID	RC	HIT 258	217812	2	See Pages 26-27 See Pages 26-27	900-454 TBA	RC485 OFCHOSP	Rubio P Rubio P	$200	PC
	HYBRID	RC	HIT 258	217818	2	See Pages 26-27 See Pages 26-27	900-454 TBA	RC485 TBA	Scheller J Scheller J	$240	PC
HISTORY											
All of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Ancient World		RC	HIST 134	216265	4	R	600-954 PM	RC685	McDonald P		
Contemporary World		RC	HIST 138	216154	3	M	600-854 PM	RC685	Johns M		
Early America US History		RC	HIST 151	216253	3	W	600-854 PM	RC685	McDonald P		
HUMANITIES											
All of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Intro Art & Music		RC	HUM 106	216525	1	R	200-407	RC420	Bacon A		
		RC	HUM 106	216555	1	T	730-937 PM	RC420	Bacon A		
7 Weeks - Begins 03/13/2010 Ends 04/30/2010											
Intro Art & Music		RC	HUM 106	216556	1	T	500-707 PM	RC420	Bacon A		

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
MASSAGE THERAPY											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Theory & Fundamentals	HYBRID	RC	MAS 101	217814	2	See Pages 26-27	900-1054	RC275	Paholsky K		C
Basic Massage Applications		RC	MAS 102	214101	6	M W	900-1254	RC275	Paholsky K	$160	C
Fund Anatomy & Physiology	HYBRID	RC	MAS 103	217815	4	See Pages 26-27	1200-354	RC275	Paholsky K		C
Intermediate Massage Appl	HYBRID	RC	MAS 104	217855	5	See Pages 26-27	600-954 PM	RC275	Paholsky K	$220	PC
Systems Support Movement	HYBRID	RC	MAS 109	217856	5	See Pages 26-27	600-954 PM	RC275	Paholsky K	$100	PC
Massage Therapy Student Clinic		RC	MAS 110	214102	2	S	1200-354	RC275	Paholsky K	$160	PC
MATHEMATICS											
Graphing calculators required in many courses MATH 113 and above. See course descriptions for details.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Basic Mathematics		RC	MATH 045	216143	4	T R	1030-1224	RC370	Reynolds T		P
		RC	MATH 045	216258	4	M W	500-654 PM	RC255	Miller M		P
Prealgebra		RC	MATH 047	216142	3	M	900-1154	RC430	Meehan G		P
		RC	MATH 047	216259	3	W	700-954 PM	RC255	Meehan G		P
Beginning Algebra		RC	MATH 053	216144	4	T R	800-954	RC370	Reynolds T		P
		RC	MATH 053	216243	4	M W	1000-1154	RC440	Gueorguieva S		P
		RC	MATH 053	216248	4	S	1000-154	RC695	Davis G		P
		RC	MATH 053	216261	4	M W	630-824 PM	GC504	Yemets A		P
		RC	MATH 053	216262	4	T R	630-824 PM	GC504	Yemets A		P
Business Mathematics		RC	MATH 101	216222	3	M W	830-950	RC695	Marilley D		P
		RC	MATH 101	216223	3	M W	1000-1120	RC695	Marilley D		P
Applications Utility Math		RC	MATH 111	216221	4	M W	800-954	RC270	Gerich R		P
Intermediate Algebra		RC	MATH 113	216026	4	T R	900-1054	RC270	Gould R		P
		RC	MATH 113	216149	4	M W	1000-1154	RC670	Gould R		P
		RC	MATH 113	216073	4	T R	500-654 PM	GC513	Kohlert P		P
		RC	MATH 113	216263	4	M W	630-824 PM	RC480	Hu Z		P
		RC	MATH 113	216264	4	T R	730-924 PM	GC513	Kohlert P		P
Trigonometry		RC	MATH 119	216057	3	W	600-854 PM	GC503	Staff		P
MEDICAL ASSISTING											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Phlebotomy		RC	MA 110	215607	4	M	1000-154	RC245	Paris J	$30	
		RC	MA 110	215651	4	T	530-924 PM	RC245	Staff	$30	
		RC	MA 110	215656	4	M M	600-754 PM 800-954 PM	RC245 RC110	Paris J Paris J	$30	
Medical Insurance Coding		RC	MA 134	215609	3	R	900-1154	RC485	Rubio P		C
		RC	MA 134	215652	3	M	600-854 PM	RC465	Gasiewicz C		C
Medical Office Procedures		RC	MA 140	215610	3	R	830-1124	RC670	Hoffman D		
		RC	MA 140	215608	3	W	300-554	RC430	Donahee-Rader M		
		RC	MA 140	215653	3	T	600-854 PM	RC485	Hoffman D		
Medical Insurance Billing		RC	MA 155	215650	3	R R	600-754 PM 800-854 PM	RC485 RC415	Staff Staff		P
		RC	MA 155	215654	3	M M	600-754 PM 800-854 PM	RC690 RC415	Staff Staff		P
		RC	MA 155	215655	3	T T	600-754 PM 800-854 PM	RC695 RC415	Staff Staff		P
Medical Lab Techniques		RC	MA 174	215606	4	W W	1000-1154 1200-154	RC245 RC110	Binkowski C Binkowski C	$30	P
		RC	MA 174	215611	4	W W	200-354 400-554	RC245 RC110	Binkowski C Binkowski C	$30	P
Med Office Clinical Procedures		RC	MA 180	215648	4	T	900-354	RC245	Donahee-Rader M	$120	P
MEDICAL TRANSCRIPTION											
Program admission required to enroll. Call the Admissions and Enrollment Center 734-462-4426.											
7 Weeks - Begins 01/09/2010 Ends 02/26/2010											
Medical Transcription Seminar		RC	MT 157	213902	1	W	400-554	RC440	Rubio P		P
15 Weeks - Begins 01/09/2010 Ends 04/30/2010											
Hospital Med Transcription 1		RC	MT 158	213923	5	M T	1200-354 1200-254	RC415 RC415	Scheller J/Rubio P Scheller J/Rubio P	$120	P

Course Title	Learning Options	Alt. Location	Dept. & Course #	Section	Credit Hours	Days	Time	Building/ Room	Instructor	Fee	Pre Req
MUSIC											
15 Weeks - Begins 01/09/2010	**Ends 04/30/2010**										
Music Appreciation		RC	MUSIC 105	216551	3	W	600-854 PM	RC420	Renas K		
PHILOSOPHY											
All of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010	**Ends 04/30/2010**										
Intro Philosophy		RC	PHIL 243	216281	3	R	600-854 PM	GC503	Allen R		
POLITICAL SCIENCE											
Some of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010	**Ends 04/30/2010**										
Survey of American Government		RC	POLS 105	216226	3	W	1200-254	RC695	Anderson M		
		RC	POLS 105	216219	3	R	1230-324	RC695	Oxley R		
		RC	POLS 105	216285	3	T	600-854 PM	RC455	Anderson M		
PSYCHOLOGY											
15 Weeks - Begins 01/09/2010	**Ends 04/30/2010**										
Human Relations		RC	PSYCH 153	216231	3	T R	1200-120	RC675	White-Underwood R		
		RC	PSYCH 153	216290	3	W	600-854 PM	RC430	Brennan J M		
		RC	PSYCH 153	216380	3	T	600-854 PM	RC670	Brennan J M		
		RC	PSYCH 153	216392	3	M	600-854 PM	RC670	Murray S		
Intro Psychology		RC	PSYCH 201	216294	4	M	600-954 PM	RC485	Garcia G		P
		RC	PSYCH 201	216295	4	R	600-954 PM	RC370	Garcia G		P
Child Psychology		RC	PSYCH 209	216297	3	T	630-924 PM	RC680	Murray S		P
SOCIOLOGY											
All of the courses below meet requirements for the Global Endorsement. See page 28 for details.											
15 Weeks - Begins 01/09/2010	**Ends 04/30/2010**										
Principles of Sociology		RC	SOC 201	216312	3	W	800-1054	RC680	McMahon G		
		RC	SOC 201	216353	3	W	600-854 PM	RC680	Schaumann K		
		RC	SOC 201	216361	3	R	630-924 PM	RC680	Macgillivery M		
Cultural Diversity		RC	SOC 210	216373	3	R	600-854 PM	RC695	McMahon G		

Program Planning Chart

Projected Course Offerings by Semester

Key to Learning Options
- ● traditional
- ■ alternative
- ◘ traditional & alternative

Courses not listed are offered on an as-needed basis—contact the associate dean for information. Alternative classes are defined as Online, Open Entry/Open Exit or Hybrid—see pages 20–27. Course listings are subject to change. *Updated 9/09.*

		Fall	Winter	Spring	Summer
ACCT	103	◘	◘	◘	
	138	●	●		
	139		●		
	201	◘	◘	◘	
	202	◘	◘	◘	
	221	●			
	222		●		
	226	●			
	238		●		
	260		■		
	262	■			
	263	●	●		
AHE	101	◘	◘	◘	◘
ANTH	112	●	◘	●	◘
	117	●	■		
	201	■	●	■	
	211	◘	◘	◘	
	214	●	●		
ARB	101	●	●		
	102	●	●		
	201	●			
ART	105	●	●	●	●
	106	●	●	●	●
	109	●	■		
	113	●	●	●	
	115	◘	●	■	
	116	◘	◘	■	
	118	●	●	●	
	119	●	●	●	
	125	●	●		
	126	●	■	●	●
	201	◘	◘	◘	◘
	205	●	●		
	211	●	●	●	
	212	●	●	●	
	218	●	●	●	
	219	●	●	●	
	236	●	●		
	239	●	●		
	243	●	●		
	244	●	●		
AVM	101	■		■	
	102		■		
	103	■			
	104	■			
	201			■	
	202		■		
	203		■		
	204			■	
BIOL	050	◘	◘	◘	◘
	101	◘	●	◘	●
	103	◘	◘	◘	■
	104	■	■	■	
	105	◘	◘	◘	■
	114	■	■	■	■
	115	◘	◘	◘	■
	120	●	●		
	130		●	●	
	140	●	●		
	236	◘	◘	●	●
	237	◘	●	●	●
	238	●	◘	●	●
	240	■	■	■	
	243	◘	●	◘	
BMET	116		●		
	204	●			
	254	●	●	●	
	255	●	●	●	
BUS	101	◘	◘	◘	◘
	103	◘	◘	■	
	104	●	◘		■
	120	◘	◘	■	
	122	◘	◘	■	■
	123	●	●		
	161	●	●		
	201	●	●		
	202	◘	◘	■	■
	204	◘	◘	■	■
	205	■	●		
	207	◘	◘	◘	
	208	■	■	■	
	215	■	◘	■	■
	217	◘	◘	■	■
	220	◘	◘	■	■
	226	◘	◘	◘	■
	230	◘	◘	■	
	240	●	●		
CAB	101	●	◘	◘	◘
CAD	101	●			
	103	●	●	●	
	106	●	●		
	107	●			
	211	●	●	■	
	212		●		
	221	●	●	■	
CAP	102	◘	◘	◘	■
	103	■	■	■	■
	124	●	●		
	125	●	●		
	128	●	●		
	142	●	●		
	143	●	●		
	144	●	●		
	191	●	●		
	215	●	●		
	227	●	●		
	240	●	●		
	241	◘	◘	■	
	242	●	●		
	243	●	●		
	244	●	●		
	247	●	●		
	260		●		
	267	●	●		
	295	●			
	297		●		
CBPA	103			●	
	125	●	●		
	144	●	●		
CCD	100	●	●	●	
	101	●	●		
	102	●	■	■	
	105		●		
	113	●	●		
	115	●	■		
	116	◘	◘	●	
	118	■	■	●	
	121		●		
	126	●	●	■	
	130		■		
	140		●		
	150	●	■	●	
	155		■	●	
	200	●	■	●	
	211	■	●	●	
	214	●	■	■	
	215	●			
	216	●	●	●	
	218	●	■	●	
	221	●	●		
	224		■	●	
CGT	109	●	●	●	●
	123	●	●	●	●
	125	●	●	●	●
	127	●	●	●	●
	135	●	●	●	
	141	●	●		
	149	●	●		
	154	●	●		
	157	●	●		
	161	■	■	■	
	162	●	●	●	
	166	●	●	●	
	168	●	●		
	206	●	●		
	208	●	●		
	211	●	●	●	
	212	●	●		
	215	●	●		
	226	●	●		
	231	●	●		
	236	●	●		
	237		●		●
	238	●	●		
	242		●	●	
	244	●	●		
	246	●	●		
	247	●	●		
	250	●	●		
	252	●	●		
	254	●	●	●	
	256		●		
	257	●	●		
CHEM	051	◘	◘	◘	●
	100	●	●	●	
	111	●	●	●	●
	117	●	●	●	
	120	●	●		●
	213	●			
	214		●		
CHIN	101	●	●		
	102	●	●		
CIS	105	◘	◘	◘	●
	115	◘	◘	◘	◘
	120	◘	◘	◘	◘
	122		■		
	125	■			
	129	◘	◘	■	●
	170	◘	◘		
	171	◘	■	■	
	173		●		
	176	■	●	■	
	178	●	●		
	180	◘	◘	■	
	185	■	■	■	
	211	●	●		
	215	■	■		
	221	●	●		
	223	■	●		
	225	◘	■		
	235	■	◘	■	
	238	■	■		
	250	●	●		
	251		■		
	255	●			
	260		●		
	265	●	■		
	267	●			
	271		●		
	273		●		
	276		●		
	290	●	●		
CJ	102	◘	◘	■	
	104	●	◘	■	
	107	●	●		
	113	◘	◘	■	
	201	●	●		
	209	●	●	●	
	211	●	●	●	
	212	◘	◘	■	
	221	◘	◘	■	
	287	●	●		
CM	107	●	●		
	109	●	●		
	203	●			
	210	●	●		
COLLS	045	●	●		
	049	●	●		
	050	●	●	●	
	053	●	●	●	
	105	●	●		
	111	■	■	■	
	130	●	●	●	
	211	■	■	■	
COMA	103	◘	◘	◘	◘
	200	◘	◘		
	201		●		
	230		●		
COMPS	124	■	●		
	126	●	■	■	
	147		●		
COR	110	◘	◘	■	
DSGN	180	●			
	250		●		
	280		●		
ECON	103	●	●		
	201	◘	◘	◘	◘
	202	◘	◘	■	■
ELECT	119	●	●		
	127	●	●		
	128	●	●		
	129	●	●		
	134	●	●	■	
	135		●		
	206	●	●		
	207	●	●		
	226	●	●		
	229		■	■	
	237		●		
EMT	115	●	●	●	
	120		●		
	210	●	●		
	220		●	●	
	230	●		●	
ENG	050	●	●	●	
	055	●	●	●	●
	100	◘	◘	◘	
	101	◘	◘	◘	◘
	102	◘	◘	◘	◘
	106	◘	◘	◘	■
	107	●	◘	■	
	116	◘	◘	■	■
	200	◘	◘	■	■
	203	●	●		
	205	●	◘	●	
	206	●	◘	●	
	221	■			
	243	◘	◘	■	■
	244	◘	●	■	
	245		●		
	246	●			
	248	●			
	251	■		■	
	252		■		■
	280	■			
ENGR	100	●	●	●	
ENVR	107		■		
	204			■	
	206	■	■		
	230	●			
	231			■	
ESL	051	●	●		
	052	●	●		
	100	●	●		
	101	●	●		
	102	●	●		

Program Planning Chart

Projected Course Offerings by Semester

Key to Learning Options
- ● traditional
- ■ alternative
- ◘ traditional & alternative

Courses not listed are offered on an as-needed basis—contact the associate dean for information. Alternative classes are defined as Online, Open Entry/Open Exit or Hybrid—see pages 20–27. Course listings are subject to change. *Updated 9/09.*

		Fall	Winter	Spring	Summer
FIRE	112	●	●		
	119	●	●		
	124	●	●	●	
	128	●	●		
	130	●			
	135	●			
	200	●	●		
	205	●			
	207	◘	◘		
FR	101	◘	◘	●	
	102	●	◘		●
	201	●			
	202		●		
GEOG	105	●	●	●	
	130	●	●	●	
	133	◘	◘	■	■
	203		●		
	212	■	■	■	
	217		■		
	225	■			
GEOL	133	●	●	●	
	134		●		
GER	101	●	●		
	102	●	●		
HDS	110	◘	◘	◘	
HIST	134	◘	◘	■	●
	137	◘	◘		■
	138	◘	◘	◘	◘
	141	●	●		
	151	◘	◘	◘	◘
	152	◘	◘	●	■
	153	◘	◘	◘	■
	230	●	●		
HIT	100	◘	◘	●	
	104	◘	◘	◘	
	109	◘	◘		
	111	●	●		
	112	●	●	●	
	113	●	●	●	
	114	◘	◘	●	
	115	●	●		
	158		●		
	210	●			
	216	■		●	
	217	●			
	219		■		
	221	●	●		
	227	●	●		
	229	●	●		
	230			●	
	231			●	
	232	●	●		
	240	●	●		
	256	■			
	258		■		
HS	101	■	■	■	
	102	■	●		
	201	■	●		
	202	■	●		
	203	●	■		

		Fall	Winter	Spring	Summer
HUM	106	◘	◘	◘	◘
	150	●	●		
	190	●			
	210	◘	◘	◘	■
	212	●			
	215	■	■		
ITAL	101	●	●		
	102	●	●		
LASR	125		●		
LR	135	●	●		
MA	110	●	●		
	134	●	◘	◘	
	140	●	●	●	
	155	●	●	●	
	174		●		
	180	●	●		
	195			■	
MAS	101	■	■		
	102	●	●		
	103	■	■		
	104		■	■	
	106	●		●	
	107	●		●	
	108	■		■	
	109		■	■	
	110		●	●	
LR	135				
MATH	045	●	●	●	●
	047	◘	◘	◘	◘
	053	◘	◘	◘	◘
	101	◘	◘	◘	◘
	105	●	●		
	106	●	●		
	111	●	●	●	
	113	◘	◘	◘	◘
	119	●	●	●	●
	122	●	●	●	●
	128	●	●	●	
	129	●	●	●	●
	135	●	●	●	
	145	●	●	●	
	150	●	●	●	
	151	●	●	●	
	230	●	●		
	240	●	●	●	
	252	●	●		
MET	102	●	●		
	114	●	●		
	152	●	●		
	160	●			
	211		●		
	215	●			
	217	●			
	248		●		
	280		●		
MFG	102	●	●	●	
	103		●		
	105		●		
	203	●			
	241		●		

		Fall	Winter	Spring	Summer
MT	106	●			
	108	■	■		
	157		●		
	158		●		
	159			●	
MUSIC	104	◘	◘		
	105	◘	◘	◘	◘
	107	●	●		
	114	●	●		
	116	●	●		
	117	●	●		
	118	●	●		
	121	●	●		
	122		●		
	123	●	●	●	
	131	●	●		
	132	●	●		
	133	●	●		
	134	●	●		
	135	●	●		
	136	●	●		
	137	●	●		
	138		●		
	140	●	●		
	141	●	●		
	142	●	●		
	143	●	●		
	144	●	●		
	149	●	●		
	153	●	●		
	154		●		
	155		●		
	164	●			
	165		●		
	168	●	●		
	169	●	●		
	171	●	●	●	
	172	●	●		
	173	●	●	●	
	174		●		●
	175	●	●	●	
	201	●			
	202	●			
	214	●	●		
	216	●	●		
	217	●	●		
	218	●	●		
	231	●	●		
	232	●	●		
	233	●	●		
	234	●	●		
	235	●	●		
	236	●	●		
	240	●	●		
	241	●	●		
	242	●	●		
	243	●	●		
	244	●	●		
	245	●	●		
	246	●	●		
	248	●	●		
	249	●	●		

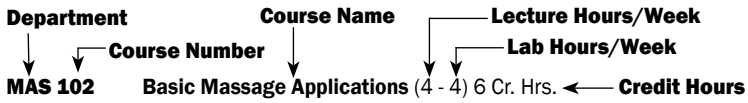
		Fall	Winter	Spring	Summer
	268	●	●		
	269	●	●		
	273	●		●	
	274		●		●
	282	●	●		
	283	●	●		
	284	●	●		
	285	●	●		
	286	●	●		
	287	●	●		
	288	●	●		
	289	●	●		
	290	●	●		
	291	●	●		
	292	●	●		
	293	●	●		
NATP	110	●	●	●	●
NURS	102	●		●	
	104	●		●	
	110	●			
	124		●	●	
	125		●	●	
	128		●	●	
	139				●
	211		●		
	212		●		
	213		●		
	214		●		
	245	●	●		
	246	●	●		
	248	●	●		
	259		●		
OIS	100	■	◘	■	■
	102	■	■		
	105	■	■		
	165	■	■		
	185	■			
	195	■	■		
	255		■		
	260	■			
	265	■	■		
PE	104	●	●	●	
	105	●	●		
	106	●	●		
	115	●	●		
	116	●	●		
	121	●	●	●	
	132			●	
	141	●	●		
	157	●			
	166	●	●		
	194	●	●	●	
	202	●	●	●	
	240	●	●	●	
PHIL	243	◘	◘	◘	◘
	247	●	●	●	●
	277	◘	◘	◘	

		Fall	Winter	Spring	Summer
PHYS	051	●	●	●	
	104	◘	◘	■	■
	123	●	●		
	181	●	●		
	182		●		
	211	●	●		
	212		●	●	
POLS	105	◘	◘	◘	◘
	109		■		
	205	●			
	209	●	●		
PSYCH	153	◘	◘	◘	◘
	201	◘	◘	◘	◘
	207	●	●		
	209	◘	◘	◘	■
	219	●	●		
	229	◘	◘	◘	■
	239	●	●	●	●
QM	106		●		
	108		●		
SOC	101	●	●		
	201	◘	◘	◘	◘
	205	■	◘	●	
	209	◘	■	■	■
	210	●	●	●	
	290		●		
SPAN	101	◘	◘	◘	
	102	●	◘	●	◘
	201	●	●	●	
	202		●		●
THEA	120	●	●		
	121	●	●		
	204		●		
	207	●	●		
	208	●	●		
	209		●		
	220	●	●		
	221	●	●		
WELD	110	●	●		
	111		●		
	113	●	●		
	115	●	●		
	118		●		
	119	●	●		
	120		●		
	130	●	●		
	205			●	
	206			●	●
	210	●		●	
	211	●		●	
	212			●	
	214			●	
	223				●
	262		●		

Winter 2010 Course Descriptions

Course offerings subject to change. See www.schoolcraft.edu for updates.

KEY TO COURSE LISTINGS:



Prerequisite: A requirement that must be completed before taking this course.
Corequisite: A course recommended to be taken in the same semester as this course.

ACCOUNTING

ACCT 103 Introduction to Accounting (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This is a beginning accounting course with emphasis on the accounting cycle for a sole proprietorship, journals, ledgers and basic financial statements. Accounting for cash, payroll, taxes and plant assets are also covered. This course is intended for students who want some accounting instruction prior to the Principles of Accounting course and those not majoring in business or economics.

ACCT 138 Income Tax Preparation (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This is an introductory course in Federal and Michigan individual income tax laws and return preparation. Special emphasis will be given to Federal Tax Form 1040 with accompanying Schedule A (itemized deductions). In addition, the course will include preparation of Michigan Tax Form MI-1040 and City of Detroit returns.

ACCT 139 Michigan Taxes (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This is an introductory course in Michigan personal and business taxes. In addition, the individual income taxes of several Michigan cities will be covered. The course provides both non-accounting and accounting majors with knowledge of the Michigan tax structure. Special emphasis will be on regulations and tax requirements for income taxes, sales and use taxes, unemployment taxes, business tax, and real and personal property taxes. Students will prepare tax returns while reviewing tax planning strategies.

ACCT 201 Principles of Accounting 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
In this course you will learn the principles of accounting with emphasis on the accounting cycle for a sole proprietorship in the service and merchandising business. You will apply internal controls to an accounting system, account for cash, accounts receivable, bad debts, inventories, long lived assets, current liabilities, and payroll. In addition, you will demonstrate how to account for partnerships.

ACCT 202 Principles of Accounting 2 (4-0) 4 Cr. Hrs.
Prerequisite: **ACCT 201.**
This course is a continuation of Accounting 201 expanding your exposure to accounting principles, financial statements, methods and applications. In this course you will focus on accounting for corporations, stockholder's equity, liabilities and investments. You will prepare the statement of cash flows. You will analyze and interpret financial statements and other accounting information used in making decisions. You will also explore managerial accounting and its applications in planning and controlling costs.

ACCT 221 Intermediate Accounting 1 (4-0) 4 Cr. Hrs.
Prerequisite: **ACCT 202.**
This course further explores these accounting principles used by publicly traded companies, including the methods used to measure and report the financial transactions of corporations. The course focuses on the valuation of assets, such as cash and receivables, investments, inventory, and operational assets, but will also include preparation of financial statements, review of financial disclosures, and measurement of income and time value of money concepts.

ACCT 222 Intermediate Accounting 2 (4-0) 4 Cr. Hrs.
Prerequisite: **ACCT 202 required.**
In this course you will learn the current accounting methods for liabilities, bond amortization, leases, pensions, income taxes, shareholders' equity, and stock based compensation. You will prepare the statement of cash flows and statement of shareholders' equity. In addition, you will learn to allocate income tax expense and compute earnings per share information.

ACCT 226 Cost Accounting (4-0) 4 Cr. Hrs.
Prerequisite: **ACCT 202 and CIS 180. ACCT 260 recommended.**
Concepts of cost accounting as a management tool for control and planning will be introduced. Actual and standard cost methods as applied to job and process cost systems; accounting for materials, labor, and manufacturing overhead; and direct costing method; and cost accounting projects will be covered.

ACCT 238 Federal Tax Accounting (4-0) 4 Cr. Hrs.
Prerequisite: **ACCT 201 recommended by accounting faculty.**
Federal income tax laws with emphasis on the regulations that relate to individuals and small business including state and local tax implications will be addressed. Preparation of tax forms and introduction to tax research are also addressed in this course.

ACCT 260 Computerized Accounting Using Peachtree (3-0) 3 Cr. Hrs.
Prerequisite: **ACCT 201.**
In this course you will gain hands on experience in setting up an accounting information system for a service, merchandising and manufacturing business using Peachtree software. This course will apply the financial accounting concepts learned in your previous courses using Peachtree software. Using the software you will create vendor, customer and employee accounts, record transactions in special purpose journals and the general ledger, create invoices, process payroll, create and print reports and perform bank reconciliations.

ACCT 262 Payroll Accounting (3-0) 3 Cr. Hrs.
Prerequisite: **ACCT 201 and CIS 120 or knowledge of Excel and Word.**
In this course you will gain first-hand experience in calculating payroll, completing payroll taxes, and preparing payroll records and reports. You will cover the various phases of the Social Security Taxes, Federal Income Taxes, State Income Taxes and Unemployment Compensation Insurance. You will complete a manual and computerized payroll simulation.

ACCT 263 Computerized Accounting Using QuickBooks (3-0) 3 Cr. Hrs.
Prerequisite: **ACCT 103 or ACCT 201 and CIS 120.**
The student will complete a comprehensive computerized software package for a small business company. This package shall include setting up a company, entering transactions which include accounts receivables, sales accounts payable, purchases, cash receipts and cash disbursements. The student will prepare bank reconciliations and financial statements. The student will generate payroll entries, print payroll tax returns, and payroll reports. Outside lab time is required.

ALLIED HEALTH EDUCATION

AHE 101 Introduction to Healthcare (1-0) 1 Cr. Hr.
Prerequisite: **None. AHE 101 must be taken prior to completing the first 12 credit hours of Nursing Programs.**
This course provides a comprehensive review of the healthcare industry. Trends and changes related to healthcare facilities, such as acute care hospitals, specialty hospitals, nursing homes, health maintenance organizations, hospice, and home healthcare will be covered. The course will also deal with the impact and use of computers in the delivery and documentation of healthcare and the role of the medical professional in response to the healthcare delivery system.

ANTHROPOLOGY

ANTH 112 Introduction to Anthropology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to the origin and diversity of humans, which includes the evolution of humans and their cultures, contemporary cultural diversity, linguistics and applied anthropology. Biological and cultural adaptations are emphasized.

ANTH 117 Introduction to Archaeology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a general survey of Archaeology and includes an overview of the history of the field and the basic theories and methods employed in the study of archaeological cultures. Cultures from around the world are used as examples.

ANTH 201 Cultural Anthropology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
A comparison of the ways of life for societies worldwide using anthropological theory and methods is provided in this course. Basic institutions of human society, such as kinship, religion, law, politics, and economics are examined to provide a better understanding of the diversity of contemporary societies. Course focuses on non-Western societies.

ANTH 211 Myth, Magic and World Religions (3-0) 3 Cr. Hrs.
Prerequisite: **ANTH 112 or ANTH 201 recommended but not required.**
This course will take an anthropological perspective to the study of religions which will include indigenous religions and religions that originated in Asia, India, and the Middle East. The role of contemporary religious movements in a rapidly changing world will be examined.

ANTH 214 Native American Traditions (3-0) 3 Cr. Hrs.
Prerequisite: **ANTH 112 or ANTH 201 recommended but not required.**
This course provides a survey of Native American cultures from both Native and non-Native perspectives. Social, economic, religious and artistic traditions will be examined. Course content includes a review of prehistoric origins as well as an evaluation of the effects of centuries of contact with people from Europe, Africa and Asia.

ARABIC

ARB 101 Elementary Arabic 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students who have no previous education in Arabic. The course will cover basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading, and writing. Through activities, emphasis will be placed on oral proficiency and communication. An appreciation of the cultures of the Middle East will be an integral part of the course.

ARB 102 Elementary Arabic 2 (4-0) 4 Cr. Hrs.
Prerequisite: **ARB 101 with a grade of 2.0 or better or one year of high school Arabic or consent of instructor.**
This course is a continuation of ARB 101 and continues to review the basic Arabic grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the cultures of the Middle East will be an integral part of the course.

ARB 201 Intermediate Arabic 1 (4-0) 4 Cr. Hrs.
Prerequisite: **ARB 102 with a grade of 2.0 or better; two years of high school Arabic; or consent of instructor.**
This course is a continuation of ARB 102 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the cultures of the Middle East will be an integral part of the course.

ARB 202 Intermediate Arabic 2 (4-0) 4 Cr. Hrs.
Prerequisite: **ARB 201 with a grade of 2.0 or better or three years of high school Arabic or consent of instructor.**
This course is a continuation of ARB 202 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the cultures of the Middle East will be an integral part of the course.

ART AND DESIGN

ART 105 Basic Drawing (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This studio course provides training in recording observed spatial and value relationships. Basic approaches to drawing and media are introduced. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 106 Basic Design 1 (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to the elements and principles of design. Students are assigned projects in various media which reinforce the effective application of design principles. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 109 Three Dimensional Design (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to the elements and principles of design as applied to the construction of three dimensional form. Students are assigned projects using a variety of materials including, but not limited to wood, clay and found objects. These projects are intended to stimulate and inspire effective application of the design principles to three dimensional art works. In addition to regular class time, students are required to spend three hours per week in a time flexible studio lab provided by the college.

ART 113 Art Education (3-0) 3 Cr. Hrs.
Prerequisite: **PSYCH 201 recommended.**
This course is a study of child growth and development through creativity. Students will study techniques and materials appropriate for use at various elementary grade levels. Emphasis will be placed on methods to stimulate children's creative interests. Students are required to make arrangements for observation of elementary classes during the latter part of the semester.

ART 115 Art History 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course examines the development of western art from prehistoric times through the Middle Ages with emphasis on various societies, artists, and art forms including painting, sculpture and architecture.

ART 116 Art History 2 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This art history course examines the development of western art from the early Renaissance through contemporary art with emphasis on various societies, artists, and art forms including painting, sculpture and architecture.

ART 118 Ceramics 1 (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Fundamentals of ceramics; study of materials and basic techniques in shaping, decorating and firing will be covered in this course. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 119 Ceramics 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 118.**
This course is a continuation of ART 118. Emphasis on good ceramic form; work with various types of ceramic materials; advanced techniques in shaping, decorating, and firing will be covered. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 125 Life Drawing 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 105 or consent of instructor.**
The major emphasis of this course is direct observation and expression of the human form using traditional media. Design and value relationships are studied, as are the superficial muscular and skeletal systems which affect surface form. Sessions on portraiture using an anatomical approach are included. Basic drawing concepts are reinforced through exploration of classic technique. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 126 Basic Design 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 106.**
This course is a continuation of ART 106 with emphasis on further development of concepts and refinement of skills. In addition to strengthening their own visual communication skills, students also learn to evaluate work of other artists and designers in terms of design cohesiveness. Students are required to spend three hours per week (in addition to regular class time) in a time-flexible studio lab provided by the college.

ART 201 Art Appreciation (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course provides an introduction to the vast subject of visual art, including the effect of culture and history on the lives, aesthetics and creations of artists, and an exploration of technique and media employed by artists throughout time.

ART 205 Life Drawing 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 105 and ART 125 or consent of instructor.**
This course is a continuation of ART 125 with emphasis on further development of concepts and refinement of skills. Students will refine their aesthetic, expressive approach to the human figure while focusing on limited media. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 211 Watercolor Painting 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 105 recommended or consent of instructor.**
Introduction to color composition as it relates to still life and landscape painting will be covered in this course. Students will practice the use of dry-brush and wet-wash techniques. Project completion and exhibition of works will take place at the semester end. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 212 Watercolor Painting 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 211.**
This course is a continuation of ART 211 providing for further investigation of water-based media, techniques, and processes. Studio experiences with emphasis on individual experimentation and visual imagery will be part of this course. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 218 Ceramics 3 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 119.**
An intermediate investigation of the art-making process using techniques specific to ceramics will be covered in this course. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 219 Ceramics 4 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 218.**
An intermediate investigation of the art-making process using techniques specific to ceramics will be covered in this course. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 236 Painting 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 105 recommended.**
This course introduces the student to fundamental painting techniques and processes through abstract, conceptual and representational imagery. Sessions on portraiture are included. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 239 Painting 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 236.**
This course is a continuation of Painting 1, providing for further investigation of the painting media and processes. Students will work toward developing a focused approach both thematically and technically. Individual experimentation will be emphasized. In addition to regular class time, students are required to spend three hours per week in a time-flexible studio lab provided by the college.

ART 243 Sculpture 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course focuses on the development of skills through exploratory experiences in sculptural media and techniques leading to the understanding of sculptural form and conception. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 244 Sculpture 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* ART 243.**
This course is a continuation of ART 243 providing for further exploration and application of sculptural media and techniques leading to the understanding of sculptural form and conception. This studio course requires a six-hour per week commitment, which includes three hours in a lecture/lab and three hours in the appropriate open lab.

ART 248 Portfolio Preparation (1-0) 1 Cr. Hr.
***Prerequisite:* ART 105, ART 106 and one of the following: ART 118, ART 125, ART 211, ART 236 or ART 243 or consent of instructor.**
This class enables the student to prepare a portfolio tailored to the specific entrance requirements of art schools and Bachelor of Fine Art Programs offered at 4-year colleges or universities. Strengths and weaknesses of existing student work will be addressed along with suggestions for possible further study to improve the content of the portfolio.

AVIATION MANAGEMENT

AVM 101 Perspectives in Aviation (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course provides the student with an overview of the courses taught in the aviation management program. Overview topics include the development of aviation, fundamentals of flight, basic navigation, meteorology, airport planning and management, corporate and maintenance, the basic elements of airport infrastructure, airspace and navigation, aircraft operators, types and manufacturers. Students will learn about the evolution of domestic and international regulatory structure and specifically about the dimensions of U.S. federal regulations designed to ensure aviation safety. An overview of various aviation businesses with focus on career opportunities will also be provided.

AVM 102 Aviation History (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course is structured to give the student a well-rounded review of the significant events, people, places and technologies in aviation as it progressed through history to the present day. The course will begin with a brief review of very early flight and then focus primarily on aviation advancements through the 20th century. Students will examine how the airline environment and general aviation are expected to change in the near future.

AVM 103 Aviation Meteorology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an in-depth study of the basic concepts and processes of atmospheric phenomena and their relation to aeronautical conditions. Included is a systematic analysis and interpretation of the following: thermal patterns, atmospheric moisture, horizontal and vertical pressure patterns, clouds, atmospheric circulation, local winds, tropical weather, stability, air masses, fronts, fog, icing, thunderstorms, jet streams and turbulence. Students will acquire a working knowledge of all pertinent national weather reports and forecasts available to pilots and aviation operations personnel. The interpretation and use of meteorological information by pilots will be related for all conditions studied.

AVM 104 Aviation Legislation (3-0) 3 Cr. Hrs.
Prerequisite: **AVM 101 or aviation related experience.**
This course provides an opportunity to study the evolution of federal civil aviation regulations in the United States and will touch briefly on the international perspective. Students will learn the basic Federal Aviation Administration (FAA) requirements, regulations and certifications associated with the dimensions of aviation from the perspective of aircraft design, manufacturing, maintenance, the pilot, the aircraft owner, and the various types of flight operations (airlines, freight operators, executive flight, private pilot flight), and airports. Students will obtain an overview of the detailed requirements and an understanding of how the Federal Aviation Administration (FAA) is organized and operates to interface all aspects of aviation. The course will also cover the requirements of Homeland Security affecting aviation.

AVM 201 Aviation Law (3-0) 3 Cr. Hrs.
Prerequisite: **AVM 104.**
This course covers legal principles governing the aviation industry. Students will gain an understanding of historical precedents, regulatory agencies and statutes, standards, contracts for aircraft leasing and purchase, liability and insurance, Federal Aviation Administration (FAA) enforcement and airline labor laws. Students will become familiar with sources of power available to federal, state and local governments to deal with the problems created by airport development and operation.

AVM 202 Aviation Maintenance Management (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course focuses on the organization, processes and operation of an aviation maintenance business. Students will learn about the types of maintenance businesses including airline maintenance, Maintenance Repair Overhaul (MRO) businesses, Original Equipment Manufacturer (OEM) maintenance, Fixed Base Operation (FBO), and airframe manufacturer maintenance. The course will include an overview of aircraft systems and basic maintenance requirements. Federal Aviation Administration (FAA) regulations and processes to ensure safety, quality and reliability associated with maintenance and repair will be covered. The perspective of the aircraft owner will also be discussed.

AVM 203 Airport Planning and Management (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introduction to airport facilities, airport operations, the business processes involved in managing an airport, and the development and maintenance of an airport master plan. The main focus will be on the typical large general aviation airport, but relevant differences will be explored for all airport sizes. The planning process will focus on the Federal Aviation Administration (FAA) advisory circular for airport planning. The course will also explore the relationship between the airport and the community, legislation affecting airports and planning, airport financing, and development/management of services. Emphasis will be on management functions, organizational aspects, administration, security and public safety.

AVM 204 Corporate Aviation Management (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 101.**
The course provides an overview of the management and operation of an executive aviation business or corporate flight department for on-demand air travel. Students will be introduced to topics that include the value of using on-demand air travel, business organization, government regulation, aircraft and equipment evaluation, maintenance, flight operations, administration, and fiscal considerations.

BIOLOGY

BIOL 050 Basic Biology (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is offered to students who seek to acquire the necessary background and skills to successfully complete a college-level biology course such as General Biology (BIOL 101). Emphasis is placed on basic terminology and concepts that contribute to an understanding of the scientific process and biological principles, such as the scientific method, basic chemistry, cell biology, metabolism, genetics, evolution, biological classification, and ecology.

BIOL 101 General Biology (4-3) 4 Cr. Hrs.
Prerequisite: **BIOL 050 or successful completion (2.0+) of introductory high school biology within the last five years.**
This course is a one-semester introductory course. This course introduces students to the scientific study of living organisms. Students will investigate biological concepts including the chemical basis of life, cell structure and function, metabolism, reproduction, genetics, evolution, biological diversity and classification, plant structure and function, animal structure and function, and ecology. Students attend four hours of lecture and three hours of laboratory each week. Science majors seeking to fulfill a two-semester introductory biology sequence should enroll in BIOL 120 and BIOL 130.

BIOL 103 Health Education (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course explores health and wellness including the effects of stress, physical fitness, nutrition, body weight, substance abuse, infectious diseases, and environmental factors. Other topics will include sexuality, cardiovascular health, cancer, chronic health conditions, and how to make informed decisions related to health.

BIOL 104 Conservation and Natural Resources (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course introduces the basic principles of conservation biology as they relate to our critical need as global citizens to preserve and protect biodiversity and natural resources. In addition to studying the causes of extinction, habitat loss and restoration, management of populations, communities and ecosystems, students also explore philosophical issues in conservation values and ethics. This interdisciplinary course integrates contributions from the fields of law, political science, economics, history, and sociology into the fundamental biological principles of conservation. Practical applications, personal stewardship, and globally sustainable solutions are emphasized.

BIOL 105 Basic Human Anatomy and Physiology (4-0) 4 Cr. Hrs.
Prerequisite: **Successful completion of, BIOL 050 or high school introductory general biology within the last five years.**
This course introduces fundamental terminology and concepts that will enable students to acquire a basic understanding of the structure and function of the human body. The anatomy and physiology of the major human organ systems and their association with health and disease is explored. BIOL 105 is intended for students in allied health programs that do not require a laboratory course in human anatomy and physiology.

BIOL 114 Basic Human Nutrition (1-0) 1 Cr. Hr.
Prerequisite: **None**
This course provides a basic study of human nutrition with emphasis on scientific principles, metabolism, and the requirements for nutrients. The role of nutrition in optimizing health throughout the human lifecycle will be explored. Disease processes that require special nutritional support are studied.

BIOL 115 Nutrition (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides a study of the nature and role of nutrition with emphasis on the changing needs in the human life cycle. The relationship between nutrition and health will be explored. Topics such as vegetarianism, food fads and fallacies, obesity, weight control, and food additives are studied.

BIOL 120 Principles of Biology 1 (4-3) 5 Cr. Hrs.
Prerequisite: **CHEM 111 recommended. Successful completion of high school biology and chemistry within last five years.**
This is the first course of a two-semester introductory biology sequence for students interested in transferring to a four-year institution to pursue a degree in biology or other science-related discipline. Together, BIOL 120 and BIOL 130 provide science majors with a comprehensive introduction to biology. In this course, students will attend four hours of lecture and three hours of lab each week to study the process of scientific inquiry, biochemistry, cell structure, membrane transport, metabolism, cell reproduction, molecular genetics, biotechnology, principles of inheritance, and evolution.

BIOL 130 Principles of Biology 2 (4-3) 5 Cr. Hrs.
Prerequisite: **BIOL 120 with 2.0+ grade point or consent of department.**
This is the second course of a two-semester introductory biology sequence for students interested in transferring to a four-year institution to pursue a degree in biology or other science-related discipline. Together, BIOL 120 and BIOL 130 provide science majors with a comprehensive introduction to biology. In this course, students will attend four hours of lecture and three hours of lab each week to study the evolution and diversity of living organisms, plant and animal anatomy and physiology, animal behavior, and ecology.

BIOL 140 Scanning Electron Microscopy (1-3) 4 Cr. Hrs.
Prerequisite: **None.**
This course will introduce the techniques necessary to prepare specimens, both organic and inorganic, for the Scanning Electron Microscope. The student will also become familiar with the principles and operating modes of the SEM and the x-ray analysis system, electron-specimen interactions, image processing, elemental analysis, effects of microscope variables on images, routine maintenance and the use of various microscope accessories and digital outputs.

BIOL 236 Human Anatomy and Physiology (4-3) 5 Cr. Hrs.
Prerequisite: **BIOL 101.**
This one-semester course covers the gross and microscopic anatomy and physiology of the integumentary, skeletal, muscular, nervous, special senses, endocrine, circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems of the human body. Weekly instruction includes four hours of lecture and three hours of laboratory. The laboratory portion includes the use of prepared histological slides, anatomical models, bones, dissection of preserved specimens, blood typing, spirometry, urinalysis and blood pressure measurement. Students will also have an opportunity to examine a dissected cadaver.

BIOL 237 Principles of Human Anatomy and Physiology 1 (3-2) 4 Cr. Hrs.
Prerequisite: **BIOL 101.**
This is the first course in a two semester sequence in the comprehensive study of the structure and function of the human body. Emphasis will be placed upon the anatomy and physiology of the integumentary, skeletal, muscular, nervous and endocrine systems. Labs reinforce units of study and include the use of prepared histological slides, anatomical models, bones, dissection of preserved specimens, and computer simulations. In addition, students will have the opportunity to examine a dissected cadaver to enhance anatomical studies. BIOL 237 and BIOL 238 are designed for the student who plans to pursue a career in the health or biomedical field. Students attend three hours of lecture and two hours of lab each week.

BIOL 238 Principles of Human Anatomy and Physiology 2 (3-2) 4 Cr. Hrs.
Prerequisite: **BIOL 237.**
The second course in a two semester sequence (continuation of BIOL 237) in the comprehensive study of the structure and function of the human body. Emphasis will be placed upon the anatomy and physiology of the circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems. Labs reinforce units of study and include the use of prepared histological slides, anatomical models, dissection of preserved specimens, blood pressure measurement, spirometry, urinalysis, and computer simulations. In addition, students will have the opportunity to examine a dissected cadaver to enhance anatomical studies. Students attend three hours of lecture and two hours of lab each week.

BIOL 240 Anatomy and Physiology Review (2-0) 2 Cr. Hrs.
Prerequisite: **BIOL 237 and BIOL 238 or BIOL 236 or equivalent or BIOL 105 or consent of instructor.**
This course is a review of the anatomy and physiology of the human body with special emphasis on the physiology of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is designed for students entering biomedical programs that require a review of the basic anatomy and physiology of the human body.

BIOL 243 Microbiology (3-4) 4 Cr. Hrs.
Prerequisite: **BIOL 101.**
This course covers the world of microbes including microbial structures and function, biochemistry, metabolism, genetics, control of microbial growth, immunity, classification and epidemiology. Laboratory techniques commonly used in microbiology, including microscope use, bacterial smears, staining methods, aseptic techniques, isolation of pure cultures, identification of unknown microorganisms, antibiotic testing, and others are utilized.

BIOMEDICAL ENGINEERING TECHNOLOGY

BMET 116 Biomedical Instrumentation Terminology and Safety 1 (2-1) 3 Cr. Hrs.
Prerequisite: **ELECT 127 or equivalent with minimum grade of 2.0.**
Students will acquire a knowledge of the language common to electronics and the medical profession based on spelling, pronunciation and definition of words and terms related to anatomy, medical equipment, electronic test equipment, and safety. They will become acquainted with the fundamentals of medical equipment and testing concepts. Students will be introduced to the field of Biomedical Engineering Technology as a career.

BMET 204 Biomedical Instrumentation Terminology and Safety 2 (2-2) 4 Cr. Hrs.
Prerequisite: **BMET 116 or equivalent with grade of 2.0.**
Corequisite: **ELECT 129 or equivalent with grade of 2.0.**
This course is intended to provide students with knowledge of medical equipment in the hospital setting, equipment management, equipment maintenance and other fundamental principals related to Biomedical Engineering Technology.

BMET 254 Biomedical Equipment Internship 1 (0-24/40) 3 Cr. Hrs.
Prerequisite: **BMET 116, ELECT 129, approval of the BMET Coordinator and a 2.0 GPA.**
This is the first cooperative assignment for a Biomedical Engineering Technology student who has completed the prerequisites for this course. Employment will be approximately 24 to 40 hours per week off campus in a technical capacity with a hospital or an employer in the biomedical field. The College and the employer will jointly evaluate the student, which will then serve as a basis for a final grade. A student on a BMET internship is considered a full time student with Schoolcraft College, with all rights and privileges of a full time student. (Usually 15 weeks)

BMET 255 Biomedical Equipment Internship 2 (0-24/40) 3 Cr. Hrs.
Prerequisite: **BMET 254, approval of the BMET Coordinator and a 2.0 GPA.**
This is the second cooperative assignment for a Biomedical Engineering Technology student who has completed one semester of internship. The conditions for assignment and evaluation are the same as for Biomedical Internship 1. The student is expected to handle an increased level of technical responsibility, and may possibly serve the internship at a hospital, medical equipment manufacturer, or a medical equipment service company. The College and the employer will jointly evaluate the student, which will then serve as a basis for a final grade. (Usually 15 weeks)

BUSINESS

BUS 101 Introduction to Business (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course introduces principles, problems and practices of business in areas of organization, management, information related management and e-business, labor, production, human relations, marketing, finance, insurance, regulation and government.

BUS 103 Organizing a Small Business (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to explore the advantages and disadvantages of entrepreneurship for those who may be considering starting, operating, or seeking employment in a small business. The course will emphasize the organization of the small business including the various forms of business ownership, business planning, starting the business, location, cash flow, and marketing concepts.

BUS 104 Operating a Small Business (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to explore the many considerations involved in owning and operating a small business. The course will emphasize the operation of a small business including insurance, employee relations, inventory control, purchasing, e-commerce, succession planning, financing, international business, legal, and ethical issues.

BUS 120 Strategic Selling (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Both the novice and the professional salesperson can benefit from this course. The personal selling process will be studied in detail, emphasizing topics ranging from prospecting and qualifying to closing the sale and after sale follow-up. Territory management, selling to organizational buyers and the techniques of ethical salesmanship will also be explored. Students will gain hands-on experience with the selling process through case studies, role playing exercises, and by creating a sales presentation for classroom demonstration.

BUS 122 Advertising (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course focuses on the information and skills required to create effective advertising. The student will learn to recognize effective advertising and gain an appreciation for the challenges advertisers face in trying to reach target audiences. The course also concentrates on market research, media strategy, integrated marketing communication, and the impact of advertising on consumer behavior.

BUS 123 Consumer Behavior (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course explores the background of consumer behavior from the viewpoint of the individual, households, society and culture. Insights to individual behavior like personality, motivation, and perception are covered. An exploration of social-cultural influences like economics, ethics, and multiculturalism will provide an understanding of local, regional, national, and global approaches to understanding consumers. In addition to consumer purchasing decisions, creating promotional strategies for customer retention and consumerism and public policy issues will be discussed.

BUS 161 Retail Principles and Practices (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course introduces basic elements of retail organization and operation. Problem situations related to retailing are identified along with specific applications of retail procedures.

BUS 201 Business Statistics (3-0) 3 Cr. Hrs.
Prerequisite: **MATH 113.**
Students will analyze data and apply statistical applications to solve practical research problems. Students will examine data sets, apply appropriate statistical tests, summarize results and draw conclusions from the data. Computer software is used to perform statistical calculations and generate charts and graphs.

BUS 202 Business Ethics (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an overview of business ethics including its importance and its impact on stakeholders and society. The course will explore emerging ethical issues, the institutionalization of business ethics, the decision-making process and implementing business ethics in a global economy.

BUS 204 Personal Finance (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a practical study of problems and solutions facing the consumer in today's society. The major areas that are covered in this course include personal budgeting, bank and financial institution comparison, strategies in the use and application of credit, insurance alternatives, housing alternatives, large item purchasing (such as automobiles) and occupational choices.

BUS 205 Personal Investing (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
A practical study of issues and solutions facing the investor in today's business environment. Major areas will be covered include the investment setting, participating in the stock, bond, futures, options, and real estate markets, industry analysis, and company evaluation. Also, the student will learn how to analyze and select these investment alternatives for individual portfolios.

BUS 206 Foundation of Business Information Technology (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 120.**
This course provides a review of current Business Information Technologies, examines the role and functions of these technologies, and offers an opportunity to explore current and future issues related to technology in business operations. Major areas addressed include: security, researching and selecting technologies, training issues and incorporating technology into an overall business plan.

BUS 207 Business Law 1 (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
In this course you will learn how a business is impacted by the legal environment. You will be introduced to the key principles of business law including contracts, sales transactions, legal processes of crimes and torts, consumer rights, and real-world cases showing these principles in action.

BUS 208 Business Law 2 (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 207 recommended.**
This course is a continuation of BUS 207 with emphasis on negotiable instruments, real and personal property, agency, partnerships, corporations, employment, and wills and estates.

BUS 215 Business on the Web (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 101 or equivalent.**
This course introduces the student to the key business and technology elements of electronic commerce. Both the theory and practice of conducting business over the Internet and World Wide Web are presented. The major topics include: planning and building a Web presence, marketing on the Web, business-to-business strategies, online auctions, legal/ethical/tax issues, Web server hardware/software, security, payment systems, and technology infrastructure.

BUS 217 Business Management (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 101 or consent of department.**
This course centers on the basic functions of the management process which are decision making, organizing, staffing, planning, controlling, communicating, and directing.

BUS 220 Supervision (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
In this course you will discover how to become a successful and respected supervisor in the current contemporary workplace. Besides assessing your current supervisory traits, you will develop new skills addressing leadership, staff motivation, effective communication methods, problem solving techniques, time management, multitasking, and human relations. You will explore real-world situations and learn strategies to overcome a variety of challenges facing supervisors in a global and diverse workplace.

BUS 221 Statistical Inference for Management Decisions (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 201.**
The course is an in-depth study of Probability and Statistics. The course concentrates on decisions based on statistical data and is a logical subsequent course to BUS 201 Business Statistics.

BUS 226 Principles of Marketing (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 101 or consent of department.**
In this course you will learn an integrated analytical approach to the marketing process and essential economic principles as they apply to the marketing process. You will also be introduced to the relationships of marketing decisions, marketing research, consumer behavior, product strategy, channels of distribution, promotion, and pricing.

BUS 230 Human Resource Management (3-0) 3 Cr. Hrs.
Prerequisite: **BUS 101 or consent of department.**
In this course, you will be introduced to the dynamic role of human resource management in supporting an organization's mission and objectives. You will explore the legal influences on selecting, managing, and retaining human resources. You will prepare valid selection instruments and conduct effective interviews and performance reviews. We will discuss contemporary employment issues and global human resource concerns. You will become knowledgeable about the various systems and practices to help build a skilled and motivated workforce.

BUS 240 International Business (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course focuses on the latest theories and concepts in international business while emphasizing the leading role culture plays in global commerce. The issues and challenges confronting international companies are explored along with the various strategies companies may pursue.

CHEMISTRY

CHEM 051 Basic Chemistry (4-2) 4 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent.**
This is an elementary course in chemistry for students who have not had high school chemistry or who wish to review basic chemical concepts. This course provides an introduction to chemical measurement, basic definitions and laws, chemical nomenclature and equations, calculations based on chemical equations, atomic theory, the Periodic Table, solutions, acids, bases, gases, and organic chemistry.

CHEM 100 Introduction to the Chemistry of Food for Culinary Arts (3-2) 4 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **Students must be enrolled in 100 level or above core culinary classes.**
This course is designed to familiarize the culinary arts student with a basic understanding of scientific principles as they apply to foods and culinary processes. The course will include a basic introduction to various aspects of chemistry. Classes of foodstuffs will be examined on a molecular level to ascertain an understanding of the interactions that occur in culinary applications. The laboratory portion of the course will emphasize the relationships between chemical principles/techniques and food preparation.

CHEM 111 General Chemistry 1 (4-3) 4 Cr. Hrs.
Prerequisite: **CHEM 051 or equivalent with a grade of 2.0 or better. MATH 113 or equivalent. Math may be concurrent.**
This course is designed as a first course in a traditional one-year program in general college chemistry and includes a review of fundamental concepts such as symbols, formulas, chemical equations, laws of chemical combination, and physical and chemical properties. Atomic and molecular structure, bonding, stoichiometry, periodicity, gases, solutions, acids and bases, and electrochemistry and oxidation-reduction are also covered in this course.

CHEM 117 General Chemistry 2 and Qualitative Analysis (4-4) 5 Cr. Hrs.
Prerequisite: **CHEM 111 with a grade of 2.0 or better or consent of department.**
This course is the second course in a traditional one-year general college chemistry program and includes the study of kinetics, solution equilibria, solubility equilibria, hydrolysis, coordination compounds, thermodynamics and qualitative analysis. A brief introduction to organic chemistry and nuclear chemistry is also included. Laboratory work correlates with lecture and stresses the identification of common cations and anions by semi-micro methods.

CHEM 120 Organic and Biochemistry (3-3) 4 Cr. Hrs.
Prerequisite: **CHEM 111.**
This course is an introduction to both organic chemistry and biochemistry. Major topics covered include structures, functions, and reactions of organic and biological compounds; the chemistry of metabolic processes; enzymatic processes; and related topics. The laboratory portion of the course includes exercises in organic and biochemistry designed to reinforce lecture topics.

CHEM 213 Organic Chemistry 1 (4-4) 5 Cr. Hrs.
Prerequisite: **CHEM 117 with a grade of 2.0 or better or consent of department.**
This is the first semester of the 2-semester sequence of Organic Chemistry. Course content emphasizes bonding and structure of carbon compounds, as well as a mechanistic understanding of organic reactions. Other topics include standardized nomenclature, acid-base behavior of organic molecules, classification of compounds based on functional groups and their characteristic reactions, and structure/properties relationships. The laboratory portion of the course covers a range of techniques fundamental to the practice of organic chemistry. Students are also introduced to the use of modern spectroscopy for structural determination.

CHEM 214 Organic Chemistry 2 (4-4) 5 Cr. Hrs.
Prerequisite: **CHEM 213 with a grade of 2.0 or better or consent of instructor.**
This course is a continuation of CHEM 213 with emphasis on mechanisms of organic reactions and interpretation of spectra. Lab work will emphasize preparation of organic compounds through multi-step synthesis.

CHILD AND FAMILY SERVICES

CCD 100 Introduction to Child Welfare Services (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Students will receive wide exposure to community agencies and resources available to children and youth. There will be focus on identifying needs of children and methods through which those needs are met by the community when parents are unable to do so or need assistance.

CCD 101 Preschool Child Care (3-0) 3 Cr. Hrs.
Prerequisite: **CCD 116 or consent of department.**
Corequisite: **CCD 150 if not previously taken.**
This course is designed to assist students in understanding the needs of the preschool child and methods by which they are met. There will be a focus on stages of development, typical behaviors, curriculum development, and implementation. Observational skills will be sharpened, with concentration on signals alerting students to the children's levels of functioning.

CCD 102 Foundations of Early Childhood Education (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Students will be provided a general overview of Early Childhood Education. This review includes an introduction to early childhood education, theories of child development, information on key organizations, relevant laws and regulations, discussion on opportunities within this field, the NAEYC code of ethical conduct, core competencies for the field and developmentally appropriate practices. Students will spend time observing a variety of early childhood programs.

CCD 105 Introduction to Developmental Disabilities (3-0) 3 Cr. Hrs.
Prerequisite: **CCD 216.**
Corequisite: **CCD 216 if not previously taken.**
This course is designed to introduce students to the health and developmental problems of persons with cognitive impairment (CI). Emphasis is placed on gaining knowledge of the various syndromes typical in CI populations and learning to recognize medical symptoms. Attention will also be given to developing an understanding of prescribed drugs and their side effects, as well as infectious diseases.

CCD 113 Special Educational Programs and Supported Living (3-0) 3 Cr. Hrs.
Prerequisite: **CCD 216.**
Corequisite: **CCD 216 if not previously taken.**
Students will become familiar with considerations of placement and training of persons with cognitive impairments, emotional impairments, learning impairments and physical handicaps. Attention will be given to the theory and principles of normalization and appropriate community support. The course will cover the operation and maintenance of supportive living environments. In addition, current laws and regulations regarding licensing, equipping and maintaining the physical plant, staffing, food services, health and social services, budgeting and program development will also be addressed.

CCD 115 School-Age Child Care (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 116 or consent of department.**
***Corequisite:* CCD 150 if not previously taken.**
This course is designed to identify the developmental tasks of middle childhood (ages 6-12) and suggest ways that caregivers can help foster healthy growth and development. Emphasis will be on understanding the needs of the school-age child and methods by which they are met.

CCD 116 Child Development (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course is designed to provide students an overview of life from its beginning through emerging adulthood. The course will concentrate on physical, cognitive, social and emotional development in the prenatal, infancy, toddler, preschool, middle childhood and adolescent periods.

CCD 118 Infant and Toddler Care (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 116 or consent of department and CCD 150.**
***Corequisite:* CCD 150 if not previously taken.**
This course is designed to prepare students to provide care for infants and toddlers in group care settings. Students will learn the essential ingredients in infant and toddler care and will learn to match caregiving strategies to very young children as they develop. A holistic emphasis focuses on the development of a curriculum which provides for the physical, emotional, social, and cognitive development of infants and toddlers.

CCD 121 The Adolescent (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 116 or consent of department.**
In this course the student will explore major theories in adolescent development and use the theoretical constructs to understand adolescent behavior. Students will recognize the contributing factors which lead to the development of a stable identity hierarchy and the development of responsibility in adolescence.

CCD 126 Creative Activities (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
The purpose of this course is to introduce students to the stages of creativity development in children. Open-ended process art and creative activities will be emphasized that are appropriate for young children and persons with developmental challenges. Lab experiences are incorporated into this course.

CCD 130 Learning Disabilities (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 216.**
***Corequisite:* CCD 216 if not previously taken.**
This course is designed to acquaint the student with the perceptual and learning issues of learning disabled children and special education programs in the public school which provide specialized learning situations for them. The diagnosis of disorders of visual and auditory perception, language, motor coordination, cognition, and attention deficit related to the learning processes are discussed, as well as specific recommendations for remediation and implications for school planning.

CCD 140 Emotional Impairment (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 216.**
***Corequisite:* CCD 216 if not previously taken.**
The purpose of this course is to acquaint students with concepts and materials related to the education of children with emotional impairments. The major theories related to causes and treatment of emotional and behavior problems will be covered.

CCD 150 Child Care Practicum 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 116 or consent of department.**
Students will have supervised experience working directly with children and youth in settings such as child development centers and group homes. They will have the opportunity to integrate classroom material and personal life experiences with on-the-job experience and evaluate the experiences of children in light of the concepts they have learned. Emphasis will be placed on observing and reporting activities of the children.

CCD 155 CDA Assessment Preparation (1-0) 1 Cr. Hr.
***Prerequisite:* CCD 101 or CCD 118, CCD 102, CCD 116, CCD 150, and CCD 221.**
To be awarded the CDA credential a Candidate must present evidence to The Council for Early Childhood Professional Recognition of his/her competence as a child care provider/educator. This course is designed to support the CDA Candidate in preparation for the final assessment process.

CCD 200 Child Care Practicum 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 101 and CCD 150**
This course provides continued supervised experience working directly with children and youth in child development settings. Students will have increased responsibility planning and implementing activities for children. Emphasis will be placed on working as a contributing member of a teaching team. Students will spend 150 hours over the course of the semester in their approved practicum placement.

CCD 211 Children and Youth in Groups (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 150.**
***Corequisite:* CCD 150 if not previously taken.**
The course is designed to introduce students to the role of social competence in the lives of children. Students are introduced to the principles of group functioning and techniques of helping children become accepted members of peer groups. Behavior modification principles and strategies are examined. Emphasis is placed on respecting children and understanding influences on their behavior.

CCD 214 Operation and Maintenance of a Child Care Facility (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will cover methods of operating and maintaining a child care facility. Included will be current laws and regulations regarding licensing, accreditation, equipping and maintaining the physical plant, staffing, food services, health and human services, budgeting, and program development.

CCD 215 Methods and Curricula for Persons With Developmental Disabilities (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will familiarize the student with the theoretical approaches of education for persons with special needs including a survey of various curricula.

CCD 216 The Child With Special Needs (2-2) 3 Cr. Hrs.
***Prerequisite:* None.**
This course is designed to introduce students to the topic of children with special needs. Included is the exploration of cognitive impairments, emotional impairments, learning impairments, visual and hearing impairments, and orthopedic and or other health impairments.

CCD 218 Practicum 2—Special Education Focus (3-0) 3 Cr. Hrs.
***Prerequisite:* CCD 116, CCD 150 and CCD 216.**
Continued supervised experience working directly with children and adults with special needs in educational and group settings. Students will have increased responsibility providing and implementing activities for children and adults with special needs. Emphasis will be placed on working as a contributing member of a teaching team. Student will spend 150 hours over the course of the semester in their approved practicum placement.

CCD 221 Early Literacy and Numerical Thinking (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course explores literacy and numerical thinking in early childhood. An emphasis will be placed on constructivist and sociolinguistic views of learning. Experiential exercises and reading will provide students with opportunities to plan developmentally appropriate learning activities, to record observations of children, and to generate developmental analyses that support literacy and numerical thinking development.

CCD 224 Emerging Educator (1-0) 1 Cr. Hr.
***Prerequisite:* By consent of the department.**
A required conclusion to the Schoolcraft College Child and Family Services Associate Degree Programs. This capstone course is designed for students to demonstrate competencies in their designated program of study of early childhood or special education. In the Emerging Educator course students will present evidence of skills and knowledge gained through the program.

CHINESE

CHIN 101 Elementary Chinese 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students who have no previous education in Chinese. The course will cover basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Chinese culture will be an integral part of the course.

CHIN 102 Elementary Chinese 2 (4-0) 4 Cr. Hrs.
Prerequisite: **CHIN 101 with a grade of 2.0 or better or one year of high school Chinese or consent of instructor.**
This course is a continuation of CHIN 101 and continues to review the basic grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Chinese culture will be an integral part of the course.

COLLEGE AND BEYOND

CAB 101 Student Success (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to increase students' learning potential and success in college and beyond. Each student will actively explore learning strategies and attitudes that lead to improved grades and employability. Topics covered in the course include college language and resources, time/task planning, critical thinking, study techniques, uses of the e-portfolio, self reflection, and exploring attitudes and dispositions successful students bring to a learning environment. Each student will learn to apply the principles covered in this course to other college course work.

COLLEGIATE SKILLS

COLLS 045 ESL Reading and Word Power (3-1) 4 Cr. Hrs.
Prerequisite: **None.**
This course focuses on developing vocabulary and comprehension skills in group and lab settings for the international student. Students will explore and develop reading strategies to improve efficiency and understanding.

COLLS 049 Critical Reading and Thinking Applications for the International Student (3-1) 4 Cr. Hrs.
Prerequisite: **COLLS 045 or appropriate reading placement score.**
This course is designed to prepare international students to successfully handle college level reading assignments. Reading comprehension techniques and second language vocabulary development strategies are emphasized using a variety of materials. Culturally appropriate techniques will be applied to selected materials and textbooks students are currently using.

COLLS 050 College Reading (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course focuses on developing vocabulary and comprehension skills in group and lab settings. Students will explore and develop reading strategies to improve efficiency.

COLLS 053 Critical Reading and Thinking Applications (4-0) 4 Cr. Hrs.
Prerequisite: **COLLS 050 or appropriate reading placement score.**
This course is designed to prepare students to successfully handle college level reading assignments. Reading comprehension techniques and vocabulary development strategies are emphasized using a variety of materials. Techniques will be applied to selected materials and textbooks students are currently using.

COLLS 105 Learning Skills (1-0) 1 Cr. Hr.
Prerequisite: **Consent of department.**
This course is designed to provide students with the learning skills and support necessary to successfully balance academic and other life demands. Students will apply techniques to their personal situations and course load requirements.

COLLS 110 Learning Skills LD (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course is designed to provide students who have learning disabilities with the learning skills and support necessary to successfully balance academic and other life demands. Students will apply techniques to their personal life situations and course load requirements.

COLLS 111 Electronic Portfolio (1-0) 1 Cr. Hr.
Prerequisite: **None.**
This course introduces the Schoolcraft College Electronic Portfolio. Students will engage the college learning experience by 1) growing an awareness of the college's expectations that they will acquire the attitudes, skills, knowledge and ability characteristic of generally educated persons, 2) understanding the changing nature of the college learning focus from acquisition of courses and credits to providing demonstrable evidence of their learning outcomes, and 3) starting the process of creating their personal electronic portfolios as the primary vehicle for showcasing their demonstrable evidence. Students will leave the course with some experience in the college learning environment, knowing the kind of expectations they will meet in their courses and programs, and the beginnings of their own Schoolcraft College Electronic Portfolio on electronic media.

COLLS 130 Applied Learning Theory for Nursing Majors (3-0) 3 Cr. Hrs.
Prerequisite: **COLLS 053 or college level reading placement score and BIOL 050.**
This course is designed to prepare pre-PN and RN students for demands of the nursing program. Emphasis will be placed on developing and applying critical reading, thinking, and learning strategies to nursing content. Topics covered in the course are reading speed/comprehension, reading study system, lecture note taking, time/goal management, test preparing/test taking, and communications skills.

COLLS 211 Electronic Portfolio—Exit Course (1-0) 1 Cr. Hr.
Prerequisite: **COLLS 111.**
This course concludes the process of building the Schoolcraft College Electronic Portfolio begun in COLLS 111. Students will review their college learning experience as well as collect, organize, and reflect upon evidence that they have developed attitudes, skills, knowledge, and abilities associated with a generally educated person during that experience. Students will create personal program-level portfolios following the college's specified guidelines that demonstrate their academic achievements and showcase what they have to offer as Schoolcraft College graduates. The college may select a sample of the portfolios produced for assessment of institutional or program outcomes.

COMMUNICATION ARTS

COMA 103 Fundamentals of Speech (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course develops essential skills through directed practice in a variety of speech situations and furnishes basic knowledge necessary for intelligent speech improvement; stress is on speaker's ideas, attitudes, and audience adjustment.

COMA 200 Interpersonal Communications (3-0) 3 Cr. Hrs.
Prerequisite: **COMA 103 or consent of instructor.**
This course provides study and practical application exercises in the basic elements of interpersonal communication with emphasis on self-concept, perception, meanings, listening, feedback, defensive communication barriers, and nonverbal communication. Special attention will be given to improving interpersonal communication skills.

COMA 201 Discussion (3-0) 3 Cr. Hrs.
Prerequisite: **COMA 103 or equivalent.**
This course conveys a better understanding of human affairs. The student will review attitudes and skills for effective participating in discussion; including cooperative thinking, exchange of ideas, and problem solving.

COMA 205 Argumentation and Persuasion (3-0) 3 Cr. Hrs.
Prerequisite: **COMA 103.**
This course is a journey into the theories and practices of argumentation and persuasion from the classical to the contemporary period. Understanding of structure and the use of logic and evidence when presenting in a persuasive situation will be explored.

COMA 210 Communication for Leaders (3-0) 3 Cr. Hrs.
Prerequisite: **COMA 103.**
This course is an exploratory examination of the leadership role within today's professional arena. The course is designed as an overview to develop communication awareness and effectiveness in teams of leaders within the community, corporate interviews, small group discussions and problem-solving in staff meetings and presentations as well as an examination of communication barriers.

COMA 230 Introduction to Mass Communication (3-0) 3 Cr. Hrs.
Prerequisite: **COMA 103.**
Understanding media in today's world is more than a scholarly exercise; it is a necessary survival skill in a world that has been utterly changed by mass communication. All students, whether they will be practitioners, critics, or consumers, have to be able to analyze the ways in which mass media is being used to change the world. This course provides the tools needed to accomplish this analysis.

COMPUTER AIDED DESIGN

CAD 101 Introduction to Computer Aided Drafting (2-2) 3 Cr. Hrs.
Prerequisite: **Drafting experience and consent of department.**
This course is designed for the experienced drafter who wants to obtain some CAD skills. Topics to be covered will include 2D drawing creation, drawing editing and plotting as well as view manipulation. In addition, the student will learn the basics about file saving, retrieving and copying.

CAD 103 Engineering Graphics (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to introduce the student to the basic concepts and standard practices necessary for the graphical communication of technical data which includes the reading, interpretation and creation of engineering drawings, technical sketching and introduction to computer-aided drafting (CAD). Topics introduced include orthographic projection, pictorials, sectioning, auxiliary views, dimensioning, tolerancing, surface finish and fasteners. This course is designed for the transfer Engineering student and as an introductory course for those who are considering a career as a mechanical or tool designer.

CAD 105 Mechanical Engineering Drawing (3-2) 4 Cr. Hrs.
Prerequisite: **CAD 103 or equivalent.**
This course is designed to teach the student the concepts and standard practices involved in the creation of drawings/files/models. Sketching and computer-aided drafting (CAD) will be the tools for communicating mechanical product information. The student will be expected to create 2D drawings and simple 3D models. Topics to be covered will be projection methods for creating orthographic, auxiliary and sectional views, 3D models and full detail and isometric drawings with untoleranced dimensions, symbols and notes. The focus will be utilizing the CAD system to create mechanical engineering prints. This course is designed for those who have chosen a career as a mechanical or tool designer.

CAD 106 Advanced Drawing Views and Descriptive Geometry (3-2) 4 Cr. Hrs.
Prerequisite: **CAD 103 or equivalent.**
This course is designed to teach the student advanced skills in drawing view creation. Sketching and computer aided drafting (CAD) will be the tools for communicating mechanical product information. Topics to be covered will include projection methods for creating orthographic, auxiliary and section views. Descriptive Geometry will be used to solve advanced drawing problems. This course is designed for those who have chosen a career as a mechanical or tool designer.

CAD 107 Detailing (2-4) 4 Cr. Hrs.
Prerequisite: **CAD 106 or equivalent.**
This course is designed to teach the student the concepts and standard practices involved in the creation of detail and assembly drawings. Geometric Dimensioning and Tolerancing (G.D. and T.) philosophy will be employed for controlling variations. Sketching and computer-aided drafting (CAD) will be the tools for communicating mechanical product and tool information. The student will create 3D models and 2D drawings. Simple assemblies will be constructed and analyzed using previously created parts. Topics to be covered will be dimensioning standards and practices, tolerancing methods, tolerance stack-up evaluation, G.D. and T. methods, 3D modeling, 2D and data extraction from 3D models.

CAD 211 CATIA—Level 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This first level CATIA course will cover the basics of creating, editing and storing 3D models. The construction and constraining of assemblies will be covered as will the creation of detail and assembly drawings using the drafting package.

CAD 212 CATIA—Surfacing (2-2) 4 Cr. Hrs.
Prerequisite: **CAD 211 or equivalent.**
This course is designed to present higher level part modeling commands for CATIA Modeler. Particular attention will be paid to surfacing.

CAD 213 CATIA—Knowledgeware (1-1) 2 Cr. Hrs.
Prerequisite: **CAD 211 or equivalent.**
This course is designed to introduce the student to the capabilities of CATIA Knowledgeware. CATIA Knowledgeware allows the capture and integration of corporate design knowledge within CATIA parametric models.

CAD 221 SolidWorks—Level 1 (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This first level SolidWorks course will cover the basics of creating, editing and storing 3D models. The construction and constraining of assemblies will be covered as will the creation of detail and assembly drawings using the drafting package.

COMPUTER ASSISTED MANUFACTURING

CAM 103 Computer Numerical Control (CNC)—Programming (2-2) 3 Cr. Hrs.
Prerequisite: **MFG 102 or basic knowledge of Mastercam.**
Students will further their CNC skills by using a CAD/CAM Mastercam software to generate CNC coding for mills and lathes. Using Mastercam involves three steps: First, the student will use Mastercam's CAD program to create the part geometry; secondly, the CAM program will be used to program machine information (feed rate, spindle speed, coolant control command, etc.); and finally, a postprocessor will be used to generate CNC coding. Also, tool paths will be verified by using a graphical (animation) solid-model tool path verification to detect potential machining errors. The students will also study drilling, solid modeling, pocketing, and circle boring.

CAM 201 Coding and Materials Processing (0-5) 5 Cr. Hrs.
Prerequisite: **MFG 102 or equivalent.**
This course prepares the student to understand the procedure to download an existing computer numerical program (CNC) from a CAD drawing to a CNC controller. Through the use of computer simulation students will learn: to evaluate correct machining practices, to use an operator's panel control for editing CNC programs, and to troubleshoot an existing program using either a controller panel or computer. Projects will be assigned to facilitate mastery of advanced programming commands and procedures.

CAM 205 CAD/CAM—Computer Aided Machining (0-4) 3 Cr. Hrs.
Prerequisite: **CAM 103 or extensive knowledge in 2D Mastercam Design.**
The student will use CNC Mastercam software program. This course will address the following machining variables: machining parameters, constructing wire frame models, generating surface models with tool paths, engraving artworks and solid modeling. Operational parameters will be calculated to determine operating capacity of a cutting tool, spindle horsepower, the affects of different types of work piece material, and rigidity of the part and respective fixture. The student will learn how to generate coding for 3D wire frame and multi-axis composite surfaces using various modeling techniques.

COMPUTER GRAPHICS TECHNOLOGY

CGT 109 Design Concepts and Technology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
In order to succeed in any discipline within the Computer Graphics field students must have a strong sense of design. This course covers both the theoretical and the practical aspects of design theory, design process and software application. This course includes an introduction to design elements and principles- how they work together to create effective communication. It includes an understanding of typography, grid systems and color theory including physiological, emotional and cultural variations. Materials include a look at human perception and Gestalt theory to foster an understanding for visual communication. A variety of application programs are introduced in order to explore proper file types and tools and the strengths and limitations of a variety of digital media. The computer graphics industry is explored and resources are provided for concept development and job search; along with a brief introduction to intellectual property rights. This course provides foundation skills for all classes within the CGT curriculum. In this course students will use software at an introductory level, exploring vector and bitmapped images, page-layout, animation and interactive website development. Projects and exercises are designed to allow students to do both short skill building exercises and more complex larger works.

CGT 123 Illustration—Illustrator (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 109 (may be taken concurrently).**
This course is intended to introduce students to the field of graphic design and illustration using professional computer drawing software. Emphasis is on learning the software and on applying basic design skills to the computer generated image. Students are instructed in the fundamentals of drawing on the computer, working with color, working with type, and combining type and image for effective communication. Students are expected to be familiar with basic functions of the computer before beginning the class.

CGT 125 Digital Imaging 1—Photoshop (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 109 (may be taken concurrently).**
This course introduces students to the field of digital imaging and electronic photographic manipulation using Adobe Photoshop. Emphasis is placed on developing strong software and digital imaging skills plus reinforcement of design and creative skills. This will be accomplished through a series of progressively challenging assignments, which mirror professional studio projects. The class will progress the student's skills from basic application knowledge to advanced image manipulation techniques. The assignments will be applicable for both print and screen based imagery. Students are expected to have some computer experience and be familiar with basic functions of the computer before beginning the class.

CGT 127 Publishing—InDesign (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course introduces students to the field of publishing design using Adobe InDesign. Emphasis is on learning the software and on applying basic design skills to computer generated design. Students will have the opportunity to learn the fundamentals of page-layout, typography, working with color and color separations, and preparing documents for printing. Students are expected to have some computer experience and be familiar with basic functions of the computer before beginning the class.

CGT 135 Web Graphics (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 125.**
This course covers techniques for creating and designing graphical layouts for future use on the web. The student will learn the principles of design and functionality as it pertains to web site design and layout and how to create the different image types that current web browsers support. The student will also be instructed on the methods of deconstructing a design to generate optimized image assets that can be used later in the implementation of a web sites construction. In addition, skills in design image optimization techniques, color theory and an understanding of multiple platform, operating systems and browser limitations are covered.

CGT 141 Introduction to Interactive Media and Game Design (3-0) 3 Cr. Hrs.
Corequisite: **CGT 125.**
This course is an introduction to the creation of computer games and other interactive media. Students will learn how to make basic 2D animations and use basic scripting techniques to make interactive projects for CD-ROM and kiosk based projects. Emphasis will be on solving the special design and production problems encountered when creating non-linear projects, along with animation techniques, basic scripting, memory management, importing/exporting considerations, basic sound and video, project management, and production planning.

CGT 149 Typography (3-0) 3 Cr. Hrs.
Corequisite: **CGT 123.**
This course introduces the graphic design student to the principles of typography by investigating letter forms as both an element of design and as a medium of communication. Concentration is on typeface identification, effective use of type to convey information, measuring systems, and application of typography to computer graphics.

CGT 154 Sound Editing for Graphic Artists (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to the basic concepts of sound production for computer and video based delivery systems. Also emphasized are the necessary hardware/software, sound recording and editing, file management and transfer, and aesthetic considerations.

CGT 157 Prepress (2-0) 2 Cr. Hrs.
Prerequisite: **CGT 123, CGT 125 and CGT 127.**
Every successful piece of graphic design succeeds on both the technical and conceptual level. This course focuses solely on the technical—or execution—part of graphic design as it relates to printed material. Students will have the opportunity to learn how commercial printing is done and how the printing process imposes limits on graphic design. Students will learn how to work with printers to achieve the best possible results.

CGT 161 History of Graphic Design (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course introduces the student to the history of graphic design and its application as a form of mass communication. Students examine how social, cultural, and technical considerations have influenced the way information is designed for publication. Students learn how an understanding of historical, cultural and social influences leads to more effective graphic design in the modern world.

CGT 162 XHTML—CSS Standards (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course introduces the student to the unique design principles and W3C standards for electronic screen design. Designing for the World Wide Web or for an interactive computer screen requires a new look at design principles. This course compares traditional paper design to electronic screen design. Students will design and code basic Web sites utilizing XHTML and Cascading Stylesheets (CSS); with an emphasis on access and semantic markup.

CGT 166 Photography (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course is designed to instruct the student on photographic principles that affect exposure, image structure, composition, printing and the interface with digital media. Students will experience hands-on photography sessions that demonstrate lighting, visual effects and composition development based on contrast and focal point awareness. In conjunction with the camera, the student will explore advanced digital imaging options, the zone system and creative merging techniques. Course materials are designed for the student pursuing a graphic design career. The student will be required to have a 35mm camera and is responsible for film and processing costs or digital equivalent.

CGT 168 Storyboarding (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 166.**
This course provides the student a working knowledge of storyboarding. It integrates creative expressions, emotional impressions and production processes into a cohesive conclusion. It provides the student an opportunity to expand a creative understanding of audio, cinematography, lighting, and staging. Storyboarding is a basic need for the student pursuing careers in multimedia, interactive and performance arts.

CGT 206 Scripting for Interactive Media and Game Design (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 141.**
This is an intermediate course in the creation of computer games and other interactive media projects. Emphasis in this course is on advanced scripting techniques required to produce effective and highly interactive games or projects for CD-ROM or computer based projects. Emphasis will be on scripting techniques to control navigation, animation, sound, video, and memory management.

CGT 208 Digital Video Production (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 123, CGT 125 and CGT 168.**
This course will expand the students understanding of digital non-linear editing. Students will learn how to manipulate digital media: digital video and audio, scanned images, and digitally created artwork and animations stored in several formats. Students will use programs such as Adobe Premiere or other application to arrange digital source files sequentially, add transitions and effects, and create graphics and 2D animation.

CGT 211 Flash (3-0) 3 Cr. Hrs.
Prerequisite: **Experience with a vector-art drawing program. CGT 123 may be taken concurrently.**
This course provides the student with an introductory knowledge of working with Flash. Flash is a vector-based design program for the creation of animation, games, and interactive components for use on the internet. Students will focus on the creation of basic animation and navigation components for use on the internet as well as for stand alone projects.

CGT 212 Flash Action Scripting (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 211 or equivalent experience with Flash.**
This course provides an in-depth exposure to the Flash Action Scripting language. Students will learn to write scripts which extend and enhance the capabilities of the Adobe Flash software. During the semester, each student will design and produce a complex, highly interactive project such as a Web site, computer game, or computer-based training module. Students should have a working knowledge of Flash before beginning this class.

CGT 215 Motion Graphics 1—After Effects (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 109, CGT 123 and CGT 125.**
Corequisite: **CGT 168.**
This course develops creative freedom and control for designing sophisticated motion graphics and visual effects for film, video, multimedia and the Web. Students will integrate previously learned applications into motion-graphics using Adobe After Effect and/or related applications. Students will develop an understanding of motion control and keying capabilities plus audio and visual effects.

CGT 226 Digital Imaging 2—Photoshop (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 109, CGT 123 and CGT 125.**
This course will further explore the uses of photography and the digital image in the field of graphic design. Students will learn how object oriented graphics programs can interface with bitmap oriented programs such as Photoshop. Students will make extensive use of scanners and digital cameras to design and create graphic design projects including artwork for Web pages and multimedia applications.

CGT 231 Electronic Publishing (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 109, CGT 123, CGT 125 and CGT 127.**
Corequisite: **CGT 226.**
This course emphasizes the integration of design and software skills to create more effective layouts for print media. Students will explore photography and digital imaging, illustration, graphic design and page layout. Students learn to use type effectively, create and integrate images and type, set up projects for printing, and apply design principles to create effective and readable documents. Instruction in advanced software techniques and in the use of a variety of peripherals is featured. Emphasis will be on the application of software and design skills to a variety of realistic graphic design projects.

CGT 236 Web Design (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 135 and CGT 162.**
This course emphasizes the integration of design principles and software skills to create effective Web sites. Students will focus on advanced design and development features such as Web site Architecture, XHTML, Cascading Style Sheets, Tables (for tabular data display), Form and embedding various media types such as Flash and Video. Students will apply software and design skills to realistic Web design projects. Students will explore the World Wide Web: how the Web works, common browsers, assembling Web sites and transferring local files to a remote live web server. Adobe Dreamweaver or other current web authoring/editor software will be used. The student will look at on-line design considerations, such as download times, optimizing file size, file formats, file organization and site usability.

CGT 237 Dynamic Web Design With ColdFusion (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 236.**
This course provides advanced Dynamic Web development utilizing the most recent versions of Adobe's ColdFusion and Dreamweaver. Topics covered will include scripting in CFML and XHTML, Web site planning, testing, security and production. Emphasis will be on managing the flow of database information with client and server side documents. Also included will be coverage of data-driven pages, forms and data-entry using Dreamweaver data connection tools, writing user-defined functions and creating dynamically data driven Web applications.

CGT 238 Rich Internet Applications Utilizing Adobe Flex (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 162.**
This course will introduce the student to the concepts, design considerations and programming of Rich Internet Applications (RIAs). RIAs are a current and cutting-edge method of delivering both web-based and desktop applications. They provide the user with a richer and more satisfying user experience than traditional HTML page based applications. The course will demonstrate RIA concepts by covering the basics of one RIA technology - Adobe Flex.

CGT 242 Advanced Interactive Media and Game Design (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 206 or CGT 212.**
This is an advanced course in the creation of computer games and other interactive media projects. This course emphasizes the production process, the multidisciplinary nature of the media, integration of different components, and special design problems of games and other non-linear projects. The student is instructed in advanced elements of interactive media design, integrating digital sound and video, and advanced scripting techniques. Each student will produce a large scale project during the course.

CGT 244 History of Animation (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This class will give students a context for understanding the rich and unique history of animation and graphic design. In addition to learning important milestones in these fields, students will develop their eye and their aesthetic appreciation of this kind of art. Students will be exposed to the historical contingencies that lead to different developments as well as to animations and graphic design from all over the world. This course will also stimulate students in their own creative endeavors in their chosen field.

CGT 246 Motion Graphics 2—After Effects (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 215.**
This course will further explore the uses of audio, graphics and video in the field of motion graphics. Students will learn how object motion graphics programs can interrelate to develop informational and promotional media. Students will make extensive use of 2 Dimensional, motion and still graphics to design and create projects for video, Web pages and/or multimedia applications.

CGT 247 3D Animation—Introduction (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 123 and CGT 125.**
This course is designed to increase the student's familiarity with the 3D interface, concepts of 3D space, and animation. It will provide an introduction to primitives, some modifiers, and box-modeling techniques. Students will be exposed to lighting, texture mapping concepts, and basic animation techniques. Students will also develop skill sets to create simple animations.

CGT 250 Practical Application (3-0) 3 Cr. Hrs.
Prerequisite: **Must take one of the following courses either before or with this course: CGT 231, CGT 236, CGT 242, CGT 246, CGT 252 or ART 205.**
Students will work in teams to research, develop and execute graphic design projects for local businesses and corporations. Emphasis is on applying skills to real world projects and on developing a professional portfolio. Students are instructed in team building, project management, research and interviewing techniques. Projects and business partners will change from semester to semester.

CGT 252 3D Animation—Animating (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 254.**
This class adds to the skill sets that students were exposed to in CGT 247 Introduction to 3D Animation and CGT 254 Advanced Models and Textures. In this class students will improve their understanding of the aesthetics and software technology involved in creating effective and convincing animation.

CGT 254 3D Animation—Advanced Models and Textures (3-0) 3 Cr. Hrs.
Prerequisite: **CGT 247.**
This class follows up on the skill sets that students were exposed to in CGT 247 Introduction to 3D Animation. In this class students will learn modeling, texturing, and lighting techniques at a more sophisticated level. These techniques will include polygon, patch, nurbs and subdivision surface modeling, creating custom textures, lighting, and atmospheric effects. They will also learn the techniques of intelligent model building and issues in creating projects for a variety of delivery platforms.

CGT 256 Portfolio 3D—Reel Development (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **CGT 242 or CGT 246.**
This class prepares the student for finding a job in the field of 3D Animation or Video Production. In this course students will assemble their previous work into a professional presentation. In doing so, the student's strengths and weaknesses will be discovered and discussed. At least one project will be assigned to specifically address the individual student's portfolio needs. During the course students will create a traditional resume.

CGT 257 Portfolio Preparation (3-0) 3 Cr. Hrs.
Prerequisite: **Must take one of the following courses either before or with this course: CGT 231 or CGT 236 or CGT 242 or CGT 246.**
This class prepares the student for finding a job in the field of graphic design. In this course students will assemble their previous work into a professional portfolio/presentation. This is both a print-based and an electronic portfolio. Students will also create an identity logo, implementing it on their business card, resume and portfolio packaging. Students will explore job resources, interviewing skills and professional resources such as contracts and pricing guides.

CGT 270 Internship (3-0) 3 Cr. Hrs.
Prerequisite: **Consent of department.**
This internship is designed for the exceptional Computer Graphic Technology student. This course consists of 10-20 hours per week of work as an intern Graphic Designer, Media Developer, or similar position with an approved business or company. CGT Internships will be administrated by a faculty member and approved by the CGT Department. The instructor and the business partner will jointly evaluate the student.

CGT 298 Honors Studies (3-0) 3 Cr. Hrs.
Prerequisite: **Completed (12) twelve hours of course work.**
Dean's List status (GPA 3.5) and consent of instructor.
An opportunity for the talented student to explore individually, in depth, under the guidance of a faculty member, a topic, issue, or problem related to the field of Computer Graphics Technology. Available to Dean's List level students or equivalent and with the permission of the instructor. This course will not be listed in the Schedule of Classes. To enroll in this course, a candidate must submit a Project Plan to an instructor. The instructor will review the plan with the candidate and may recommend changes. When the project is approved, a course section will be created and the student will be given permission to enroll.

COMPUTER INFORMATION SYSTEMS

Note: All the CIS courses listed below require the student to spend time outside the classroom in a specialized laboratory situation to complete assignments. State-of-the-art computer facilities are available for student use.

CIS 105 Computer Orientation (1-0) 1 Cr. Hr.
Prerequisite: **None.**
This course is designed for students who have had little or no experience with computers. Topics covered in this course include introduction to the Windows based operating systems and some word processing concepts. Basic word processing concepts will be introduced using the hands-on approach. Successful completion of this course meets the minimum requirement needed to qualify a student to use one of the College's computers during open lab hours.

CIS 115 Introduction to Computer Based Systems (3-0) 3 Cr. Hrs.
Prerequisite: **Computer and Keyboarding experience highly recommended.**
This is a three-credit-hour survey course of micro, mini, and mainframe computer systems. Class lectures include the following topics: Internet, Web and e-mail basics; hardware; software; file management, virus protection, backup; Internet and LAN technology; Web pages, Web sites and E-commerce; digital media; the computer industry history, products and careers; information system analysis and design; databases; computer programming; large-scale computing. Approximately one-third of the class time is spent as a hands-on course using personal computers to create Web pages using HTML/XHTML and the Microsoft Windows Operating System.

CIS 120 Software Applications (3-0) 3 Cr. Hrs.
Prerequisite: **Computer and Keyboarding experience highly recommended.**
This course is designed to provide hands-on experience with a current office software package for the computer. Emphasis is in the area of word processing, spreadsheets, database management and a presentation software program.

CIS 122 Microsoft Outlook (2-0) 2 Cr. Hrs.
Prerequisite: **CIS 120 or equivalent.**
This course is designed to provide practical, hands-on experience with Microsoft Outlook. Microsoft Outlook is a flexible messaging and personal information management program used to send and receive e-mail, as well as to manage messages, appointments, contacts, and tasks.

CIS 125 Principles of Information Security (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course examines the field of information security to prepare individuals for their future roles as business decision makers. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. In addition, the course also covers both the managerial and the technical aspects of this exciting discipline and addresses knowledge areas of CISSP (Certified Information Systems Security Professional) certification.

CIS 129 Introduction to Programming Logic (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This is an introductory programming course where students will learn the fundamentals of program logic and design. Heavy emphasis is placed on program design techniques. Students will develop programs using top-down design, structured programming, and modular development methods.

CIS 170 Microsoft Windows (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course is designed to explore the features of the latest Windows desktop operating system which include modules such as digital media, electronic messaging, networking, remote assistance, etc. In addition to studying the features that are included in Windows, the class will also emphasize customizing Windows to meet the user's needs. The students will learn to work with the desktop environment, documents and folders, toolbars and taskbar, control panel, file and Web searching tools, Help files, and computer maintenance and performance optimization tools. It is recommended that students have experience using computers and have proficiency in keyboard and mouse usage.

CIS 171 Introduction to Networking (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course introduces students to the key concepts of data communications, telecommunications and networking. The course provides a solid introduction to networking fundamentals including key acronyms, protocols, and components that are essential to understanding how networks operate today. Upon completion, the student will have a solid understanding of how information travels from a source computer to a destination computer across a complex network.

CIS 172 Network Security Fundamentals (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This course is designed to provide students a fundamental understanding of network security principles and implementation. A variety of hands-on and case project assignments will reinforce the technologies used and principles involved in creating a secure computer network environment.

CIS 173 Wireless Local Area Networks (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This course is designed to provide students a fundamental understanding of wireless Local Area Networks. A variety of hands-on assignments will reinforce the technologies used and principles involved in installing, configuring and managing a wireless LAN.

CIS 176 Visual Basic.NET (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 129 and Windows experience.**
This course is designed to provide students with the knowledge and skills needed to develop applications in Microsoft Visual Basic.NET for the Microsoft .NET platform. The course focuses on user interfaces, program structure, language syntax, and implementation details. It is recommended that students have experience using Microsoft Windows before taking this course.

CIS 178 Technical Microsoft Windows (3-0) 3 Cr. Hrs.
Prerequisite: **Computer experience highly recommended.**
This course is designed to serve the needs of students and information systems professionals who are interested in learning more about the features of the Windows Professional operating system, as well as individuals who are interested in obtaining Microsoft certification on this topic. This course includes real world examples, interactive activities, and hands-on projects that reinforce key concepts in preparing for Microsoft certification. It is recommended that students have experience using computers and have proficiency in keyboard and mouse usage.

CIS 180 Spreadsheet Applications—Current Software (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 120.**
This course teaches students how to analyze comprehensive problems and design a worksheet solution in light of established goals. Worksheets will be created and modified that solve problems and that are useful decision-making tools. Emphasis is on thinking through problems and developing logical solutions using a comprehensive host of features in a popular spreadsheet software package.

CIS 185 Introduction to HTML (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides advanced instruction in the most important topics of HTML. The course begins with the basics of creating Web pages with graphics and links, using tables, and controlling page layout with frames. Advanced topics covered include cascading style sheets, an introduction to programming with JavaScript, and working with JavaScript objects and events. The student is instructed in elements of Web page design. Each student will produce a large-scale multimedia Web page as a semester project.

CIS 211 Introduction to C++ (2-0) 2 Cr. Hrs.
Prerequisite: **CIS 129 or equivalent.**
This course is an introduction to the C++ Programming language. The student will learn the basics of the C++ language up through and including control structures, functions, and pointers. This course is intended for those who want a general knowledge of the C++ language.

CIS 215 Advanced Software Applications (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 120 or written approval of the CIS department. CIS 180 recommended.**
This course is designed for students who have a working knowledge of the computer and word processing, spreadsheet, and database packages. Advanced features of the software are developed building on a foundation of a beginning software applications course.

CIS 221 Advanced C++ (2-0) 2 Cr. Hrs.
Prerequisite: **CIS 211.**
This course is a continuation of the Introduction to C++ Programming language course. The student will learn the advanced concepts of the C++ language up through and including; operator and function overloading, inheritance, virtual functions, polymorphism, stream I/O, templates, exception handling, file processing, and data structures. This course is intended for those who desire an advanced knowledge of the C++ language.

CIS 223 Introduction to C# (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 129 or equivalent.**
This course is an introduction to the C# Programming language. The student will learn the basics of the C# language up through Windows programming and including creating Web server form controls. This course is intended for those who want a general knowledge of the C# language, part of the Microsoft VisualStudio.NET.

CIS 225 Database Management Systems (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course covers a popular relational database, Microsoft Access, in depth. Emphasis is on creating, editing, sorting, linking and querying databases. Forms, switchboards, and custom reports will be created. Advanced topics include designing and creating a complete application system, as well as programming in SQL. Emphasis will also be on understanding the concepts behind database management system design, to prepare students to be both users and developers.

CIS 233 Active Server Pages (3-0) 3 Cr. Hrs.
Prerequisite: **A basic knowledge of HTML or equivalent programming experience.**
Students will be instructed how to design and maintain interactive and dynamic Web applications within the server-based scripting environment of Active Server Pages. With Active Server Pages, you will learn how to work with arrays, collections, and control structures. Using ASP, you will work with cookies, ADO, ODBC, and OLE Databases.

CIS 235 Managing and Troubleshooting PCs (3-0) 3 Cr. Hrs.
Prerequisite: **Windows experience highly recommended.**
Personal computer servicing and support will be covered within the following topics. Physical and electrical concepts of motherboards, power supplies, BIOS and expansion buses. Definitions and uses of microprocessors (CPUs), memory system resources, and input/output devices. Data storage devices and interfaces. Cables, connectors and ports. Basic networking fundamentals. Operating system fundamentals and DOS.

CIS 238 JavaScript (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 185 or CGT 162 or a basic knowledge of HTML.**
JavaScript is a powerful, object-based scripting language that can be embedded directly into HTML pages. JavaScript allows you to create dynamic, interactive Web-based applications that run completely within a Web browser. This course covers JavaScript as a client-side scripting language.

CIS 250 Systems Development and Design (4-0) 4 Cr. Hrs.
Prerequisite: **Microsoft Office experience highly recommended.**
The student will be made aware of various tools available to the systems analyst in solving business problems. Basic tools are used by the student in the design of a system for a practical business application. Emphasis is placed on the communication between the systems analyst and the other levels of management. "Selling" of new systems and methods is stressed. Detailed steps of each phase of systems design are shown in their relationship to the overall study.

CIS 251 IT Project Management (3-0) 3 Cr. Hrs.
Prerequisite: **Basic knowledge and/or experience in the field of IT.**
This course presents the fundamental principles, practices, and tools necessary to effectively manage Information Technology projects. Nine project management knowledge areas will be applied including integration, scope, time, cost, quality, human resources, communications, risk, and procurement. The five process groups – initiating, planning, executing, controlling, and closing – will be employed in IT projects. Microsoft Project software will be taught and used to manage some of the details of assigned projects.

CIS 255 Introduction to LINUX (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 170 or equivalent experience.**
This course is designed for students pursuing careers in computer information systems or who are currently in the industry. This is an introductory course that provides an overview of the LINUX operating system. A hands-on approach to common LINUX applications is used. Topics discussed include the LINUX operating system, basic LINUX desktop and terminology, LINUX utilities, and basic bash programs.

CIS 260 Introduction to UNIX (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed for students pursuing careers in computer information systems or who are currently working in industry. This is an introductory course that provides an overview of the UNIX operating system. A hands-on approach to common, everyday UNIX applications is used. Topics discussed: the UNIX operating philosophy, basic UNIX commands and terminology, UNIX utilities, and an introduction to shell programming.

CIS 265 Networking 1 (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 235.**
This course is designed to introduce the student to communications terminology and technology using telecommunications and a local area network. The student will practice installing and maintaining a LAN.

CIS 267 Home Technology Integration (4-0) 4 Cr. Hrs.
Prerequisite: **Computer experience recommended.**
This course is designed to introduce the student to networking technologies, audio visual systems, automation methods, and telecommunications techniques that converge in integrated home technology. The student will practice installing and maintaining a Home Networking System.

CIS 271 Local Area Networks (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This course begins with the basics of Local Area Networks (LAN) concepts, technologies, components and protocols inherent in today's local area networking environments. Students will see how computers are connected together to form peer-to-peer and server-based networks, and discover the functionality and uses of a router, bridge, switch, hub and repeater. The two most commonly used network operating systems today, Microsoft's NT and Novell's NetWare, are also introduced in this course. VLANs and the various forms of Ethernet technology such as Fast Ethernet are also explained.

CIS 272 Wide Area Networks (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This course introduces students to fundamental concepts of how information is transported over a Wide Area Network (WAN). Modes of communications used, analog vs. digital transmission will be discussed. Devices such as modems, microwaves, and satellites will be introduced. The lower physical layers of WANs, protocols used and methods employed to format data bits sent will be introduced. Topics on Switched Networks, T-carriers, Synchronous Optical Network (SONET), High-Level Data Link Control (HDLC), Serial Line Internet Protocol (SLIP), Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, and asynchronous transfer rate (ATM) will be discussed.

CIS 273 TCP/IP and Network Architectures (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This course introduces students to the key concepts of Transmission Control Protocol/Internet Protocol (TCP/IP). The world's largest network, the Internet, is also one of the world's most powerful communication tools. Students learn the underlying applications, components and protocols of TCP/IP and its necessary link to the Internet, and how to identify TCP/IP layers, components and functions. Navigation tools, TCP/IP services and troubleshooting methodologies are also reviewed.

CIS 276 Networking 2 (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 265.**
This course is designed to follow the introduction to networking (Networking 1) course. Students will learn LAN configurations and protocols. Installation, management and troubleshooting Microsoft Windows Server on a local area network will be covered. Additional topics on hardware, clients, domains, user accounts and printers will be covered.

CIS 277 Network Infrastructure (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 273 or equivalent experience.**
This course is designed to serve the needs of students and information systems professionals who are interested in learning more about how to install, configure, and troubleshoot various network services for a Windows network infrastructure.

CIS 278 Network Environment (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 273 or equivalent experience.**
This course is designed to serve the needs of students and information systems professionals who are interested in acquiring the knowledge to implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows operating system.

CIS 283 Introduction to Internet Technologies (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 171 or equivalent experience.**
This Internet Technologies course begins with an overview of the Internet, its history, organization and structure. Once the general structure is understood, different ways to access the Internet will be explored, both as an individual user and as a group of users. Web clients and servers and the underlying protocols used by both are also covered as well as the requirements for building a Web server. The final portion of the course reviews the many applications that are used for retrieving information or providing information across this global network of networks. This course is intended for industry professionals that would like an understanding of the structure and function of the Internet.

CIS 284 Internetworking Devices (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 273 or equivalent experience.**
This advanced course is intended for networking professionals and other participants who grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking and internetworking devices. This course focuses on the issues that are encountered with network growth and the internetworking components that offer solutions to these problems. The components covered in this class include repeaters, hubs, bridges, switches, routers and gateways. Network Management and the Simple Network Management Protocol (SNMP) are also discussed.

CIS 285 Process and Protocols (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 273 or equivalent experience.**
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of the processes and protocols used in today's networks. Network architectures will be discussed from an OSI model perspective of the networking protocol stack, and a detailed analysis of the protocol will ensue using traces taken with protocol analyzers.

CIS 286 Network Analysis and Design (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 273 or equivalent experience.**
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of network design and analysis. This course will present methods for analyzing, designing and managing computer networks.

CIS 290 Object-Oriented Programming With Java (3-0) 3 Cr. Hrs.
Prerequisite: **CIS 129 or equivalent.**
This course provides an introduction to object-oriented programming using Java. Students will develop real world application programs and Web-based applets based on object-oriented programming concepts including encapsulation, inheritance, and polymorphism.

COMPUTER SERVICE

COMPS 124 Introduction to Personal Computers and Software (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to introduce the student to the hardware and software aspects of the personal computer. The student will learn to identify the key components of the computer. Numbering systems, digital logic, memory devices, digital circuits, and systems will be introduced to the student. An introduction to operating systems will be covered. The student will learn how a computer operates, and how data is organized on a hard drive, how to format disks, how to transfer data.

COMPS 126 Technical Programming (3-0) 3 Cr. Hrs.
Prerequisite: **Computer and keyboarding experience highly recommended.**
This course will introduce the student to the steps involved in writing a Windows program using the Visual Basic programming language. The course focuses on user interfaces, program structure, language syntax, and implementation details. The student will also use the computer as a tool in problem solving.

COMPS 147 Computer and Peripheral Maintenance and Management (2-2) 4 Cr. Hrs.
Prerequisite: **COMPS 126 and ELECT 127.**
This course is designed to introduce the student to PC and peripheral maintenance and management. The student will learn how to maintain, upgrade, and support a PC system. System improvement will center on topics of hardware, as well as software. Students will examine proper system and component care, failure-prone items, and how to isolate, locate, and identify a failing component within the PC system.

CORRECTIONAL SCIENCE

Note: COR 110 is required for the Criminal Justice Associate Degree.

COR 110 Introduction to Corrections (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course blends theory and operational knowledge for corrections. Students learn about the early development of corrections, sentencing, prisons, probation, parole, prisoner rights, community corrections, the role of the correctional officer and current concerns.

CRIMINAL JUSTICE

CJ 102 Organization and Administration of Law Enforcement Agencies (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will provide the student with an overview and understanding of law enforcement management and supervision to include an historical perspective and appropriate applications. Students will be exposed to managerial processes with regard to communication, decision making and problem solving that enable managers to effectively train and motivate subordinates. This course will identify how law enforcement managers effectively handle discipline, complaints, grievances, conflict and stress. This course will further identify how managers deploy resources, improve productivity and utilize performance appraisals and evaluations. Students will analyze challenges in managing law enforcement agencies in a changing environment.

CJ 104 Introduction to Security (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course examines the systems and organization of security with primary emphasis on the private sector. You will learn about the role of security within society, contemporary issues in security including legal authority, enhancing forms of physical security, and security in multiple industries and institutional settings. Finally, we will evaluate the challenges, and standards of the modern security profession and its expanding responsibilities.

CJ 107 Police Field Operations (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a practical study of purposes, methods, types and means of law enforcement patrol, accident prevention and effective traffic control interviewing techniques. Students will learn about crimes in progress, stress survival, and use of force. Training will be received on proper methods of conducting preliminary investigations, unlawful assembly, and riot control.

CJ 113 Introduction to Criminal Justice System (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course covers the overall system of criminal justice from crime detection to the release and revocation of prisoners. The student will examine the role of law enforcement officers, corrections officers, probation officers, defense attorneys, prosecutors and judges as they relate to the defendant. The student will analyze the components of the system (law enforcement, courts and corrections) with emphasis on their interrelationships and expectations.

CJ 201 Criminal Investigation (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a study of criminal investigation, techniques of surveillance, collection, recording and preservation of evidence. Students will study the analysis of evidence and use of science laboratories. This course will be conducted in cooperation with other law enforcement agencies.

CJ 209 Basic Criminalistics (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
This course acquaints students with proper techniques of criminalistics. Students will have an opportunity to perform investigations in simulated crime scene situations using scientific investigative techniques involving collection, presentation, and interpretation of physical evidence.

CJ 211 Criminal Law and Procedures (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a study of the elements of criminal law, its purposes and function. The course will focus on the laws of arrest, search and seizure, rights and duties of officers and citizens. Students will study the elements necessary to establish crime and criminal intent, sources of criminal law, criminal responsibility and general court procedures.

CJ 212 Criminology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to identify the theories of crime causation, behavioral systems in crime (organized white collar crime), nature and extent of crime. Emphasis will be given to law as social control, history and philosophy of punishment and contemporary correctional techniques.

CJ 221 Juvenile Justice (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
The purpose of this course is to study problems of juvenile delinquency and the theories that explain juvenile delinquency. Attention will be given to the work of youth agencies, legislative involvement and new approaches to the prevention of juvenile crime.

CJ 287 Police Academy (13-40) 21 Cr. Hrs.
Prerequisite: **Consent of department before acceptance to the Police Academy.**
This course is designed to prepare recruits in the proper techniques of investigation, crime scene process, patrol procedures, operations and techniques. Emphasis will be placed on conflict mediation, report writing, detention and prosecution of prisoners. First aid, investigations, evidence collection, disaster control, civil disorders and tactical operations will be covered in the course. (40 hrs. minimum weekly)

CULINARY ARTS

Note: Most courses are offered on a five-week, three per semester rotation.

CAP 102 Culinary Sanitation (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course introduces the theory and practice of sanitation and safety and their relationship to the hospitality industry. Topics include the study of food-borne illnesses, biological, chemical, physical hazards and cross-contamination as they may occur during the flow of food, personal hygiene, sanitation and safety regulations and the use and care of equipment. Hazard Analysis Critical Control Point (HACCP) and OSHA (Occupational Safety and Health Administration) guidelines and standards as they apply to the hospitality industry will be introduced. The student will be prepared to take the National Restaurant Association Sanitation Certification exam upon completion of this course.

CAP 103 Introduction to Professional Cooking Skills and Technique (5-0) 5 Cr. Hrs.
Prerequisite: **CAP 102 or current ServSafe certification.**
This course will provide aspiring chefs a broad orientation to the Culinary industry so that they will better understand what is required to succeed. Emphasis for discussion will be on professionalism, safety and sanitation standards, equipment identification, identification of food products, knife handling skills and a basic understanding of stock making and basic cooking techniques. Students will be required to purchase an initial set of hand tools for skills development. Students must receive an overall GPA of 2.5 to pass the class, as well as pass the final practical with a minimum of 2.5.

CAP 104 Culinary Technology and Research (3-0) 3 Cr. Hrs.
Prerequisite: **CAP 103.**
Today's advances in technology offer chefs the opportunity to cook with microwaves, infrared, high speed air envelopes, high-intensity halogen light, heat impingement and computers. New ovens combine these technologies into one product that can cook food in one-tenth the time of conventional methods. Hands-on experience with a selection of new oven technologies available in the industry will be practiced, along with product development exercises and exploration of mechanics of how food cooks. In addition, exposure to scientific research methods, product development and testing protocols, resource elimination, basic project management and directed problem solving will enhance the student's grasp of culinary research, a growing segment of the food and hospitality industry.

CAP 124 Breakfast and Pantry (4-0) 4 Cr. Hrs.
Prerequisite: **CAP 103.**
This course will teach students all the necessary procedures and principles in basic cooking skills as related to breakfast and pantry cookery. Topics covered are egg, potato, meat, and cereal cookery. Buffet setups and recipe procedures will be taught. Pantry cookery skills will include basic pantry operation, simple and composite salads, salad dressings, fruit trays, and cold sandwich preparation.

CAP 125 Pastries 1 (4-0) 4 Cr. Hrs.
Prerequisite: **CAP 103.**
This course will teach students all the necessary procedures and principles in the art of creating and producing many variations of beginning pastries. Upon successful completion of the course, the student will be able to: use measuring equipment and understand equivalents and conversions; understand and know proper usage of baking and pastry terminology; properly use hand tools and machinery; regulate and use an oven properly; understand health, safety and sanitation of work areas; make pies, puddings, pastries, cakes, and tortes.

CAP 128 Introduction to Food Techniques (4-0) 4 Cr. Hrs.
Prerequisite: **CAP 103.**
This course will teach the basic fundamentals of cooking techniques. The student will understand the methods of basic sauces, stocks, coulis and soup preparation. The student will also learn to apply the appropriate cooking methods for specific cuts of meat, fish, poultry and game. Vegetable and starch cookery will also be included. Specialty Cuisines will also be explored, which will include nutritional, vegetarian, vegan and live foods.

CAP 142 Butchery (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103.**
Students will learn commercial meat preparation, its fabrication, portion control and the importance of safe sanitary butchery practice. Students will select and prepare quality meats, fish and poultry for industry consumption and retail use. Students will be prepared to perform these important tasks in a safe and sanitary environment.

CAP 143 Dining Room Service (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103.**
Upon successful completion of the course, the student will be able to apply dining room procedures which include: identifying the seven service types, basic hot and cold beverage services, professional ethics, good self image, dependability, attitude, dedication, understanding the art and science of employee relationships and the value of customer relationships.

CAP 144 Baking (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103.**
This course explores the concepts of the different varieties of flour, the purpose and chemical reaction of other ingredients in yeast doughs and quick breads, the nutritional value of baked goods, how to use equipment for baking, proofing and fermentation of yeast products, the different mixing methods, how to increase standard recipes, and costing out a recipe. In addition, students will develop hands on practical experience with bakery products by producing French breads, rolls, pan breads, rye breads, whole wheat breads, corn bread, Danish pastry, coffee cakes, muffins, biscuits, quick breads and cookies.

CAP 191 Externship (1-15) 3 Cr. Hrs.
***Prerequisite:* This is an elective course and requires departmental approval for enrollment.**
This course is designed to give the student additional work experience in a first hand quality run establishment. This will be done by rotating through various work stations. A weekly log book will be generated and reviewed to track the students' progress. The instructor will do a skill assessment based on the written project at the end of the semester.

CAP 215 Charcuterie (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
Students in this course will acquire professional skills in variations of hors d'oeuvres and savories, seasonings, condiments, stuffed meats, curing, pickling, smoking of meat, fish, and poultry. Proficiencies in sausage-making, garde manger, pates, terrines, galantines and stuffed meats are also taught.

CAP 227 Restaurant Cooking and Preparation (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
Students will participate in four workstations: Roast/Grill, Sauté, Entremetier (middle station) and Garde Manger/Pantry. Students will learn classical and modern cooking techniques, recipe development, importance of consistency and clean work methods.

CAP 240 Pastries 2 (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
This course will cover the more intricate methods of producing fine pastries, mousses, cakes, tortes, ice cream desserts and chocolate work. The instruction covers recipe expansion and plate presentations.

CAP 241 Culinary Nutrition (2-0) 2 Cr. Hrs.
***Prerequisite:* None.**
Lectures on nutrition and nutrition's relationship to heart disease, cholesterol levels and body metabolism, are supported by actual meal preparation. Students will learn how to apply sound nutritional theories. The course stresses preparation of healthful foods that are pleasing to both the eye and the palate in order to cater to the growing number of health-minded customers.

CAP 242 À la Carte (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
Upon successful completion of this course, the student will be able to apply modern techniques in the preparation and presentation of food using sauté, and grill techniques. Students will gain an understanding of the entremetier, garde manger and food storage stations. Proper lock-down and clean up procedure will be taught. Preparation and presentation of salads, cold meats, sandwiches as well as plate presentation will also be taught.

CAP 243 Storeroom Operations (3-0) 3 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
Upon successful completion of this course, the student will have a basic knowledge of purchasing, receiving and inventory control through the use of the computer and the application of computer software which will enhance his/her ability to run a more effective and profitable kitchen operation.

CAP 244 International and American Cuisine (8-0) 8 Cr. Hrs.
***Prerequisite:* CAP 103 and all core CAP 100 level courses.**
Students will learn the culture, history, and terminology of various American regional and International cuisines. In addition, they will study traditional and contemporary cooking techniques. Students will prepare a la carte service entrees, salads, appetizers, soups and desserts based on industry trends as well as preparing buffet presentations. The menu items will be offered to the public and served in the American Harvest Restaurant.

CAP 247 Banquets and Catering (2-2) 3 Cr. Hrs.
***Prerequisite:* CAP 103.**
Upon successful completion of this course, the student will demonstrate knowledge of a variety of catering operations including planning, organizing, marketing and executing receptions, parties and special events. Students must participate in two events. This is an elective course.

CAP 260 Competitive Ice Carving (2-2) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will present safety procedures related to ice handling, tools and equipment used in ice carving. Qualities of carving ice, proper care and sharpening of tools are also covered. Use of templates and production of basic carvings will be accomplished. This is an elective course.

CAP 265 Advanced Competitive Ice Carving (1-3) 3 Cr. Hrs.
***Prerequisite:* CAP 260 or consent of department.**
Advanced carving ability incorporating joining, assembling and multi block will be covered. This course is for students who wish to further their culinary artistry by entering individual or team competitive ice carving events. This is an elective course.

CAP 267 Chocolatier (4-0) 4 Cr. Hrs.
***Prerequisite:* CAP 103 and CAP 125 or consent of department.**
This course is designed to introduce the student to the handling techniques of chocolate. Students will learn to use artistic pieces to decorate cakes and adorn pastry buffets. Students will also be exposed to modeling and sculpting of chocolate centerpieces and chocolate truffle making. This is an elective course.

CAP 295 Salon Competition 1 (2-2) 3 Cr. Hrs.
***Prerequisite:* Selection to participate is approved by the Chef Instructors.**
Students will participate in a class which will build and refine their culinary skills. This first course will introduce the students to the requirements necessary to successfully compete in culinary competition. Students selected for this class may form the College Culinary Team. A number of field trips and training sessions, off campus, will be scheduled. This is an elective course.

CAP 297 Salon Competition 2 (2-3) 4 Cr. Hrs.
***Prerequisite:* Approval to participate is made by the Chef Instructor. Satisfactory completion of CAP 295.**
A continuation of Salon Competition 1 for students who have decided to compete at state, national and/or international level culinary competition(s). The students must have demonstrated proficiency for competition in Salon Competition 1 to be approved as participants in this advanced course. Selected students form a College Culinary Team and, as such, can represent Schoolcraft College in culinary competition(s).

CULINARY BAKING AND PASTRY ARTS

CBPA 103 Introduction to Baking and Pastry Skills and Techniques (2-0) 2 Cr. Hrs.
***Prerequisite:* CAP 102.**
This course will provide a broad orientation to aspiring bakers and pastry chefs in order to offer a better understanding of the specialized fields of baking and pastry. Discussions will include professionalism, safety and sanitation, equipment identification, function and maintenance. The fundamental baking processes, handling and function of ingredients will be covered. Students will be required to purchase uniforms, as well as specific tools for skill development.

CBPA 125 Pastries (5-15) 20 Cr. Hrs.
***Prerequisite:* CBPA 103.**
Upon successful completion of this course, students will have acquired professional skills in the art of pastry including recipe expansion and costing, use of hand tools and equipment, safety, sanitation and organization skills. Products introduced to the aspiring students include pies and tarts; French pastry; individual pastries; classical and contemporary tortes; warm, cold and frozen desserts; contemporary plated desserts; miniature pastries; chocolates; cake decoration; and decorative centerpieces.

CBPA 144 Baking (3.75-11.25) 15 Cr. Hrs.
***Prerequisite:* CBPA 103.**
Upon successful completion of this course, students will have acquired professional skills in the art of baking. This course will cover basic elements including: costing out recipes, expanding and reducing recipe sizes, proper usage of bakery equipment, using straight dough methods to produce French Baguettes, soft and hard rolls, pan breads and many hearth breads, as well as production of various cookies, quick breads, muffins and biscuits. Advanced techniques will be taught including: fermentation processes and how they contribute to flavor; mixing methods, the functionality of ingredients, the study of various flours, as well as chemical reactions that take place while baking. The production of artisan breads, laminated doughs, savory baked goods, specialty baked goods, breakfast pastries, high ratio cakes and decorative centerpieces will be important aspects of this course.

CULINARY MANAGEMENT

CM 107 Culinary Management—Food and Culture (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course is a cross cultural, interdisciplinary investigation in the relationships between the foods humans prepare and consume and the cultures they build. The course will demonstrate the ways intellectual, social, religious and political events affect the preparation of food in various civilizations and at various periods in human history.

CM 109 Hospitality Law (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course provides students with an overview of the general concepts of law as it relates to the hospitality industry. Contract, property, employee, guest, insurance, food and beverage responsibility, and business operating structure issues will be covered. The emphasis will be on restaurant law, but applicability to other aspects of hospitality law, such as catering and hotel management, will be explored.

CM 203 Restaurant Concepts and Design (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will explore new concepts for the entrepreneur in the restaurant industry. New trends and restaurant décor, along with facility layout and design will be emphasized.

CM 210 Wine and Spirits (3-0) 3 Cr. Hrs.
***Prerequisite:* Students must be at least 18 years of age to take this course [MCL 436.1703 Section 703, (10)].**
This course will provide comprehensive, detailed information about the origins, production and characteristics of all types of alcoholic beverages, including beer, wine and distilled spirits, such as whiskies and brandies. Attention will be given to table, sparkling and dessert wines. The student will gain an understanding of regional beverage styles of North America, the British Isles, France, Italy, Germany, the Iberian Peninsula and the Southern Hemisphere. Production practices and regulations, climatic and political influences, beverage characteristics and deductive evaluation methods will be studied. This is an elective course.

DESIGN

DSGN 180 Machine Elements and Design (3-2) 4 Cr. Hrs.
***Prerequisite:* CAD 107 or equivalent and MATH 113.**
This course is designed to introduce the student to the various machine elements and the mechanical/working relationship between elements that make up a mechanism. The machine element concepts covered include fasteners, gears, cams, linkages, and bearings. The introduction to the design process includes: problem definition, needs analysis, design/performance objectives, cost analysis, design alternatives, feasibility analysis and design selection.

DSGN 200 Geometric Dimensioning and Tolerancing (2-0) 2 Cr. Hrs.
***Prerequisite:* DRFG 102, equivalent work experience or consent of department.**
This course provides application of principles in geometric dimensioning and tolerancing. Fundamentals including concepts of maximum material condition, virtual size, geometric symbols and their interpretation, with analysis of mating parts are fully described. Course is based on American Society for Manufacturing Engineers Y14.5M-1994 standards.

DSGN 240 Tool and Die Design (2-4) 4 Cr. Hrs.
***Prerequisite:* CAD 107 or equivalent and MATH 113.**
This course covers the development of press working tools such as cutting dies, piercing dies, forming dies and drawing dies. From the scrap strip to the assembly drawing, the designing procedure is analyzed. Sketching and AutoCAD will be used to develop and draw the designs.

DSGN 250 Tool, Die, and Fixture Design (2-4) 4 Cr. Hrs.
***Prerequisite:* CAD 107, DSGN 180 and CAD 211 or CAD 221.**
Tool, Die and Fixture design is a specialized phase of mechanical or manufacturing engineering. This course will cover the development of jigs and fixtures, work holding devices and press working tools such as cutting dies, piercing dies, forming dies and drawing dies. Emphasis is placed on the types of tools, supporting and locating principles, clamping methods, construction methods, theory of metal cutting and metal forming. Design projects are used to reinforce theory and to provide an opportunity to gain practical experience. Sketching and CAD will be used to develop, create and design customs jigs, fixtures, dies and die types. ANSI/ASME Standards are followed for the creation of solid models, multi views, drawings, tolerances and dimensioning practices.

DSGN 260 Jig and Fixture Design (2-4) 4 Cr. Hrs.
***Prerequisite:* CAD 107 or equivalent and MATH 113.**
This course covers the development of work holding and tool guiding devices used in manufacturing. Emphasis is placed on the types of tools, supporting and locating principles, clamping methods, construction methods, initial design procedure and working drawing requirements. Design projects are used to reinforce theory and to provide an opportunity to gain practical experience. Sketching and CAD will be used to develop, create and detail designs and assemblies. ANSI/ASME Standards will be followed.

DSGN 280 Capstone Project (3-2) 4 Cr. Hrs.
***Prerequisite:* MET 102, MET 114, MFG 105, CAD 107 and DSGN 180 or consent of instructor.**
This course utilizes a multidiscipline capstone project to integrate the concepts of design, manufacturing and material science. Working as a team, a design problem will be presented requiring solutions which involve the management of the design process using the systematic engineering design process. The steps include project planning, research, modeling, analysis, prototype building, process mapping and material selection. The results of the project will be reported in written and oral format and presented to a panel for evaluation. Faculty directed study will be provided.

DRAFTING

DRFG 102 Machine Trades Print Reading (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course develops a person's ability to interpret manufacturing prints. Topics covered include: third angle projection, type of lines, dimensions, sloping surfaces and angles, tolerances and allowances, thread representation, types of sections, specifications and stock lists, auxiliary views, assembly drawings and details.

DRFG 114 Descriptive Geometry (2-2) 3 Cr. Hrs.
Prerequisite: **CAD 103 or consent of department.**
Students will explore graphic representation and solution of space problems, basic and advanced orthographic projection, points, lines, planes, solids, auxiliary views, parallelism, perpendicularity, developments and intersections.

ECONOMICS

ECON 103 Introductory Economics (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of the macroeconomic concerns of national income determinations, business cycles, unemployment, inflation and both fiscal and monetary policies to stabilize the aggregate economy. In addition, this course explores the microeconomic fundamentals of demand, supply, elasticity, consumer choice, the production costs of output and resource allocation of firms operating under various market structures, and the international economy.

ECON 201 Principles of Macroeconomics (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent.**
Macroeconomics refers to that portion of economic analysis which is concerned with behavior of economy-wide issues, e.g., inflation, unemployment, etc. By means of theoretical reasoning and empirical research, economists have identified a number of relationships or principles which are useful in explaining and predicting macroeconomics; their application to an understanding of current economic problems, and their implication for economic policy. The intent of the course is to provide the student with a basic level of economic literacy essential for a well-informed citizenship in the years ahead. In economics, perhaps more than any other comparable discipline, things are not always what they appear to be. Indeed, many economic problems both past and present have resulted from the misunderstanding of fundamental economic relationships.

ECON 202 Principles of Microeconomics (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent.**
This course provides students with an introduction to the theory of consumer behavior, production theory, market structure in product and resource/factor markets, and microeconomic policy.

ELECTRONIC TECHNOLOGY

ELECT 119 Basic Measurement and Reporting Skills (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed for students who are pursuing a career in electronics or electronic related fields. The student will receive instruction on how to conduct career research and in the proper use of basic measuring instruments, such as the Digital Multimeter (DMM), the Volt-Ohm Meter (VOM), the sinewave generator and the oscilloscope. In the electronics laboratory, the student will make measurements, record data, maintain a logbook and develop conclusions based on the results. In the computer laboratory, students will learn how to organize and report their findings utilizing word processing, spreadsheet, and presentation software.

ELECT 127 DC Circuits and Mathematical Modeling (5-0) 5 Cr. Hrs.
Prerequisite: **MATH 053 or high school algebra 1.**
Corequisite: **ELECT 119.**
This course is the study of basic DC Fundamentals and mathematical modeling for the electronics careers which includes: Ohm's law, Power law, and Kirchoff's laws with application to solving series, parallel, and series-parallel combination circuits. Other topics will include resistors, color code, magnetism, electromagnetism, and test equipment. The mathematics skills needed for an electronics career will also be covered in this course. The student will be prepared to enter the second semester course of ELECT 128 AC Fundamentals and Mathematical Modeling. Laboratory experiments and project(s) are utilized to teach the use of test equipment and to demonstrate the principals taught in lecture.

ELECT 128 AC Circuits and Mathematical Modeling (5-0) 5 Cr. Hrs.
Prerequisite: **ELECT 127.**
This course is designed to explore the theory and application of AC Fundamentals. Sinewave generation and analysis will be studied. The theory of Kirchhoff's laws will be used to solve AC series, parallel and series-parallel circuits using the method of phasors. Other topics covered include: capacitors, inductors, transformers, resonance, passive filters, RC and RL circuits. Laboratory experiments are utilized to teach the use of common test equipment and to demonstrate the principals taught in lecture. PCs with Electronic Workbench will be used in laboratory experiments for modeling, simulations, and troubleshooting.

ELECT 129 Diodes and Transistors (3-0) 3 Cr. Hrs.
Prerequisite: **ELECT 128.**
This course will introduce the students to various semiconductor devices starting with a discussion of internal construction, followed by circuit configurations, applications, and troubleshooting techniques. Diodes will be discussed first and will include signal, rectifier, Zener, and light emitting types. Transistor material will cover NPN and PNP bipolar types, J type FETs, enhancement and depletion MOSFETs. Finally, transistor switching circuits will be examined.

ELECT 134 Introduction to Microcontrollers (3-0) 3 Cr. Hrs.
Prerequisite: **COMPS 126.**
This course will introduce the student to the concepts of microcontroller architecture, block components, numbering systems and microprocessor program editing software. Representative microcontroller commands and elementary programming of a microcontroller will be studied. Students will work with hands-on experiments, which they will learn to expand and customize for their personal needs.

ELECT 135 Fluid Power (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent.**
This course emphasizes the understanding of the fundamentals of hydraulics and pneumatics. In this course, students will design, analyze, operate, and maintain fluid power systems. Emphasis is placed on understanding the physics of fluids and how energy, power, and force affect the devices that make up a hydraulic and pneumatic system.

ELECT 206 Operational Amplifiers and Linear Integrated Circuits (4-0) 4 Cr. Hrs.
Prerequisite: **ELECT 129.**
This course will introduce the student to operational amplifiers (op amp) and linear integrated circuits. Op-amp circuit configurations, applications and troubleshooting techniques will be presented. Operational amplifiers will be presented with emphasis on applications and circuits such as inverting and non-inverting amplifiers, integrators, differentiators and filters. The coverage of linear integrated circuits includes voltage comparators, timers, oscillators, voltage regulators special purpose amplifiers, communications circuits and data conversion circuits.

ELECT 207 AC/DC Motors (3-0) 3 Cr. Hrs.
Prerequisite: **ELECT 127.**
Corequisite: **ELECT 128.**
This course is designed to provide the student with a comprehensive understanding of motors used in industry. Principles and theories of magnetic fields and mechanical rotation will be covered. Basic through complex theories of rotor phase angles and effects on torque will be discussed. Magnetic and inductive theories, characteristics of various types of motors, and speed control used in DC and AC type motors will be studied.

ELECT 226 Digital Logic Circuits (4-0) 4 Cr. Hrs.
Prerequisite: **ELECT 129.**
This course introduces students to Boolean algebra (emphasizing NAND and NOR) and various medium scale integrated circuits like exclusive or encoders, decoders, multiplexers, adders, counters, and shift registers. Also explored are memory (core, RAM, and ROM) and bidirectional line drivers. The laboratory work coincides with experiments utilizing digital integrated circuits.

ELECT 229 Electronic Troubleshooting (3-0) 3 Cr. Hrs.
Prerequisite: **ELECT 206 and ELECT 226.**
This course is a capstone which will apply the theory and practical application of the preceding electronics courses. The techniques of fault isolation and troubleshooting in solid state, analog, digital, motors, and biomedical equipments and systems will be explored.

ELECT 237 Programmable Logic and Industrial Controls (4-0) 4 Cr. Hrs.
Prerequisite: **Windows experience highly recommended.**
The student will use Programmable Logic Controller (PLC) and Allen-Bradley RSLogix software to convert typical hardwired electrically controlled circuitry used in industry to a computer-controlled system. Emphasis will be placed on understanding the purpose and operating features of a PLC including input/output addressing and associated commands used in the PLC program. A computer will be used to write and download a program to be tested for logical control. The student will use Linx software and networking to learn communication procedures for downloading a PLC program to the controller as well as the types of cable connections used. PanelView will be reviewed to understand its real time monitoring capability of the software. Various PLC commands will be used including internal relays, ON and OFF timers, UP and DOWN counters, subroutines, program control and math instructions.

ELECT 239 Programmable Logic System Design (4-0) 4 Cr. Hrs.
Prerequisite: **ELECT 237 or equivalent PLC experience.**
The student will use Allen-Bradley RSLogix 500 software to be interfaced with RSLinx communication software, and PanelView for control panel applications. Data Highway Plus will be used for network communications with other Programmable Logic Controllers (PLC) components. Emphasis will placed on incorporating and combining programming commands, timers, counters, subroutines, data manipulation, and mathematics into control process systems. Installing, wiring, and networking PLC systems will be covered. Students will learn how to use troubleshooting features of the PLC software to find and diagnosis hardware, configuration, and programming problems.

ELECT 250 Individual Student Projects (3-0) 3 Cr. Hrs.
Prerequisite: **By midterm of the previous semester the student must submit a written proposal for approval by department.**
Students will plan, organize, assemble or fabricate and test the project of their choice or one suggested by the instructor. Under guidance of the instructor, the electronic laboratory will be made available three hours a week in which time the student may perform tests.

EMERGENCY MEDICAL TECHNOLOGY

EMT 115 Emergency Medical Technology—Basic (7-6) 10 Cr. Hrs.
Prerequisite: **BIOL 105 and HIT 100.**
May be taken concurrently with EMT 115.
The Basic Emergency Medical Technician course is a Michigan Department of Community Health 264.5 hour-approved course that provides the information and experience necessary to prepare the student to take the National Registry Basic EMT Certification exam. Students learn the role and responsibilities of an emergency medical technician in providing emergency care. Content areas are covered in lectures, practical skills practiced in a laboratory setting along with observations and experience that will be gained in a clinical and/or internship setting.

EMT 120 Emergency Medical Technology—Specialist (4-3) 5.5 Cr. Hrs.
Prerequisite: **EMT 115, BIOL 105, HIT 100.**
Emergency Medical Technology-Specialist is an approved course that provides the information and experience necessary to prepare the student to take the National Registry of Emergency Medical Technician-Intermediate licensing examination. All procedures for the course are evaluated by a physician advisor. This course is designed to teach students how to deal with more complex medical emergency situations than are handled in the basic EMT course (EMT 115). Students develop advanced skills in diagnosis and emergency treatment short of those rendered by physicians or by allied health personnel under the direct supervision of the physician.

EMT 210 Paramedic Technology—1 (8-4) 10 Cr. Hrs.
Prerequisite: **EMT 115, BIOL 105, HIT 100.**
This course provides the information and experience necessary to prepare the student for EMT 220. In addition, the EMT 210 program is designed to give students extensive practical application along with the knowledge and skills acquired in the EMT and/or Specialist class. This course outline includes advanced practice with a focus on preparatory entry-level Paramedic skills. Content areas are covered in lectures, practical skills practiced in a laboratory setting along with observations and practical experience that will be gained in the clinical setting. This course is a Michigan Department of Community Health EMS and Trauma Systems section approved program leading to licensing as an Advanced Emergency Medical Technician- Paramedic; Michigan Department of Community Health EMS and Trauma Systems section course approval number: P-99-0015. The student will be eligible for the National Registry examination upon successful completion of all three semesters of the Paramedic course.

EMT 220 Paramedic Technology—2 (8-5) 10.5 Cr. Hrs.
Prerequisite: **EMT 210.**
This course provides the information and experience necessary to prepare the student for EMT 230. In Addition, the EMT 220 program is designed to give students extensive practical application along with the knowledge and skills acquired in the EMT 210 program. This course outline includes advanced practice with a focus on patient assessment and medical emergencies. Content areas are covered in lectures, practical skills practiced in a laboratory setting along with observations and practical experience that will be gained in the clinical setting. This course is a Michigan Department of Community Health EMS and Trauma Systems section approved program leading to licensing as an Advanced Emergency Medical Technician- Paramedic; Michigan Department of Community Health EMS and Trauma Systems section course approval number: P-99-0015. The student will be eligible for the National Registry examination upon successful completion of all three semesters of the Paramedic course.

EMT 230 Paramedic Technology—3 (6-6) 9 Cr. Hrs.
Prerequisite: **EMT 220.**
This course provides the information and experience necessary to prepare the student for the National Registry Examination. In Addition, the EMT 230 program is designed to give students extensive practical application along with the knowledge and skills acquired in EMT 210 and 220. This course outline includes advanced practice with a focus on patient assessment and traumatic emergencies in addition to dealing with patients with special considerations. Content areas are covered in lectures, practical skills practiced in a laboratory setting along with observations and practical experience that will be gained in the clinical and Internship setting. This course is a Michigan Department of Community Health EMS and Trauma Systems section approved program leading to licensing as an Advanced Emergency Medical Technician- Paramedic; Michigan Department of Community Health EMS and Trauma Systems section course approval number: P-99-0015. The student will be eligible for the National Registry examination upon successful completion of all three semesters of the Paramedic Program.

ENGINEERING

ENGR 100 Introduction to Engineering and Technology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to introduce students to the fields of engineering and engineering technology. Students will learn about the different engineering disciplines, and will participate in projects related to engineering. Electronic portfolios will be introduced in this course.

ENGR 201 Statics (3-0) 3 Cr. Hrs.
Prerequisite: **PHYS 211.**
This course is designed to teach the student vector analysis of forces and moments in 2 and 3 dimensions. Equilibrium of particles and rigid bodies will be determined. Beams and trusses will be analyzed. Problems involving friction, center of gravity, moments of inertia and virtual work will be solved. This course is designed as an engineering transfer course. Transferability of this course into the desired engineering program should be confirmed with the transfer office.

ENGR 202 Mechanics of Materials (3-0) 3 Cr. Hrs.
Prerequisite: **ENGR 201.**
This course is designed to teach the students the fundamental concepts related to stress and strain of deformable bodies and their application to mechanical structures. This course is designed as an engineering transfer course. Transferability of this course into the desired engineering program should be confirmed with the transfer office.

ENGR 203 Dynamics (4-0) 4 Cr. Hrs.
Prerequisite: **ENGR 201.**
This course is designed to teach the student kinematics and kinetics of particles and rigid bodies including methods of; motion relative to translating and rotating reference frames; force and acceleration; work and energy; impulse and momentum; and vibrations. This course is designed as an engineering transfer course. Transferability of this course into the desired engineering program should be confirmed with the transfer office.

ENGLISH

ENG 050 Modern English Grammar (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This is the first of a two-part sequence (ENG 050/055) designed to prepare students for composition courses. The course content focuses on major grammatical concepts and writing. A grade of 2.0 or better in ENG 050 is necessary to enter ENG 055.

ENG 055 Building Writing Skills (3-0) 3 Cr. Hrs.
Prerequisite: **Satisfactory placement test score or minimum grade of 2.0 in ENG 050 or ESL 052.**
This is the second of a two-part sequence (ENG 050/ENG 055 or ESL 052/ENG 055) designed to prepare students for composition courses. The course focuses on the writing process, paragraph development, revision, and essay structure. A grade of 2.0 or better in ENG 055 is necessary to enter ENG 101.

ENG 100 Communication Skills (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course deals with a variety of written and oral communication skills. Students learn about the application of interpersonal and intrapersonal communication, including but not limited to presentations, interviews, collaborative work, and technological tools as used in personal, social and career communications.

ENG 101 English Composition 1 (3-0) 3 Cr. Hrs.
Prerequisite: **Satisfactory high school English background or ENG 055 with a minimum grade of 2.0.**
This course teaches students to prepare and write a number of clear, well-developed essays, using exposition and other rhetorical modes. This process assists students to build writing strategies and methodologies for college and professional writing.

ENG 102 English Composition 2 (3-0) 3 Cr. Hrs.
Prerequisite: **ENG 101 with a minimum grade of 2.0.**
This course teaches students to conduct and integrate research and write the research paper. This process assists students in developing research and writing strategies to use in a variety of college and professional contexts.

ENG 106 Business English (3-0) 3 Cr. Hrs.
Prerequisite: **ENG 100 or ENG 101 with a minimum grade of 2.0 and basic computer skills.**
This course examines verbal and nonverbal communication theories and methods relating to business. Students write business documents and apply a variety of methods for collecting and presenting data.

ENG 107 Introduction to Journalism (3-0) 3 Cr. Hrs.
Prerequisite: **ENG 101 with a minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course is an introductory survey of mass media such as newspapers, magazines (print and online), radio, TV, advertising, public relations, and the World-Wide Web. The course will emphasize newspapers and magazines while recognizing news and feature values, discovering audience, reporting, writing, planning content and format.

ENG 116 Technical Writing (3-0) 3 Cr. Hrs.
Prerequisite: **ENG 100 or ENG 101 with a minimum grade of 2.0.**
This course provides practical instruction in speaking, listening and technical writing for business and industry. Students learn to apply the principles of organizational structure, resume writing, job hunting, interviewing and technical reporting.

ENG 170 Modern Literature By and About Women (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Reading and discussion of fiction, poetry, drama and prose by women writers of the 20th and 21st centuries. Students use literary analysis to explore women's literature as well as the experiences, roles, and art of modern women and women writers.

ENG 200 Introduction to Film (4-0) 4 Cr. Hrs.
Prerequisite: **ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course studies how film accomplishes its purposes, whether as simple entertainment, social commentary or complex art. Students will view and discuss selected films and explore the history, criticism, aesthetics and technique of film.

ENG 203 Children's Literature (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course surveys literature for children and adolescents in K-12 curriculum. By reading, analyzing, and researching various genres of children's literature throughout the world, students gain a historical perspective and establish standards of critical evaluation.

ENG 205 Creative Writing (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Student creative writing may include work in poetry, short stories, and drama. Some assignments will reflect student interests and abilities, while others may encourage students to expand their skills and discover new topics. Class activities will include critical evaluation of student work in individual conferences and writing workshops.

ENG 206 Creative Writing (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Student creative writing may include work in poetry, short stories, and drama. Some assignments will reflect student interests and abilities, while others may encourage students to expand their skills and discover new topics. Class activities will include critical evaluation of student work in individual conferences and writing workshops. The course may include work on individual writing projects.

ENG 221 Advanced Composition (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course provides advanced composition theory and practice for students to develop writing skills beyond ENG 101 and ENG 102. It emphasizes the writing process, revision strategies, and standard research techniques. It also encourages peer collaboration and evaluation to reflect professional writing.

ENG 243 Introduction to Literature—Short Fiction (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Using elements of fiction, this course develops standards for critical evaluation to increase understanding and appreciation of short stories. Students read and analyze short fiction and its forms from early to modern times.

ENG 244 Introduction to Literature—Poetry (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course develops standards for critical evaluation to increase the understanding and appreciation of poetry. Students read and analyze poetry and its forms from early to modern times.

ENG 245 Introduction to Literature—Drama (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Students will read and discuss a number of plays, especially those written since 1850. This course is designed to develop standards for critical evaluation and increase understanding and appreciation of drama as a literary form.

ENG 246 Introduction to Literature—Novel (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
The course examines classic, unique, and emerging examples of novels. Students use elements of fiction to critically evaluate novels, thereby expanding their understanding and appreciation for prose fiction.

ENG 248 Introduction to Literature—Shakespeare (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course develops standards for critical evaluation using elements of drama and poetry. Students read and analyze selected Shakespearean works to understand and appreciate one of Western civilization's greatest playwrights.

ENG 251 American Literature from Colonial Times to the Civil War (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Students read and analyze significant literary works that illustrate the changing currents of thought and expression that dominated American life from colonial times to the Civil War.

ENG 252 American Literature from the Late Nineteenth Century to the Present (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
Students read and analyze significant literary works that illustrate the changing currents of thought and expression that have dominated American life from the Civil War to the present.

ENG 275 World Literature—Casebook Studies of Universal Themes (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with a 2.0 grade.**
This course will examine a variety of international literary works pertaining to common, literary themes. Such themes will be explored through poetry, drama, fiction and/or non-fiction. Works not originally written in English will be read in translation.

ENG 280 The Nature of Language (3-0) 3 Cr. Hrs.
***Prerequisite:* ENG 101 with minimum grade of 2.0 or consent of instructor. ENG 102 recommended.**
This course is an investigation of the historical background and current status of the English language, including problems such as the changing nature of language, dialect differences, origins of standards for correctness and attempts to describe the language grammatically.

ENGLISH AS A SECOND LANGUAGE

ESL 051 English Language Skills—Communication, Speaking and Listening (3-0) 3 Cr. Hrs.
***Prerequisite:* Appropriate placement test score.**
This course is part of a series of courses designed to introduce non-native speakers of English to the skills they will need to succeed in an academic environment where English is spoken. Students will practice and develop verbal English language skills and will study vocabulary and techniques for building one's vocabulary.

ESL 052 English Grammar and Basic Writing Skills (3-0) 3 Cr. Hrs.
***Prerequisite:* Appropriate placement test score.**
This course is part of a series of courses designed to introduce non-native speakers of English to the skills they will need to succeed in an academic environment where English is spoken. The content of this course focuses on major grammatical concepts, including parts of speech, sentence functions and sentence patterns.

ESL 100 English Communication Skills (3-0) 3 Cr. Hrs.
***Prerequisite:* Appropriate placement test score or successful completion of ESL 052.**
This course is part of a series of courses designed to introduce non-native speakers of English to the skills they will need to succeed in an academic environment where English is spoken. The focus of this course is on high level grammar, communication skills including listening and vocal features (such as volume and intonation) and non-verbal communication skills.

ESL 101 English Writing and Reading Skills 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* Appropriate placement test score or successful completion of ESL 052.**
This course is part of a series of courses designed to introduce non-native speakers of English to the skills they will need to succeed in an academic environment where English is spoken. Students will practice and develop writing and critical thinking skills in preparation for ENG 101. A grade of 2.0 or better is necessary to enter ENG 101.

ESL 102 English Writing and Reading Skills 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* A grade of 2.0 or better in ESL101 is required to enter ESL 102.**
This course is a continuation of the ESL101 course. It is designed for non-native students who need further composition experience in preparation for English 50, 55 or 101. The primary focus of this course will be to continue building grammatical and writing competencies as well as increase critical thinking and reading comprehension skills.

ENVIRONMENTAL STUDIES

ENVR 107 Soil Mechanics (3-2) 4 Cr. Hrs.
Prerequisite: **MATH 113.**
This course provides an introduction to soil mechanics and foundations, and emphasizes practical applications that are supported by theory. The course concentrates on analytical techniques currently used by the environmental industry to understand the behavior of soils and to classify soils. Soil characteristics are explored by means of laboratory examination and testing techniques.

ENVR 204 Introductory Surveying (3-0) 3 Cr. Hrs.
Prerequisite: **MATH 113.**
This course is an introduction to field survey techniques and computer applications related to surveying. Comprehensive study of the techniques and procedures used to locate and measure features will be explored. The course will include the use of surveying total station and data collector in the gathering of field data for planimetric and topographic maps.

ENVR 206 Environmental Law (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to both federal and state environmental laws. Topics include common law and toxic torts, federalism, and statutory law. Federal environmental laws include National Environmental Policy Act, Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, and Comprehensive Environmental Response, Compensation, and Liability Act. The Michigan Natural Resources and Environmental Protection Act is also discussed.

ENVR 218 Environmental Hydrology (3-0) 3 Cr. Hrs.
Prerequisite: **GEOG 130 or GEOG 133 and GEOG 212.**
This course is a survey of water resources and includes study of the occurrence, movement, and properties of both surface water and groundwater. Elements of the hydrologic cycle (precipitation, infiltration, evapotranspiration, evaporation, and surface runoff) are described. The impact of land use on hydrologic resources, such as the increase of storm water and degradation of water is discussed. A study of watershed management, a holistic, integrated method of managing all water resources located within a naturally occurring watershed, is included. Data and hydrologic studies for the Rouge River Watershed and its sub-basins provide a model for watershed management. The course also includes hydrologic computer mapping exercises and fieldwork in the Bell Branch of the Rouge River.

ENVR 230 Energy Resources (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course presents an overview of nonrenewable and renewable energy resources. Energy resources derived from the earth provide the majority of our energy needs. These resources include fossil fuels (petroleum, natural gas, and coal) and radioactive ores used to generate nuclear power. Nonrenewable energy resources are finite and may be used up in the future. Extraction of these geologic materials can result in negative environmental impact if careful management strategies are not employed. Energy needs for our industrial economy may be met using both renewable and alternative energy sources. Renewable and alternative energy sources include hydro power, solar power, geothermal power, biomass, and wind power. Alternative fuels may be used in the transportation sector. Other course topics include energy conservation, air pollution, energy and sustainable development, and energy and global climate change.

ENVR 231 Environmental Field Experience (1-4) 5 Cr. Hrs.
Prerequisite: **None.**
The environmental field experience is a capstone class that provides students with an opportunity to apply the skills and knowledge learned in the Environmental Studies Program to off-campus work experience in government, private industry, or nonprofit organization. Students can also meet the course requirements by completing a service learning project that incorporates an environmental issue. Class discussions include sources of employment in the environmental profession, job applications and interviews, and preparing resumes. Students complete a project related to the field experience.

FIRE TECHNOLOGY

FIRE 112 Fire Fighter 1—Basic Fire Suppression (6-4) 10 Cr. Hrs.
Prerequisite: **Michigan State law mandates that persons taking this course must be at least 18 years of age and have a valid Michigan Driver's License.**
This course provides an introduction to basic fire suppression, prevention procedures and skill development. FIRE 112 is provided as the first of two courses, which constitute the equivalent of the Basic Fire Academy and is offered for students who prefer to attend on a part-time basis. This course is for students who are currently employed by a Michigan Fire Marshall recognized fire department, or currently seeking employment, and/or volunteer in a recognized fire district. This course meets the state-mandated requirements for preparing students to take the exam for state certification for entry-level on-call or volunteer fire fighters.

FIRE 119 Fire Fighter 2—Advanced Fire Suppression (7-3) 10 Cr. Hrs.
Prerequisite: **FIRE 112 with a grade of 2.0 or higher. Michigan State law mandates that persons taking this course must be at least 18 years of age and have a valid Michigan Driver's License.**
Fire Fighter 2 is the second of two courses, which together make up the equivalent of the Basic Fire Academy and is offered for students who prefer to attend on a part-time basis. This course deals with advanced fire suppression techniques, including prevention procedures and skill development. This course is for students who are currently employed by a Michigan Fire Marshall recognized fire department, or currently seeking employment, and/or volunteer in a recognized fire district. This course meets the state mandated requirements for preparing students to take the exam for state certification for entry-level career fire fighters.

FIRE 124 Fire Academy (13-7) 20 Cr. Hrs.
Prerequisite: **Michigan State law mandates that persons taking this course must be at least 18 years of age and have a valid Michigan Driver's License.**
The Fire Academy combines FIRE 112 and FIRE 119, providing comprehensive training in fire suppression, prevention procedures and skill development. This course is for students who are currently employed by a Michigan Fire Marshall recognized fire department, are currently seeking employment, and/or are a volunteer in a recognized fire district. Students must be able to attend on a full-time basis. This course meets the State-mandated requirements for preparing students who intend to become professional Michigan fire fighters to take the State certification exam for entry-level career fire fighters.

FIRE 128 Fire Fighting—Hydraulics and Water Supply (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is a study of the principles of fluid in motion. More specifically, it concentrates on water and its use as a fire extinguishing agent. It is a course of solving problems of water delivery application for fire fighting situations, along with the theory that is necessary in finding correct solutions. Studies will include the physical laws of liquids as they apply to water for fire fighting, the characteristics of water, and its controlled delivery through highly technical machinery and equipment. It will include a study of the safe and efficient operation of that equipment during training and/or actual fire fighting operations. Students will be required to solve sample problems in writing. They will also be required to complete a brief study of a local water system.

FIRE 130 Fire Fighting—Tactics and Strategy (3-0) 3 Cr. Hrs.
Prerequisite: **FIRE 112 or FIRE 124 is recommended.**
This course examines new technology, fire fighting techniques and improved equipment as well as provides a guide for fire fighters and fire officers who need methods for handling specific situations. The course also covers general principles of fire fighting, engine company operations, search and rescue, structure fires, and fire related emergencies.

FIRE 135 Fire Protection Systems (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to provide the student with an understanding of the basic principles involved in the design and operation of existing suppression and detection systems found in most structures. Specific topics of discussion include: portable extinguishers, dry chemical systems, extinguishing foams, fire detection systems, smoke detection systems, and other related topics.

FIRE 200 **Fire and Arson Investigation** (4-0) 4 Cr. Hrs.
Prerequisite: **FIRE 112 or FIRE 124.**
This course is designed to acquaint students with data on fire dynamics, explosions and fire behavior. The course is for students interested in learning fundamentals of collection, preservation and analysis of physical evidence. Also covered as part of the course are new laws and court decisions controlling investigator's access to scene and admission of evidence. This course prepares students for on-scene investigation as well as in-service or promotional exams.

FIRE 205 **Fire Department Organization and Administration** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed to equip the student with knowledge to effectively tackle challenging management problems and deliver practical solutions for managing today's fire departments. This course provides guidance on leadership skills: motivating and disciplining personnel, accepting cultural diversity and unity. Also covered in this course is managing human resources, the use of computer technology for information management and strategic planning and budgeting.

FIRE 207 **Fire Company Officer** (3-0) 3 Cr. Hrs.
Prerequisite: **FIRE 119 or FIRE 124.**
It is essential that Fire Company Officers be well versed in the areas of management, leadership, and human relations. This course will examine the skills required to function as a Fire Company Officer. Students will cover both traditional and contemporary methods of supervision, planning, staffing, and training. The course objectives will parallel NFPA 1021, Fire Officer Professional Qualifications. Combined with the knowledge of essential fire fighting skills, this course provides students with the competencies required for a first-line fire company officer.

FRENCH

FR 101 **Elementary French 1** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students with no previous education in French. You will learn basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. You will also gain an appreciation for the French and Francophone culture.

FR 102 **Elementary French 2** (4-0) 4 Cr. Hrs.
Prerequisite: **One year of high school French or FR 101 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of FR 101 and continues to review the basic French grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the French and Francophone culture will be an integral part of the course.

FR 201 **Intermediate French 1** (4-0) 4 Cr. Hrs.
Prerequisite: **Two years of high school French or FR 102 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of FR 102 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the French and Francophone culture will be an integral part of the course.

FR 202 **Intermediate French 2** (4-0) 4 Cr. Hrs.
Prerequisite: **Three years of high school French or FR 201 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of FR 201 with a broader emphasis on speaking (present-day spoken French), listening comprehension, and reading. Through varied activities, the main focus will be on oral proficiency and communication as the course will be entirely conducted in French. An appreciation of the French and Francophone culture will be an integral part of the course.

GEOGRAPHY

GEOG 105 **Earth Science for Elementary Teachers** (3-2) 4 Cr. Hrs.
Prerequisite: **None.**
This course introduces earth science topics and integrates pedagogical methods appropriate for elementary school teachers. The course will help prospective teachers create a resource base of knowledge and activities for teaching earth science and develop teaching strategies based on how children learn science. Teaching strategies include inquiry-based strategies, and active, cooperative, and collaborative learning strategies. The course includes lecture, peer teaching, demonstrations, and lesson plan development.

GEOG 130 **Physical Geography** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course utilizes a systems approach to analyze the earth's dynamic systems: energy, atmosphere, water resources, weather and climate, tectonic processes, landforms, soil, vegetation, and ecosystems. Introductory geographic concepts, including absolute and relative location, spatial analysis and geographic approach, are covered. Fundamentals of map reading, remote sensing, and geographic information systems are included.

GEOG 133 **World Regional Geography** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
World Regional Geography includes a systematic study of the world's geographic realms, including Europe, United States-Canada, Russia, Middle America, South America, Southwest Asia, Southeast Asia, East Asia, Subsaharan Africa, and Australia-New Zealand. Geographic concepts, such as map reading and spatial analysis, are first introduced. Then, the world is classified into geographic realms using both physical and social criteria. Each realm results from a unique interaction between the human societies and the physical and biological environment. The physical, cultural, political, and social features of each realm are studied, along with any special regional concerns or problems.

GEOG 203 **Weather and Climate** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an overview of the Earth's atmospheric system. Topics include energy, temperatures, atmospheric moisture, cloud formation, precipitation, atmospheric pressure, weather systems, weather forecasting, severe weather, and global climate patterns. Discussions include global climate change and air pollution.

GEOG 212 **Environmental Science** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introductory environmental science course with no prerequisites. The course offers an in-depth examination of a variety of local, regional, and global environmental concerns. The course focuses on the effects that human societies have on the physical environment and the global biosphere. Topics include human population distribution, growth rates and population explosion, erosion and contamination of soil resources, degradation of water resources, air pollution, global climate change, waste management, biodiversity and deforestation.

GEOG 217 **Water Resources** (3-0) 3 Cr. Hrs.
Prerequisite: **GEOG 130.**
This course is a survey of water resources which includes a study of the occurrence, movement, and behavior of water in the hydrologic cycle. Discussions on the ways in which these resources can be contaminated and remediated will be held. The course includes a study of watershed management, which is a holistic, integrated method of managing all water resources located within a naturally occurring watershed. Data and hydrologic studies completed for the Rouge River Watershed provide a model for watershed management. The course offers demonstrations of hydrologic computer models and limited field experience.

GEOG 225 **Introduction to Geographic Information Systems—GIS** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course provides an introduction to basic Geographic Information Systems (GIS) concepts through in-class discussions and hands-on assignments using ArcGIS. The course includes theory, mapping techniques, data collection and compilation, and data analysis. Topics include implementation of a GIS, current applications, legal issues, and the future of GIS.

GEOG 241 **Geography Field Trip—Latin America** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This field study course includes a systematic geographic study of the Latin American realm, which includes the Caribbean, Middle America, and South America. Geographic concepts, such as map reading and spatial analysis, are first introduced. The physical, cultural, political, and social features of the Latin America realm are studied, with a focus on regional concerns or problems. The course will conclude with a field trip to a Latin American country to facilitate a live, experiential encounter with the unique physical and cultural landscape of that country.

GEOLOGY

GEOL 120 **Geology of Michigan** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Geology of Michigan is a history of the geological evolution of the state. Course emphasis will be on the identification and description of the most important and popular geological features of Michigan and the formation of our important natural resources such as iron, copper, salt, oil, and gas. Two field trips, one of which is three days in Michigan's western Upper Peninsula, are optional.

GEOL 133 **Physical Geology** (3-3) 4 Cr. Hrs.
Prerequisite: **None.**
Physical Geology is the study of the geological processes that affect the earth. This includes a survey of what the earth is made of (rocks, minerals, etc.), how it works on the inside (plate tectonics, earthquakes, volcanic eruptions) and the processes that act upon it from the outside (streams, glaciers, wind, etc.). Identification of common rocks and minerals and the interpretation of topographic maps are part of the required laboratory exercises. An all-day Saturday field trip is optional.

GEOL 134 **Historical Geology** (3-3) 4 Cr. Hrs.
Prerequisite: **GEOL 133.**
Historical Geology is the study of the geologic development of the earth as a planet from its creation to the present time. The first half of the course is a study of the methods and techniques that the science of geology uses to unravel the history of the earth. The second half applies these techniques to present the geologic history of the continent of North America as a case study.

GEOL 140 **Regional Geology** (2-0) 2 Cr. Hrs.
GEOL 141 ***Prerequisite:*** **GEOL 133.**
GEOL 142 (Spring and/or Summer Sessions only)
GEOL 143 A different selected geologic region of interest in the
GEOL 144 United States or Canada will be studied each spring or
GEOL 145 summer in detail. A field trip to each area is taken to
GEOL 146 observe first hand the rocks, fossils, structures and
GEOL 147 significant depositional and erosional processes at
GEOL 148 work in that particular region. Areas to be considered
GEOL 149 include the Canadian shore of Lake Superior, the Southern Appalachians, Northern Arizona, Black Hills, Adirondack Mountains, the Yellowstone area, Costa Rica or others as requested. Check with the department for the next area to be studied. A student may enroll in any regional course or in more than one, in subsequent years.

GEOL 237 **Mineralogy** (3-2) 4 Cr. Hrs.
Prerequisite: **GEOL 133.**
Mineralogy teaches the basics of crystal formation, crystal symmetry, and crystal chemistry of the most important rock forming and economic minerals of the earth's crust. The course also includes the formation of minerals and mineral occurrences and associations. Laboratory periods concentrate on the methods used in the identification of about 100 minerals.

GERMAN

GER 101 **Elementary German 1** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students who have no previous education in German. The course will cover basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of German culture will be an integral part of the course.

GER 102 **Elementary German 2** (4-0) 4 Cr. Hrs.
Prerequisite: **Minimum one year of high school German or GER 101 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of GER 101 and continues to review the basic grammar patterns and builds competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of German culture will be an integral part of the course.

GER 201 **Intermediate German 1** (4-0) 4 Cr. Hrs.
Prerequisite: **Two years of high school German or GER 102 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of GER102 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of German culture will be an integral part of the course.

GER 202 **Intermediate German 2** (4-0) 4 Cr. Hrs.
Prerequisite: **Three years of high school German or GER 201 with grade of 2.0 or better or consent of instructor.**
This course is a continuation of GER 201 with a broader emphasis on speaking (present-day spoken German), listening comprehension, and reading. Through varied activities, the main focus will be on oral proficiency and communication as the course will be entirely conducted in German. An appreciation of German culture will be an integral part of the course.

HEALTH INFORMATION TECHNOLOGY

HIT 100 Introduction to Medical Terminology (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course is a basic overview of medical terminology. The students will be introduced to medical terminology used in healthcare. The topics in the course provide activities to allow the student to spell, define and pronounce medical terminology.

HIT 104 Medical Terminology (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course introduces the student to the fundamentals of the language of medicine. Definitions, pronunciations, spelling and abbreviations of anatomic, symptomatic, diagnostic and operative terms pertaining to each anatomical system of the body will be reviewed. Terms pertaining to pharmacology, clinical laboratory, radiology and pathology will also be explored.

HIT 109 Principles of Health Information Management (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides the student an introduction to the health information management profession. Educational and certification requirements are examined along with potential employment opportunities in the health information profession. The health information management department, its functions and the relationship to other departments is explored. Health record content, documentation requirements and the accrediting and licensing agencies that govern health information will be reviewed. Hands-on laboratory activities will help the student to gain proficiency in basic health information functions.

HIT 111 ICD-9-CM Classification (2-2) 3 Cr. Hrs.
Prerequisite: **HIT 104, HIT 109, HIT 113 and BIOL 236.**
This course is an introduction to basic coding theory and computer laboratory practice applying ICD-9-CM to hospital medical/health records. This course is designed for the classification of patient morbidity and mortality information for statistical purposes and for the indexing of health/medical records by disease and operation for data storage and retrieval. Diagnostic coding and reporting guidelines for hospital inpatient and outpatient services will be utilized.

HIT 112 Basic Laboratory and Diagnostic Tests (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 100 or HIT 104.**
This course is designed to prepare an allied health student to identify clinical laboratory and diagnostic tests. The student will develop an understanding of what the laboratory and diagnostic test is used for; diseases, diagnoses or disorders associated with the test; and the normal range or results of the test. Students will complete case studies to demonstrate a working knowledge of laboratory and diagnostic tests.

HIT 113 Human Diseases (3-0) 3 Cr. Hrs.
Prerequisite: **BIOL 105 or BIOL 236 or BIOL 237 and BIOL 238 and HIT 104.**
This course is designed to build on the knowledge of anatomy and physiology, and medical terminology. It will introduce the student to the disease processes and their effect on the individual body systems. The student will develop an understanding of the types of treatments for diseases which may include pharmacology, surgery and other therapies.

HIT 114 Pharmacology for Health Professionals (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 100 or HIT 104.**
This course is designed to provide an overview of principles of pharmacology pertaining to treatment of diseases, physiological processes of the body related to drug therapy, legislation, classification and names of medications. Students will learn about medications through activities using medical documentation and internet resources.

HIT 115 Legal Aspects of Health Information (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 109.**
This course provides the Health Information Technology student with an understanding of the American legal system and the legal requirements concerning the compilation and maintenance of health information. Additional topics include how health information is used and when it can be disclosed, state and federal regulations, statutes, including the privacy and security rules resulting from the Health Insurance Portability and Accountability Act (HIPAA).

HIT 158 Clinical Affiliation 1 (0-8) 2 Cr. Hrs.
Prerequisite: **HIT 104, HIT 109, BIOL 236, and CIS 120.**
This course provides professional practice assignments for the student in a Health Information Management/Services department under the supervision of a qualified Health Information Management professional. The student will have the opportunity to observe and interact with the Health Information Management professional in a variety of healthcare facilities both on-campus and off-campus site. The student will observe, perform and report on health information systems utilized in a variety of healthcare facilities and virtual lab.

HIT 210 Healthcare Statistics for Health Information Management (2-2) 3 Cr. Hrs.
Prerequisite: **HIT 104, HIT 111 and HIT 158.**
This course introduces students to terminology, definitions and computational methodology of the basic and most frequently used health statistics. Topics examined include healthcare data collection, preparation, analysis and interpretation; cancer program requirements; vital statistics reporting.

HIT 216 Healthcare Delivery Systems (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 109, HIT 111 and HIT 158.**
This course provides for a comprehensive review of the healthcare industry. Trends and changes related to healthcare facilities such as acute care hospitals, specialty hospitals, long term care facilities, managed care organizations, ambulatory care, behavioral care, hospice and home healthcare are investigated. The course will also deal with the impact and use of computers in the delivery and documentation of healthcare and the role of the health information professional within the healthcare delivery system.

HIT 217 Quality Management in Healthcare (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 111, HIT 113, HIT 158.**
Corequisite: **HIT 256.**
This course is designed for the health information technology student to review methods by which a healthcare organization measures, assesses and improves the quality of healthcare services. Topics explored include traditional quality assessment, performance improvement methodologies, utilization/resource management, risk management, infection control, credentialing and the role of oversight agencies.

HIT 219 Organization and Management (1-2) 2 Cr. Hrs.
Prerequisite: **HIT 210, HIT 216, HIT 217, and HIT 256.**
Corequisite: **HIT 258.**
Health information professionals make decisions that demand effective planning, organization, motivation and communication skills. Effective supervision of human and other resources is also essential in today's changing world of healthcare. This course provides the health information technology student with basic management concepts and theories that are applied in the Health Information Services/Management environment.

HIT 221 Basic Ambulatory Coding (2-1) 3 Cr. Hrs.
Prerequisite: **HIT 104, HIT 109, HIT 113 and BIOL 236.**
This course is an introduction to basic coding theory and computer laboratory practice applying CPT to ambulatory medical/health records. This course is designed to prepare a student to code in the ambulatory setting using Current Procedural Terminology (CPT). The course will emphasize the reporting requirements for codes and rules that apply to the reimbursement systems used by government payers and other health plans. The student will be introduced to computerized coding systems utilized in healthcare. The emphasis of the course will be coding for facility services and procedures.

HIT 227 Intermediate ICD-9-CM Coding (2-1) 3 Cr. Hrs.
Prerequisite: **HIT 111, HIT 113 and BIOL 236.**
This course is designed to prepare a student to code in the hospital setting using ICD-9-CM. The course will emphasize reporting requirements for codes and rules that apply to reimbursement systems used by government payers and other health plans. The student will be introduced to computerized coding systems utilized in healthcare. The emphasis of the course will be development of intermediate skills to code accurately and ethically. Students will assign codes for diagnoses, services and procedures that are documented in the health/medical record. This course is the theory and practice of coding medical records in the hospital setting using ICD-9-CM. The student will use the encoding software in the laboratory to apply coding to charts.

HIT 229 Intermediate Ambulatory Coding (2-1) 3 Cr. Hrs.
Prerequisite: **HIT 111, HIT 113, HIT 221 and BIOL 236.**
This course includes theory and practice in coding medical/health records in the hospital/ambulatory setting using Current Procedural Terminology (CPT) and Healthcare Financing Administration Common Procedure Coding System (HCPCS). The student will use encoding software in the laboratory to code medical/health records. The student will analyze clinical data for the purpose of coding and reimbursement in the ambulatory setting including the physician office.

HIT 230 ICD-9-CM Coding Practicum (1-1) 2 Cr. Hrs.
Prerequisite: **HIT 227 and HIT 229.**
This course will provide practical hands-on experience with ICD-9-CM coding of health/medical records. The student will apply official coding guidelines to a variety of clinical cases and record types such as hospital inpatient, outpatient, and physician office or service. The student will utilize computerized encoding systems for diagnosis and procedure coding. The student will research references in solving coding problems.

HIT 231 Ambulatory Coding Practicum (1-1) 2 Cr. Hrs.
Prerequisite: **HIT 227 and HIT 229.**
This course will provide practical hands-on experience with Current Procedural Terminology (CPT) coding of health/medical records. The student will apply official coding guidelines to a variety of clinical cases and record types such as ambulatory, emergency, outpatient, and physician office or service. The student will utilize the computerized encoding systems for ambulatory and procedure/services coding. The student will research references in solving coding problems.

HIT 232 Computer Applications in Healthcare (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 109 and HIT 158.**
This course is an introduction to the theory and practical methodology of healthcare information systems utilized in a health information management (medical record) department. The course will introduce the student to information systems used in healthcare organizations. The student will develop an understanding of the role of the health information technician in information systems planning and development. The student will be introduced to emerging technologies in healthcare information systems.

HIT 240 Healthcare Reimbursement Methodologies (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 109, HIT 111, HIT 158, and HIT 221.**
The course is designed to provide the student knowledge of the diverse reimbursement methodologies utilized by governmental and private insurance entities in the payment for healthcare delivery services. The course will present Third-Party Payer and Compliance/Auditing Issues, Correct Coding Policy and government prospective payment systems. The terminology and principles for managed care, revenue cycle management and other healthcare plans will be covered.

HIT 256 Clinical Affiliation 2 (0-8) 2 Cr. Hrs.
Prerequisite: **HIT 111, HIT 113, HIT 158 and HIT 216.**
Corequisite: **HIT 217 and HIT 221.**
This course provides practical experience for the student in a Health Information Management/Services Department under the supervision of health information management professionals. The student will have an opportunity to observe and interact with health information management professionals in a variety of healthcare facilities at off-campus sites. The student will observe, perform and report on the functions necessary to support health information services.

HIT 258 Clinical Affiliation 3 (0-8) 2 Cr. Hrs.
Prerequisite: **HIT 210, HIT 216, HIT 217, HIT 221 and HIT 256.**
Corequisite: **HIT 219.**
This course provides professional practice assignments for the student in a Health Information Management/Services Department under the supervision of Health Information Management professionals. The student will have the opportunity to observe and interact with Health Information Management professionals in a variety of healthcare facilities at off-campus sites. The student will observe, perform, and report on the procedures/functions utilized within health information systems in facilities, organizations or agencies related to healthcare. The student may be assigned to a hospital, cancer registry, cancer center, research department, ambulatory center or other related healthcare organizations.

HISTORY

HIST 134 Ancient World (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of prehistoric and ancient times: origins of human nature and culture; early gathering-hunting and planting-herding societies; origins of civilization in the Middle East, India, China, the Mediterranean and elsewhere; civilized-barbarian interaction and the rise of early Old World empires; rise of classical civilizations, especially Greece and Rome; rise of the higher religions, especially the Judaeo-Christian traditions; and decline of classical civilizations, with emphasis on the fall of Rome and the rise of medieval Europe, Byzantium and Islam.

HIST 137 Early Modern World (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of the balance of world civilizations in medieval and early modern times: American and African peripheral regions; major civilizations of Asia and Europe in the Middle Ages; 14th-16th century crisis and renewal; expansion of Europe in the age of Renaissance, Reformation and discovery; rise of the Great Power system; the scientific revolution and Enlightenment; the democratic and industrial revolutions; emergence of modern ideologies and nations; and climax of European expansion in the age of imperialism, to the late 19th century.

HIST 138 Contemporary World (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of the main themes in the history of the world in the last hundred years: the Eurocentric world order of 1900; World War I, communist revolution and fascist counter-revolution; the settlements of the 1920s and the renewal of world crisis in the 1930s; World War II and the onset of the Cold War in the 1940s-1960s; erosion and collapse of the postwar order in the 1970s-1980s; and the contemporary world order in historical context.

HIST 141 History of Michigan and the Great Lakes (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a general survey of the historical development of Michigan from the primitive wilderness to the present; growth of certain political, economic, social and cultural institutions which contribute to understanding Michigan and the Great Lakes area today; and emphasis on relating the history of the state to that of both the area and the nation.

HIST 151 Early America—U.S. History (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of the origins of American civilization: native American societies in pre-Columbian and colonial times; European discovery, exploration, conquest and settlement of the Americas; Iberian, French and African elements in the early Americas; 17th and 18th century English colonial development; the Revolutionary era and the founding of the U.S.; and Federalist and Jeffersonian America, to the early 19th century.

HIST 152 19th Century America—U.S. History (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of the expansion, crisis and renewal of the U.S. in the 19th century: demographic, economic, social and cultural change in Jacksonian America; the North and antebellum reform movements; the South and slavery; the West and territorial conquest and settlement; sectional struggle, the Civil War and Reconstruction; and emergence of modern, urban, industrial America, to the beginning of the 20th century.

HIST 153 Contemporary America—U.S. History (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a survey of American civilization within the last hundred years: turn-of-the-century growth and crisis; the Progressive Era and World War I; the 1920s, the Great Depression and the New Deal; World War II and the emergence of the U.S. as a superpower; affluence, consensus and confrontation in the 1950s-1960s; malaise, drift and fragmentation in the 1970s-1980s; and the U.S. in the world of the late 20th century.

HIST 230 U.S. Business History—1865 to Present (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will provide students with an examination of major business and economic development in the U.S. from the Civil War to the present. Emphasis will be placed on the ideas, forces and personalities in the ever-changing role of business and economics and their impact on the nation and its citizens. Course is recommended for students majoring in business, economics and history.

HOMELAND SECURITY

HS 101 Introduction to Homeland Security (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introduction to the concept of homeland security. The course will define and explain homeland security. The U.S. Department of Homeland Security will be thoroughly analyzed and its mission will be investigated. This course will also address chemical, biological, radiological, nuclear, and explosive devices and the use of these weapons of mass destruction. The importance and basic elements of a planned response, methods used to prevent the importation of weapons of mass destruction into the U.S., and what is being and what can be done to prevent another large-scale terrorist incident in the United States will be covered.

HS 102 Understanding Terrorism (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will introduce students to the phenomena of contemporary terrorism and extremism. Students will see special emphasis on extremism as the foundation for terrorist behavior, types of terrorism, and how governments and law enforcement agencies respond to terrorism. The first steps are to understand the mindset, the groups, the aims, and the tools terrorists use.

HS 201 Organizational and Facility Security (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
The focus of this course will be on traditional methods of physical security hardware, risk assessments, and business continuity. The course will also explore and assess developing security technology and its application to reduce internal and external threats to business.

HS 202 Introduction to Emergency Management (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will provide an overview of emergency management, as a career field, discipline, and approach to dealing with all-hazards emergency/disaster response. This course will examine major disasters in history, concepts, theory, and terminology associated with emergency management.

HS 203 Introduction to Intelligence Systems (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will provide a study of the U.S. government's intelligence community as well as an overview of intelligence processes. This study will include a historical look at intelligence and some of its milestones. Discussed will be key terms, concepts and perspectives. Students will be exposed to the relationship of intelligence with law enforcement and homeland security and how some intelligence processes may be applied to emergency management and pre-incident planning.

HUMAN DEVELOPMENT SERVICES

HDS 101 Human Potential Seminar (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This class is suitable for students who wish to work in people-oriented positions. The course provides a structured small group educational experience that is designed to teach individuals to increase self-confidence, make decisions, develop self-motivation, and improve listening skills. Students will learn strategies to enhance their own development and how to apply those skills in working with others.

HDS 110 Career Decision Making (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course assists students in examining the components of career/job choice. The focus is on career awareness, personal awareness, and education/training awareness as they relate to the process of occupational choice. Self-assessment instruments will help identify tentative career options, decision-making strategies, obstacles and planning skills.

HUMANITIES

HUM 106 Introduction to Art and Music (1-0) 1 Cr. Hr.
Prerequisite: **None.**
This course will cover the basic mechanical and aesthetic elements underlying the visual and aural arts. It will also include an overview of major periods, styles, composers, and artists. The course also prepares students to develop an understanding of how to perceive music and art. This course provides an introductory, fundamental, audience-related approach to art and music. Definitions and concepts will be approached in a very basic manner. No prior knowledge or experience in music or arts is necessary.

HUM 150 World Masterpieces (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course serves as an introduction to some of the great works of art and music in the western world, from Greek civilization to the present. The course will cover the major periods/styles in art and music history: Greek, Roman/Early Christian, Romanesque, Gothic, Renaissance, Baroque, Classical, Romantic, Modern (1900-1945) and Post-Modern (1945-present). Art and music masterpieces to be studied will be selected from the main repertoire of significant works of the western world. The course will also cover fundamentals of integrative art and music appreciation. A background in art and/or music is not required.

HUM 190 Individual Humanism—An Honors Colloquium (3-0) 3 Cr. Hrs.
Prerequisite: **Acceptance to the Schoolcraft Scholars honors program.**
A required introduction to the Schoolcraft Scholars honors program, this colloquium studies the individual and the community through multiple disciplines. Topics of the colloquium may include, but are not limited to, the human condition; individual renaissance and enlightenment; the role of individuals in a society of change, transition and revolution; the unanswered question; and, taking an active role on the social stage. Additionally, students in this course collaborate, practice critical thinking, and explore both community issues and community-based organizations.

HUM 201 Art and Music in Western Civilization: Field Study—England (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a humanistic study of music and art in concentrated form through field study. Course includes art forms and functional styles of historical periods as they relate to universal principles. The course will also include studies in English history, culture and geography. The course will conclude with a ten-day trip to London, England, with day trips to Cambridge, Canterbury, Bath, Stonehenge, Ely, and other satellite locations. The tour will include visits to the National Gallery and the British Museum as well as other museums, and will include visits to several palaces, castles, cathedrals, and performing arts centers to facilitate a live, first-hand encounter with English arts and culture.

HUM 202 Art and Music in Western Civilization: Field Study—France (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a humanistic study of the arts, culture, and history in concentrated form through field study. Course includes art forms and functional styles of historical periods as they relate to universal principles. The course will include studies in French history, culture and geography. The course will conclude with a ten-day trip to Paris, France, which will include visits to the Louvre Museum, Musee D'Orsee (and other museums/galleries), Notre Dame Cathedral (and other cathedrals), day trips to Versailles, Giverny, St. Germain, St. Denis, and other culturally and historically significant centers to facilitate a live, first-hand encounter with French arts and culture.

HUM 203 Art and Music in Western Civilization: Field Study—Italy (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a humanistic study of the arts, culture, and history in concentrated form through field study. Course includes art forms and functional styles of historical periods as they relate to universal principles. The course will include studies in Italian history, culture and geography. The course will conclude with a ten-day trip to Italy, which will include visits to Venice, Ravenna, Florence, Assisi, Rome and other culturally and historically significant centers to facilitate a live, first-hand encounter with Italian arts and culture.

HUM 204 **Art and Music in Western Civilization: Field Study—Spain** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a humanistic study of the arts, culture, and history in concentrated form through field study. Course includes art forms and functional styles of historical periods as they relate to universal principles. The course will include studies in Spanish history, culture and geography. The course will conclude with a ten-day trip to Spain, which will include visits to Madrid, Toledo, Segovia, El Escorial, and other culturally and historically significant centers to facilitate a live, first-hand encounter with Spanish arts and culture.

HUM 210 **The Art of Being Human** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an interdisciplinary introduction to the humanities as an overall approach to living. The course involves the student in the philosophies, religions, and arts as avenues of human inquiry and expression.

HUM 212 **Mass Media and Popular Culture** (3-0) 3 Cr. Hrs.
Prerequisite: **ENG 101. ENG 102 recommended.**
This course is an introduction into the nature of mass communication and their relationship with the public. The course will analyze, assess, and evaluate popular culture and mass media. Focus will be on the various forms of media, to include radio, television, film, newspaper, and advertising to determine how they influence and manipulate the ways you relate to yourself and others. Examination will include the history, economics, power, and ethical consideration of media outlets.

HUM 215 **Humanities Through the Arts** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course represents an exploratory approach to the humanities that focuses on the special role of the arts. The relation of the humanities to values is central to the purpose of the course. This approach provides a self-contained program for studying values as revealed in the arts.

HUM 231 **The Humanities in Western Culture—Antiquity Through the Renaissance** (3-0) 3 Cr. Hrs.
Prerequisite: **HUM 106 or HUM 150 or consent of instructor.**
This course is an introduction to the Integrated Humanities. Culture has sometimes been defined as that which remains after the civilization has vanished. What is left behind amounts to much more than just artifacts; we are left with a legacy of the humanistic spirit. This course takes an in-depth look at culture, civilization, values and qualities inherent in Western art, architecture, music, literature and philosophy. The course is also a study in Western thought and its resultant social and political institutions. The first of a two-semester sequence, this course will cover Ancient River-Valley, Greek, and Roman civilizations, the Middles Ages, and the Renaissance.

HUM 232 **The Humanities in Western Culture—Baroque to the Present** (3-0) 3 Cr. Hrs.
Prerequisite: **HUM 106 or HUM 150 or consent of instructor.**
This course is an introduction to the Integrated Humanities. Culture has sometimes been defined as that which remains after the civilization has vanished. What is left behind amounts to much more than just artifacts; we are left with a legacy of the humanistic spirit. This course takes an in-depth look at culture and civilization; at values and qualities inherent in Western art, architecture, music, literature and philosophy. The course is also a study in Western thought and its resultant social and political institutions. The second of a two-semester sequence, this course will cover the Baroque, Classical and Romantic periods, as well as the major historical, philosophical, and artistic "isms" of the modern and post-modern Western world.

ITALIAN

ITAL 101 **Elementary Italian 1** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students who have no previous education in Italian. The course will cover basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the Italian culture will be an integral part of the course.

ITAL 102 **Elementary Italian 2** (4-0) 4 Cr. Hrs.
Prerequisite: **ITAL 101 with grade 2.0 or better or one year of high school Italian or consent of instructor.**
This course is a continuation of ITAL 101 and continues to review the basic Italian grammar patterns and to build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of the Italian culture will be an integral part of the course.

LASER TECHNOLOGY

LASR 125 **Laser Safety Concepts** (3-0) 3 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent and BMET 116.**
This course has been designed as a basic introduction to medical applications in laser fundamentals and safety. Students will study the three properties of laser light: monochromatic, directionality, and coherency. Biomedical concerns of laser hazards involving the eye, skin, toxicity, electrical, and fire will be covered. Types of site and skin damages that can occur when exposed to laser wavelength will be explored. Laser system hazards classifications and safety standards will be reviewed in addressing potential hazards, necessary safety restrictions, and specified laser classifications based on American National Standards Institute (ANSI) Z136.3 Standard along with relevant Federal Center for Devices and Radiological Health (CDRH), Occupational Safety and Health Administration (OSHA) as well as relevant State of Michigan requirements.

LEARNING RESOURCES

LR 135 **Strategies for Digital Research: Introduction to Information Literacy** (1-0) 1 Cr. Hr.
Prerequisite: **None.**
This course provides students with the technical skills needed to locate, access, and critically evaluate electronic (digital) information. Additionally, it will teach students information management strategies once they have learned how to access appropriate information sources.

MANUFACTURING

MFG 102 Basic Machining Processes (2-4) 3 Cr. Hrs.
Prerequisite: **None.**
This course will cover fundamental manufacturing processes. The student will be exposed to manual machine operator skills. Particular course emphasis will be on machines, tools and measurements to produce an end product. This is a hands-on class with two-thirds of the time in the manufacturing lab.

MFG 103 Manufacturing Operations (2-4) 3 Cr. Hrs.
Prerequisite: **MFG 102.**
Students will be introduced to the operation of the CNC Mill through the use of the basic fundamental of "G" codes and "M" codes. Machine and tool set up will also be covered. As part of the class, students will make several small projects on the CNC machines. These machines are used in today's industrial manufacturing plants.

MFG 105 Manufacturing Processes (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course will serve as an introduction to a variety of manufacturing processes, such as casting, forming, plastics, machining, and joining. It is meant to be an overview and will concentrate on the uniqueness of each process as it applies to materials and production capabilities. In addition, the student will have a brief exposure to the properties of materials as they relate to particular manufacturing processes and the concepts of measurement, inspection, and tolerances.

MFG 180 Industrial Entrepreneurship (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course is designed to familiarize the technology student with the basic principles of business in order to make them knowledgeable employees or to prepare them for the eventuality of becoming a business owner. The course is intended to provide a comprehensive overview and culminates in the development of a real business plan. The course is not intended to be a substitute for a thorough education in a conventional business curriculum.

MFG 203 Advanced Manufacturing Operations (2-4) 3 Cr. Hrs.
Prerequisite: **MFG 103.**
This course will cover CNC machining as well as the advanced functions of the controller. All machine-based operational aspects of the CNC machine used in industrial manufacturing plants will be covered. This course will provide a more advanced machining experience.

MFG 241 Quantitative Metrology (1-2) 3 Cr. Hrs.
Prerequisite: **MET 102 and MATH 113 may be taken concurrently or consent of department.**
Metrology, the foundation for interdisciplinary scientific measurement, serves as the basis for applied dimensional accuracy traceable to national and international standards. Accuracy and precision measurements are required in all facets of science, engineering and technology including product development, production and analysis. Topics covered in the course include systems of measurements, evolution of standards, mandatory traceability, precision measuring equipment, gages and dimensional indicators, calibrations and methods of surface, linear, depth and height measurement.

MFG 243 Manufacturing Systems Analysis (3-0) 3 Cr. Hrs.
Prerequisite: **MFG 102.**
Students will explore the principles of plant layout, process and flow charts, tools and aids for effective plant layout. Materials handling equipment, systems, and procedures and their relationship to production control will be covered.

MASSAGE THERAPY

MAS 101 Theory and Fundamentals of Massage Therapy (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **MAS 102 and MAS 103.**
This course deals with the history, professional standards, ethics, and scope of practice for massage therapy. The student is introduced to professional methods of communication and setting boundaries. The concepts of indication and contraindications are presented in relationship to pathology. Exploring current research that validates massage will also be addressed.

MAS 102 Basic Massage Applications (4-4) 6 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **MAS 101 and MAS 103.**
This class provides a solid base for the preparation and performance of massage in a wellness setting on healthy individuals. The tools of the trade, from tables and supplies through massage manipulations and techniques, are presented and practiced, with an emphasis on safe and effective applications and body mechanics.

MAS 103 Fundamentals of Anatomy and Physiology (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **MAS 101 and MAS 102.**
This course provides the foundation for the study of anatomy and physiology as it relates to massage therapists. Western science concepts and their correlations to Eastern philosophies are discussed and compared. General subject matter includes the organization of body structure, the mechanisms of health and disease, pathology, pain, stress management and adaptation. The course introduces medical terminology, especially the language encountered in massage. Study of the components of the skeletal and muscular systems, and the nervous system begins in this course. Feedback loops, and their relationship to massage are also presented. Stress responses and stress management are discussed with the focus on health maintenance.

MAS 104 Intermediate Massage Applications (2-6) 5 Cr. Hrs.
Prerequisite: **MAS 101, MAS 102 and MAS 103.**
Corequisite: **MAS 109 and MAS 110.**
This course covers both complementary bodywork systems and applications of massage for individuals with special needs. The course also presents business considerations for the practice of massage therapy as an employee or independent contractor. Wellness education as it relates to self-help and client activities will be studied. Applications of massage therapy in healthcare facilities and hospice/comfort care will be explored.

MAS 106 Palpatory and Assessment Skills (1-5) 3.5 Cr. Hrs.
Prerequisite: **MAS 101, MAS 102, MAS 103, MAS 104, MAS 109 and MAS 110.**
Corequisite: **MAS 107 and MAS 108.**
This course will provide the massage student with an extensive opportunity to explore the various avenues of assessment for relaxation and therapeutic massage. Students will become more proficient in postural evaluation, tissue assessment, interpretation, and analysis during massage sessions. The creation of a database of intake and assessment information, and its use in interpretation and analysis to determine treatment methods and plans will be covered. Specific applications of massage and bodywork methods applicable to the treatment plans will be reviewed. A discussion of ergonomics - our relationship to the physical surroundings that affect body structure and function - the impact on massage, and self-care activities for clients to maintain health will be included.

MAS 107 Organ Systems Anatomy and Physiology (4-0) 4 Cr. Hrs.
***Prerequisite:* MAS 101, MAS 102, MAS 103, MAS 104, MAS 109 and MAS 110.**
***Corequisite:* MAS 106 and MAS 108.**
This course addresses those organ systems emphasized in standard anatomy courses. Attention is given to methods of clinical reasoning and justification for identifying indications and contraindications for massage and need for referral. Students will apply massage and bodywork to meet the needs of clients with more involved health conditions. As part of the course, the students will prepare a detailed case report and present it to the class. Evaluating criteria and analyzing information will be used as part of a peer review of the case reports presented.

MAS 108 Massage Therapy Externship (0-3) 3 Cr. Hrs.
***Prerequisite:* MAS 101, MAS 102, MAS 103, MAS 104, MAS 109 and MAS 110.**
***Corequisite:* MAS 106 and MAS 107.**
This is the cooperative assignment for a Massage Therapy student who has completed the prerequisites for this course. Students will meet 50 hours during the semester for at least three hours per week in a setting appropriate for massage therapy. The College and the therapy facility will jointly evaluate the student for the extern commitment. Community Service activities and presentations, and a student portfolio are included in the course requirements.

MAS 109 Systems of Support and Movement (4-2) 5 Cr. Hrs.
***Prerequisite:* MAS 101, MAS 102 and MAS 103.**
***Corequisite:* MAS 104 and MAS 110.**
The skeletal, muscular, and peripheral nervous systems are explored in detail in this course. They are the systems primarily addressed by massage therapists, and the focus will be on identifying structures, normal functions, characteristics, and common disease processes. A study of pharmacologic agents will be related to physiologic effects that require modification in massage sessions.

MAS 110 Massage Therapy Student Clinic (0-4) 2 Cr. Hrs.
***Prerequisite:* MAS 101, MAS 102 and MAS 103.**
***Corequisite:* MAS 104 and MAS 109.**
Students will experience a total of 60 hours of supervised practice using the skills they have learned in class. To prepare them for a professional massage work environment, all students will perform practical applications of massage, front desk activities, clinic supervision and management at the Radcliff campus clinic site. Some additional off-site opportunities may be available.

MATHEMATICS

CALCULATOR REQUIREMENTS:

MATH 113: A scientific calculator is required. If continuing in mathematics, a TI-83 Plus or TI-84 Plus is recommended.

MATH 119, 128 through 151: TI-83 Plus or TI-84 Plus is required.

MATH 122, 230 and 240: TI-83 Plus or TI-84 Plus is recommended.

MATH 252: Calculator is required. Consult with your instructor.

No devices with computer algebra systems, such as the TI-89 or TI-92, are permitted on exams or other graded work in any math class. For more details you may wish to consult your instructor.

For appropriate sequence of math courses, consult with a member of the Math or Counseling Department.

MATH 045 Basic Mathematics (4-0) 4 Cr. Hrs.
***Prerequisite:* Competence with addition, subtraction, multiplication and division of whole numbers without the aid of a calculator.**
The topics covered in this course include arithmetic with whole numbers, fractions, decimals, percentages and proportions. In addition, several topics from geometry are included.

MATH 047 Prealgebra (3-0) 3 Cr. Hrs.
***Prerequisite:* Competence in arithmetic without using a calculator OR MATH 045 or equivalent with grade of 2.0 or better.**
Topics covered in this course include an introduction to variables, integers and algebraic expressions; simplifying algebraic expressions involving integers, fractions, and decimals; solving algebraic equations involving integers, fractions, decimals, and percents; ratio and proportions; applications using basic concepts from geometry; and introduction to graphing via point-plotting.

MATH 053 Beginning Algebra (4-0) 4 Cr. Hrs.
***Prerequisite:* MATH 047 or equivalent with grade of 2.0 or better.**
This course will explore the real number system, fundamental operations with real numbers, graphing, linear equations, factoring polynomials, rational expressions, exponents, quadratic equations, applications and introduction to the function concept.

MATH 055 Plane Geometry (3-0) 3 Cr. Hrs.
***Prerequisite:* MATH 053 or equivalent with grade of 2.0 or better.**
This course includes the basic elements of geometry including deductive reasoning and formal proofs, and elementary construction with straight edge and compass.

MATH 101 Business Mathematics (3-0) 3 Cr. Hrs.
***Prerequisite:* MATH 045 with a minimum grade of 2.0 or equivalent.**
This course offers a review of fundamentals of arithmetic along with coverage of percentage, simple and compound interest, taxes, insurance, bonds, and their applications to business practice.

MATH 105 Mathematics for Elementary Teachers 1 (4-0) 4 Cr. Hrs.
***Prerequisite:* MATH 053 or equivalent with grade of 2.5 or better.**
This is the first of a two-course sequence designed for students who plan to enter elementary school teaching. The course covers problem solving, number theory, sets, functions, numeration, the real numbers and their properties and operations.

MATH 106 Mathematics for Elementary Teachers 2 (4-0) 4 Cr. Hrs.
***Prerequisite:* MATH 105 or equivalent with grade of 2.0 or better.**
This is the second of a two-course sequence designed for students who plan to enter elementary school teaching. The course covers geometry, measurement, statistics, and probability.

MATH 111 Applications—Utility of Math (4-0) 4 Cr. Hrs.
***Prerequisite:* MATH 045 or equivalent with grade of 2.0 or better.**
This course is intended for students who do not wish to pursue the study of mathematics by following the standard sequence of courses, but who need to develop some competency in mathematics for an Associate of Arts degree. This course includes the practical application of mathematics. Topics covered in the course include geometry, managing money, interest, installment buying, credit cards, loans, probability, statistics and graphing.

MATH 113 Intermediate Algebra for College Students (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 053 or equivalent with grade of 2.0 or better. Placement test is available in the Assessment Center.**
Review of algebraic operations, problem solving strategies, integer and rational exponents, complex numbers, solving equations, function concept, graphs and applications of linear, quadratic, exponential and logarithmic functions, and systems of equations are the topics covered in this course.

MATH 119 Trigonometry (3-0) 3 Cr. Hrs.
Prerequisite: **MATH 055 or equivalent with grade of 2.0 or better and MATH 113 or equivalent with grade of 2.0 or better.**
Note: **Business and social science majors should take MATH 128 instead of MATH 119.**
Trigonometric functions and their graphs, identities, equations, and inverse functions, solutions of right and oblique triangles are the topics included in this course.

MATH 122 Elementary Statistics (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 113 or equivalent with grade of 2.0 or better. Placement test is available in the Assessment Center.**
This course includes an introduction to statistics, statistical descriptions, frequency distributions, possibilities and probabilities, probability distributions, sampling and sampling distributions, testing hypotheses based on measurements, count data, and paired data, and use of nonparametric tests.

MATH 128 Precalculus Without Trigonometry (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 113 or equivalent with grade of 2.0 or better.**
Note: **MATH 128 is recommended for business and social science majors.**
Note: **The combination of MATH 119 and MATH 128 is NOT comparable to MATH 129. MATH 128 is a prerequisite for MATH 145 but is NOT a prerequisite for MATH 150.**
The function concept, polynomial, rational, exponential and logarithmic functions, curve sketching, systems of linear equations and inequalities, graphical solutions and business applications are the topics included in this course.

MATH 129 Precalculus With Trigonometry (5-0) 5 Cr. Hrs.
Prerequisite: **MATH 113 or equivalent with a grade of 2.0 or better and MATH 119 or equivalent with a grade of 2.0 or better.**
Note: **MATH 129 is recommended for engineering, science and math majors.**
Topics covered in this course include the function concept, polynomial, rational, exponential, logarithmic, rapid review of trigonometric and inverse trigonometric functions, solving equations and systems of equations, curve sketching, complex numbers, coordinate geometry, and conic sections. The prevailing theme is applications and graphical solutions.

MATH 135 Finite Mathematics (4-0) 4 Cr. Hrs.
Prerequisite: **Note: MATH 135 is oriented to business and social science majors. MATH 128 or equivalent with grade of 2.0 or better.**
Matrices and their applications to linear equations and linear programming, the simplex method, elementary probability, and mathematics of finance are the topics included in this course.

MATH 145 Calculus for Business and Social Science (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 128 or equivalent with grade of 2.0 or better.**
The main topics of this course are differentiation of algebraic, exponential and logarithmic functions; curve sketching; optimization; constrained optimization; integration; introduction to functions of several variables; and applications.

MATH 150 Calculus With Analytic Geometry 1 (5-0) 5 Cr. Hrs.
Prerequisite: **MATH 129 or equivalent with grade of 2.0 or better.**
This course is oriented to engineering, science and mathematics majors. Limits and continuity, derivatives and integrals of algebraic and some trigonometric functions, curve sketching with the aid of the graphing calculator, and applications are the topics covered in this course.

MATH 151 Calculus With Analytic Geometry 2 (5-0) 5 Cr. Hrs.
Prerequisite: **Note: MATH 151 may be taken concurrently with MATH 230. MATH 150 or equivalent with grade of 2.0 or better.**
This course includes the study of derivatives and integrals of transcendental functions, techniques of integration, indeterminate forms, improper integrals, infinite series, conics, polar coordinates, and applications.

MATH 230 Linear Algebra (4-0) 4 Cr. Hrs.
Prerequisite: **MATH 150 or equivalent with grade of 2.0 or better.**
Topics covered in this course include systems of linear equations, matrices, determinants, Euclidean vector spaces, general vector spaces, inner product spaces, eigenvalues and eigenvectors, diagonalization, linear transformations, and applications.

MATH 240 Calculus With Analytic Geometry 3 (5-0) 5 Cr. Hrs.
Prerequisite: **MATH 151 or equivalent with grade of 2.0 or better.**
Vectors in the plane, vectors in three-space, solid analytic geometry, partial derivatives, line integrals, multiple integrals and applications are the topics covered in this course.

MATH 252 Differential Equations (5-0) 5 Cr. Hrs.
Prerequisite: **MATH 240 or equivalent with grade of 2.0 or better.**
Topics covered in this course include first order differential equations, second order linear equations, series solutions of second order linear equations, higher order linear equations, and Laplace transform, systems of first order linear equations, numerical methods and qualitative theory of differential equations.

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MEDICAL ASSISTING

MA 110 Phlebotomy (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course teaches basic technical skills necessary for a phlebotomist to draw blood in various healthcare settings such as hospital labs, doctors' offices and clinics. Proper procedures are stressed for the safe collection and handling of clinical specimens obtained by venipuncture or capillary puncture from adults, children and infants. This course also defines the role of the phlebotomist in the healthcare setting.

MA 134 Medical Insurance Coding (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **HIT 104.**
This course introduces the student to insurance coding guidelines developed for use with the International Classification of Diseases, (ICD-9-CM) and Current Procedural Terminology, (CPT-4). The course is designed to develop coding skills to record the services and procedures that are provided for the patient. The importance of accurate coding will be discussed as it is an essential part of reimbursement.

MA 140 Medical Office Procedures (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course will focus on the basic concepts in the professional practice of medicine and the role and function of the medical assistant. The course introduces personal and professional characteristics and legal and ethical standards for the medical assistant. Professional and personal therapeutic communications, time management and workplace dynamics will be studied. This course addresses administrative skills necessary for the medical assistant.

MA 155 Medical Insurance Billing (3-0) 3 Cr. Hrs.
Prerequisite: **MA 134 and HIT 104.**
This course introduces the student to the various types of medical insurance including Blue Cross/Blue Shield, Medicare, Medicaid, Workers' Compensation and other third-party payers. The student will perform the tasks necessary to process claim forms for each type of medical insurance. Manual and computerized billing methodologies are included.

MA 174 Medical Laboratory Techniques (4-0) 4 Cr. Hrs.
Prerequisite: **BIOL 105, HIT 104, MA 140 and MA 110.**
This course will provide an opportunity for the student to practice techniques to perform laboratory procedures. The student will practice preparing the patient for tests, collecting samples, completing the tests, and reporting the results to the physician. The student will practice laboratory procedures such as urinalysis, hematology, bacteriology, chemistries, blood typing, and patient preps.

MA 180 Medical Office Clinical Procedures (3-3) 4 Cr. Hrs.
Prerequisite: **BIOL 105, HIT 104 and MA 140.**
This course is designed to introduce the student to examination techniques, injections, minor surgery, medications and pharmacology, sterilization procedures, and autoclave.

MA 195 Office Practicum (1-15) 3 Cr. Hrs.
Prerequisite: **Successful completion of all academic and medical assisting courses.**
The student will participate in a non-paid externship under the direction of a physician and the office manager or supervisor. The externship is structured to provide experience in performing administrative and clinical procedures in a physician office, clinic or ambulatory healthcare setting. The student will interact with other healthcare professionals performing and observing skills of a medical assistant. It is an opportunity that will allow a student to apply theory to practice.

MEDICAL TRANSCRIPTION

MT 106 Principles of Medical Transcription (2-0) 2 Cr. Hrs.
Prerequisite: **Keyboarding skill of 50 words per minute recommended.**
This course provides an introduction to the role of the medical transcriptionist in the healthcare setting. The student will acquire knowledge of the types of forms and content utilized and required in medical transcription. The content of the course will also include the legalities and standards that apply to medical transcription.

MT 108 Physician Office Transcription (2-0) 2 Cr. Hrs.
Prerequisite: **HIT 104 and BIOL 105.**
This course is designed to introduce the student to transcription practices utilized in the physician/medical office practice/setting. The importance of accurate transcription will be an essential aspect for this course. Report format and general transcription guidelines will be explored. The student will gain experience by transcribing office, clinic, and hospital dictation from many medical specialties.

MT 157 Medical Transcription Seminar (1-0) 1 Cr. Hr.
Prerequisite: **HIT 104, MT 106, MT 108 and BIOL 105.**
This course will provide an overview of the law as it is applied to the medical transcription profession, healthcare professionals and patients. Students will also explore the necessity of certification as a Registered Medical Transcriptionist (RMT) and certification as a Certified Medical Transcriptionist (CMT). The student will discuss management techniques that may be employed by the entry-level medical transcriptionist working in a healthcare facility or as an at-home employee. The student will begin preparation for a job search as a medical transcriptionist.

MT 158 Hospital Medical Transcription 1 (3-4) 5 Cr. Hrs.
Prerequisite: **HIT 104, MT 106, MT 108 and BIOL 105.**
This course will provide medical transcription skill building opportunities to strengthen and expand medical terminology. The course will emphasize the technique of developing skill with medical transcription documents for each anatomic system. The student will utilize the English language and communication skills during transcription practice.

MT 159 Hospital Medical Transcription 2 (3-4) 5 Cr. Hrs.
Prerequisite: **MT 157.**
This course will describe and illustrate various reports that the medical transcriptionist will be expected to transcribe. The student will use production word processing skills in transcribing all of the commonly used medical reports. The student will be expected to format, edit, and transcribe medical reports that require an advanced level of medical terminology.

METALLURGY AND MATERIALS SCIENCE

MET 102 Introduction to Materials Science (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides students with a basic introduction to Materials Science using the principles of science to study the nature of metallic and non-metallic materials used in most industries. Topics covered in the course include atomic structure, elements, states of matter, bonding, crystallization, mechanical, chemical, and physical properties of metallic, polymeric, ceramic and composite materials.

MET 114 Engineering Materials (3-0) 3 Cr. Hrs.
Prerequisite: **MET 102.**
This course in materials applications covers ferrous and non-ferrous alloys, powdered metals, ceramics and glass, rubber and polymers. Each material is examined with respect to their advantages and disadvantages, methods of fabrication and joining, and specific industrial applications, both current and future.

MET 120 Hazardous Materials Management (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course provides instruction in the nature of hazardous materials and their interaction with the health and safety of individuals as they relate to industrial metallurgical practices. Topics covered in the course include proper handling of hazardous substances, chemical, physical and biological influences on health, human response to toxins, target organ effects and regulatory controls used in hazard prevention in the laboratory and materials process workplace.

MET 152 Structure and Properties Laboratory (2-2) 3 Cr. Hrs.
Prerequisite: **MET 102 or may be taken concurrently.**
An experience oriented course with emphasis on lab techniques and equipment required for the macro and microstructural evaluation of metals produced by industrial processes. Topics covered in the course include optical systems, sectioning and polishing, mounting techniques, etching, specialized measurement technology and photomicroscopy.

MET 160 Composite Materials (2-2) 3 Cr. Hrs.
Prerequisite: **MET 102.**
An introduction to plastic and composite materials used in industry. Emphasis is placed on chemical, physical and mechanical properties of thermoplastic, thermosetting plastics and matrix reinforced composites. Topics covered in the course include the nature of polymeric materials, reinforcements, coatings and adhesives. Industrial forming techniques and applications are also examined.

MET 211 Physical Metallurgy Structures (3-1) 3 Cr. Hrs.
Prerequisite: **MET 102 and MET 152.**
An interpretative study incorporating phase equilibria, diffusion, nucleation and growth, solid state transformation, strengthening mechanisms; effects of alloying, deformation, precipitation, recrystallization and grain growth on microstructure. Microstructural interpretation of ferrous and non-ferrous metal is emphasized.

MET 215 Mechanical Properties of Metals (3-1) 3 Cr. Hrs.
Prerequisite: **MET 114.**
Students will explore basic elastic and plastic behavior, deformation, dislocations; brittle, ductile and transitional fractures; fatigue, tensile, hardness, impact, and stress testing. Course will include a review of industry methods and testing standards. Mechanical forming processes used in the industry including rolling, forging, drawing, and other forming techniques will be introduced.

MET 217 Computer Applications in Materials Science (2-2) 3 Cr. Hrs.
Prerequisite: **MET 114 or consent of department and computer experience highly recommended.**
An experience-oriented course in specialized computer applications for advanced study in experimentation techniques and analysis, metallurgically based computer aided engineering tools and statistical methods. Topics covered in the course include an introduction to basic statistics, graphics, experimentation, designed experiments, ANOVA and regression analysis and CAE tools including Stecal.

MET 248 Electron Microscopy and Image Analysis (2-2) 3 Cr. Hrs.
Prerequisite: **MET 152, MET 211 and MET 217 or consent of department.**
This course introduces the fundamentals of Scanning Electron Microscopy (SEM) and quantitative Image Analysis (IA) currently used in support of effective materials, characterization, and evaluations. Topics covered in the course include microscopy systems and components, applications in fractography and quantifiable measurements used in process and surface failure analysis, materials characterization, and product development studies. The course is recommended for students specifically interested in specialized laboratory practices.

MET 271 Corrosion and Corrosion Analysis (2-2) 4 Cr. Hrs.
Prerequisite: **MET 102, MET 114 or consent of department.**
Corrosive processes, including electrochemical reactions in metals and the chemical degradation of polymeric materials are emphasized. Topics covered in the course include basic electrochemical reactions, nature of corrosive environments, types of corrosion, laboratory corrosion testing, data analysis, interaction with mechanical behavior and fabricated dissimilar materials.

MET 280 Special Problems in Materials Science (3-2) 4 Cr. Hrs.
Prerequisite: **MET 211 or MET 215 or consent of instructor.**
Students having adequate backgrounds in this discipline and/or catalog specified prerequisites are encouraged to select a topic associated with metallic or non-metallic materials, related processing, new developments or analytical techniques, and conduct investigations to identify problems, analyze data and make decisions. The results of such evaluations will be presented and reported in a systematic, critical scientific format. Scientific methods including literature search, laboratory evaluations and experimentation are encouraged. Likewise, faculty-directed study will be provided.

MUSIC

MUSIC 104 Basic Materials in Music Theory (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
A step by step approach to the fundamentals of music which includes notation, scales, intervals and triads is the format for this course.

MUSIC 105 Music Appreciation (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
An introduction to music, designed especially to increase understanding and enjoyment of music through intelligent listening. No technical knowledge required but outside listening and attendance at live performances are required.

MUSIC 107 Music for Elementary Teachers (3-2) 4 Cr. Hrs.
Prerequisite: **None.**
This course will provide students with knowledge about fundamental concepts in music such as rhythm, harmony, and form through participation in musical behaviors such as playing instruments, moving, and singing. It also will provide opportunities for students to develop and execute lessons that address these concepts as well as employing music to facilitate learning in other academic areas such as math, science, and language arts. The course is recommended for elementary education majors.

MUSIC 109 The Architecture of Music (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course serves as an introduction to the major forms of Western music. The course will cover the major musical styles from the Baroque through the 20th century. Representative masterpieces from each period will be studied. The course serves to facilitate the transition from the introductory music appreciation course to the music history sequence through the development of critical listening and analytical skills.

MUSIC 114 Voice Class 1 Elements—Beginners (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This is a voice class for young or beginning singers, or for singers wishing to refresh their focus on the elements upon which the cultivation of the singing voice is built.

MUSIC 116 Voice Class 2 Cultivation—Intermediate (2-0) 2 Cr. Hrs.
Prerequisite: **Consent of instructor.**
This is a voice class for singers of intermediate level or for singers wishing to refresh their understanding of the study and cultivation of the singing voice.

MUSIC 117 Choir 1 (2-1) 2 Cr. Hrs.
Prerequisite: **Audition.**
Students will explore the principles of choral singing and musicianship. Music of all styles and periods will be included. Choir is an elective for all students, regardless of major field. Additional Choir credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 118, 217, and 218.

MUSIC 118 Choir 2 (2-1) 2 Cr. Hrs.
Prerequisite: **Audition.**
Students will explore the principles of choral singing and musicianship. Music of all styles and periods will be included. Choir is an elective for all students, regardless of major field. Additional Choir credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 217 and 218.

MUSIC 121 Class Piano 1 (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
Group piano instruction designed for students with little or no formal piano training will be the format of this course. Instruction is given on both electronic and acoustic instruments.

MUSIC 122 Class Piano 2 (2-0) 2 Cr. Hrs.
Prerequisite: **MUSIC 121 or equivalent.**
This course is a continuation of MUSIC 121. Group piano instruction designed for students with little or no formal piano training will be the format of this course. Instruction is given on both electronic and acoustic instruments.

MUSIC 123 Keyboard Skills for Recording Engineers (1-0) 1 Cr. Hr.
Prerequisite: **MUSIC 121.**
Students will apply knowledge gained in MUSIC 121 to use with electronic keyboard instruments used in the modern recording studio. Emphasis is on the operation of modern electronic keyboard instruments, MIDI, and developing the fundamental musical skills used in contemporary music production. These skills will be applied to individual projects in the laboratory.

MUSIC 124 Chamber Singers 1 (1-1) 1 Cr. Hr.
Prerequisite: **Audition.**
A select ensemble that performs madrigals and other chamber music for events on and off campus. The course is open to all students regardless of major. Additional Chamber Singers credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 127, 224, and 227.

MUSIC 127 Chamber Singers 2 (1-1) 1 Cr. Hr.
Prerequisite: **Audition.**
A select ensemble that performs madrigals and other chamber music for events on and off campus. This course is open to all students regardless of major. Additional Chamber Singers credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 224 and 227.

MUSIC 131 Applied Music—Piano 1 (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 132 Applied Music—Piano 2 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 131.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 133 Applied Music—Voice 1 (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 134 Applied Music—Voice 2 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 133.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 135 Applied Music—Instrumental 1 (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 136 Applied Music—Instrumental 2 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 135.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 137 Sight Singing and Ear Training 1 (2-0) 2 Cr. Hrs.
Prerequisite: **A basic knowledge of scales, key signatures, intervals, and triads.**
Sight singing – melodies outlining the intervals of I and V chords of first and second inversion and non-harmonic tones will be the format of this course and will include simple rhythmic, melodic, and harmonic dictations.

MUSIC 138 Sight Singing and Ear Training 2 (2-0) 2 Cr. Hrs.
Prerequisite: **MUSIC 137.**
Sight singing-melodies outlining intervals of all triads and dominant seventh chords will be the format for this course. Harmonic, melodic, rhythmic dictation-altered non-harmonic tones, secondary dominants, modulation to closely related keys, borrowed altered harmonies will be explored.

MUSIC 140 Jazz Lab Band—Improvisation 1 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is geared to the less experienced jazz player, performing contemporary jazz music in the big band setting, but with some emphasis on improvisation. The Lab Band will perform at concerts during the school year. The class is open to all students, high school and college, and members of the community. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities.

MUSIC 141 Wind Ensemble 1 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
The Schoolcraft Wind Ensemble is one of the most visible and sought-after organizations on campus. This community instrumental ensemble (wind, brass, and percussion only) is open to all student musicians. The Wind Ensemble performs approximately six concerts a year, and also performs at all college commencements. All musically talented students are invited to participate regardless of their field. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities. Additional Wind Ensemble credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 241, 245, and 246.

MUSIC 142 Jazz Band 1 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is known throughout the Detroit Area for its performances at the Michigan Jazz Festival and the Ford Detroit International Jazz Festival at Hart Plaza. The band also has four concerts during the school year, including an invitational Community College Jazz Festival and performs at local malls in the community. All aspiring jazz performers ages 16 through 80+ are invited to participate. An audition at the beginning of each semester is required. This course may be used as elective credit in humanities. Additional Jazz Band credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 242, 248, and 249.

MUSIC 143 Practice Teaching and Practicum in Piano Teaching 1 (1-1) 2 Cr. Hrs.
Prerequisite: **Consent of Director of Piano Department.**
Piano teachers will learn to create and present effective lesson plans that include repertoire, theory concepts, rhythm, tone, touch, and hand position through the first semester of piano study.

MUSIC 144 Practice Teaching and Practicum in Piano Teaching 2 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 143.**
Piano teachers will learn to create and present effective lesson plans that include repertoire, theory concepts, rhythm, tone, touch, and hand position through the second semester of piano study.

MUSIC 149 Popular Music Culture in America (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course serves as an introduction to some of the great works of popular music in the United States, from the songs of colonial America to the present. The course will cover the major periods/styles in popular American music history, including but not limited to music of the westward movement, ragtime and blues, the roots and growth of jazz, country music, folk music, music of Broadway and Tin Pan Alley, the roots and development of rock music, and late 20th century developments in popular music, as well as historical, political and sociological background of the United States as pertinent to music history. A background in music is not required.

MUSIC 153 Music Theory 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* A basic knowledge of scales, key signatures, intervals, and triads.**
Harmonic progression; chords of 1st and 2nd inversion will be the format of this course. Phrase structure and cadences will be introduced. Technique of harmonization and non-harmonic tones will be explored.

MUSIC 154 Music Theory 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* MUSIC 153.**
Students will be introduced to 7th chords, altered non-harmonic tones, secondary dominants, modulation to closely related keys, borrowed and altered chords; original composition.

MUSIC 155 History of Broadway (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will look at the history and development of the Broadway musical, from its roots in early American musical entertainment and classical European opera, its heyday in the post-modern era, and its evolution in the late 20th century as a result of the music publishing and recording industry. In addition, the course will take an in-depth look at the music and structure of several Broadway masterpieces and how they affected and were affected by American popular culture.

MUSIC 164 Music History 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course will be a detailed survey of literature, history, and musical materials of the Baroque and Classical eras.

MUSIC 165 Music History 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
This course is a detailed survey of history and literature of music of the Romantic and 20th Century eras.

MUSIC 168 Synthesizer Ensemble 1 (2-1) 3 Cr. Hrs.
***Prerequisite:* MUSIC 121 or consent of instructor.**
This group performs original music and transcribed literature of many genres on electronic musical instruments. Regular rehearsals and performances are scheduled. Additional Synthesizer credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 169, 268, and 269.

MUSIC 169 Synthesizer Ensemble 2 (2-1) 3 Cr. Hrs.
***Prerequisite:* MUSIC 121 or consent of instructor.**
This group performs original music and transcribed literature of many genres on electronic musical instruments. Regular rehearsals and performances are scheduled. Additional Synthesizer credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 268 and 269.

MUSIC 171 Music Technology 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* MUSIC 121, MUSIC 104 and or equivalent.**
This course is an introduction to the fundamentals of music-making using MIDI/computer hardware and software. The course will examine the basic functions of the keyboard controller, synthesizer, sound modules, line mixer, effects unit, and computer interface through hands-on experience and experimentation. The course will also introduce the student to current software applications that emphasize music performance and composition with the assistance of MIDI hardware and a desktop computer.

MUSIC 172 Music Technology 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* MUSIC 171.**
This course will deal with advanced functions of Digital Audio workstation (SAW) Software with the assistance of MIDI hardware and a desktop computer.

MUSIC 173 Basic Studio Techniques 1 (3-0) 3 Cr. Hrs.
***Prerequisite:* None.**
Fundamentals of the recording arts, including basic audio and acoustical theory, recording consoles, tape recorders, microphone design and technique, speakers, and signal processing will be introduced in this course.

MUSIC 174 Basic Studio Techniques 2 (3-0) 3 Cr. Hrs.
***Prerequisite:* MUSIC 173.**
Multi-track studio production techniques are developed through class discussion, demonstration, and project assignments. Theory of digital audio technology and its integration into music production is emphasized.

MUSIC 175 Ear Training for Recording Engineers (2-0) 2 Cr. Hrs.
***Prerequisite:* MUSIC 173 or consent of department.**
Listening skills particular to the recording engineer are developed through demonstration and ear training exercises. These skills include hearing and discriminating frequencies, levels, processing, phase, distortion, and equalization. Application of these skills to multi-track mixing is emphasized and developed through hands-on assignments using a variety of professional mixing systems.

MUSIC 201 Keyboard Skills for Piano Teachers 1 (2-0) 2 Cr. Hrs.
***Prerequisite:* Consent of Director of Piano Department.**
This course is designed to give piano teachers the necessary keyboard skills for teaching beginning through early intermediate level students. The course will cover technical exercises, harmonization, transposition, and sight-reading material using the standards of the Michigan Music Teacher's Association, the National Piano Guild, and other recognized testing organizations.

MUSIC 202 Keyboard Skills for Piano Teachers 2 (2-0) 2 Cr. Hrs.
***Prerequisite:* MUSIC 201.**
This course is designed to give piano teachers the necessary keyboard skills for teaching intermediate through late intermediate level students. The course will cover technical exercises, harmonization, transposition, and sight-reading material using the standards of the Michigan Music Teacher's Association, the National Piano Guild, and other recognized testing organizations.

MUSIC 214 Voice Class 3 Performance—Advanced (2-0) 2 Cr. Hrs.
***Prerequisite:* Consent of instructor.**
This is a voice class for singers preparing for a career in singing, or for advanced singers wishing to learn the art of performance before an audience.

MUSIC 216 Voice Class 4 Performance—Advanced (2-0) 2 Cr. Hrs.
***Prerequisite:* Consent of Instructor.**
This is a voice class for singers preparing for a career in singing, or for advanced singers wishing to learn the art of performance before an audience.

MUSIC 217 Choir 3 (2-1) 2 Cr. Hrs.
***Prerequisite:* Audition.**
Students will explore the principles of choral singing and musicianship. Music of all styles and periods will be included. Choir is an elective for all students, regardless of major field. Additional Choir credits may be earned in a future semester by enrolling in MUSIC 218.

MUSIC 218 Choir 4 (2-1) 2 Cr. Hrs.
***Prerequisite:* Audition.**
Students will explore the principles of choral singing and musicianship. Music of all styles and periods will be included. Choir is an elective for all students, regardless of major field.

MUSIC 224 Chamber Singers 3 (1-1) 1 Cr. Hr.
***Prerequisite:* Audition.**
A select ensemble that performs madrigals and other chamber music for events on- and off-campus. Open to all students regardless of major. Additional Chamber Singers credits may be earned in future semesters by enrolling in MUSIC 227.

MUSIC 227 Chamber Singers 4 (1-1) 1 Cr. Hr.
***Prerequisite:* Audition.**
A select ensemble that performs madrigals and other chamber music for events on and off campus. This course is open to all students regardless of major.

MUSIC 228 Sight Singing and Ear Training 3 (0-1) 1 Cr. Hr.
***Prerequisite:* MUSIC 138.**
***Corequisite:* MUSIC 250.**
Sight singing - melodies in all clefs outlining intervals of all triads, ninths, elevenths, thirteenths, and melodic chromatici will be the format of this course. Harmonic, melodic, rhythmic dictation-chromatic mediants and modulation to foreign keys will be explored.

MUSIC 231 Applied Music—Piano 3 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 132.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 232 Applied Music—Piano 4 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 231.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 233 Applied Music—Voice 3 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 134.**
Private instruction in voice; six hours minimum weekly practice required; one private lesson each week plus weekly symposium; performance examinations held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 234 Applied Music—Voice 4 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 233.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 235 Applied Music—Instrumental 3 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 136.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 236 Applied Music—Instrumental 4 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 235.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 240 Jazz Lab Band—Improvisation 2 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is geared to the less experienced jazz player, performing contemporary jazz music in the big band setting, but with some emphasis on improvisation. The Lab Band will perform at concerts during the school year. The class is open to all students, high school and college, and members of the community. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities.

MUSIC 241 Wind Ensemble 2 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
The Schoolcraft Wind Ensemble is one of the most visible and sought-after organizations on campus. This community instrumental ensemble (wind, brass, and percussion only) is open to all student musicians. The Wind Ensemble performs approximately six concerts a year, and also performs at all college commencements. All musically talented students are invited to participate regardless of their field. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities. Additional Wind Ensemble credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 245 and 246.

MUSIC 242 Jazz Band 2 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is known throughout the Detroit area for its performances at the Michigan Jazz Festival and the Ford Detroit International Jazz Festival at Hart Plaza. The band also has four concerts during the school year, including an invitational Community College Jazz Festival and performs at local malls in the community. All aspiring jazz performers ages 16 through 80+ are invited to participate in this band. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities. Additional Jazz Band credits may be earned in future semesters by enrolling in the following course sequence (one course per semester) MUSIC 248 and 249.

MUSIC 243 Practice Teaching and Practicum in Piano Teaching 3 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 144.**
Piano teachers will learn to create and present effective lesson plans that include repertoire, theory concepts, rhythm, tone, touch, and hand position through the third semester of piano study.

MUSIC 244 Practice Teaching and Practicum in Piano Teaching 4 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 243.**
Piano teachers will learn to create and present effective lesson plans that include repertoire, theory concepts, rhythm, tone, touch, and hand position through the fourth semester of piano study.

MUSIC 245 Wind Ensemble 3 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
The Schoolcraft Wind Ensemble is one of the most visible and sought-after organizations on campus. This community instrumental ensemble (wind, brass, and percussion only) is open to all student musicians. The Wind Ensemble performs approximately six concerts a year, and also performs at all college commencements. All musically talented students are invited to participate regardless of their field. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities. Additional Wind Ensemble credits may be earned in a future semester by enrolling in MUSIC 246.

MUSIC 246 Wind Ensemble 4 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
The Schoolcraft Wind Ensemble is one of the most visible and sought-after organizations on campus. This community instrumental ensemble (wind, brass, and percussion only) is open to all student musicians. The Wind Ensemble performs approximately six concerts a year, and also performs at all college commencements. All musically talented students are invited to participate regardless of their field. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities.

MUSIC 247 Piano Teaching Techniques and Materials 1 (3-0) 3 Cr. Hrs.
Prerequisite: **Consent of Director of Piano Department.**
This course is designed for teachers enrolled in the Piano Teaching Program.

MUSIC 248 Jazz Band 3 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is known throughout the Detroit Area for its performances at the Michigan Jazz Festival and the Ford Detroit International Jazz Festival at Hart Plaza. The band also has four concerts during the school year, including an invitational Community College Jazz Festival and performs at local malls in the community. All aspiring jazz performers ages 16 through 80+ are invited to participate in this band. An audition at the beginning of each semester is required. This course may be used as elective credit in humanities. Additional Jazz Band credits may be earned in future semesters by enrolling in MUSIC 249.

MUSIC 249 Jazz Band 4 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is known throughout the Detroit Area for its performances at the Michigan Jazz Festival and the Ford Detroit International Jazz Festival at Hart Plaza. The band also has four concerts during the school year, including an invitational Community College Jazz Festival and performs at local malls in the community. All aspiring jazz performers ages 16 through 80+ are invited to participate in this band. An audition at the beginning of each semester is required. This course may be used as elective credit in humanities.

MUSIC 250 Music Theory 3 (3-0) 3 Cr. Hrs.
Prerequisite: **MUSIC 154.**
Chromatic mediants and modulation to foreign keys will be the format of this course. Ninth, 11th, and 13th chords will be explored. In addition, analysis, original compositions in basic homophonic forms and traditional harmony will be covered.

MUSIC 252 Music Theory 4 (4-0) 4 Cr. Hrs.
Prerequisite: **MUSIC 250.**
Eighteenth century counterpoint - study, analysis, and composition of two-voice invention and three-voice fugue; 20th century forms and harmonic tendencies - study, analysis, and composition of quartal harmony piece, and work utilizing the 12-tone system will be explored.

MUSIC 257 Piano Teaching Techniques and Materials 2 (3-0) 3 Cr. Hrs.
Prerequisite: **Consent of Director of Piano Department.**
This course is designed for teachers enrolled in the Piano Teaching Program.

MUSIC 258 Jazz Lab Band—Improvisation 3 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is geared to the less experienced jazz player, performing contemporary jazz music in the big band setting, but with some emphasis on improvisation. The Lab Band will perform at concerts during the school year. The class is open to all students, high school and college, and members of the community. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities.

MUSIC 259 Jazz Lab Band—Improvisation 4 (2-1) 2 Cr. Hrs.
Prerequisite: **None.**
This group is geared to the less experienced jazz player, performing contemporary jazz music in the big band setting, but with some emphasis on improvisation. The Lab Band will perform at concerts during the school year. The class is open to all students, high school and college, and members of the community. An audition at the beginning of each semester is required. This course may be used as an elective credit in humanities.

MUSIC 268 Synthesizer Ensemble 3 (2-1) 3 Cr. Hrs.
Prerequisite: **MUSIC 121 or consent of instructor.**
This group performs original music and transcribed literature of many genres on electronic musical instruments. Regular rehearsals and performances are scheduled. Additional Synthesizer credits may be earned in future semesters by enrolling in MUSIC 269.

MUSIC 269 Synthesizer Ensemble 4 (2-1) 3 Cr. Hrs.
Prerequisite: **MUSIC 121 or consent of instructor.**
This group performs original music and transcribed literature of many genres on electronic musical instruments. Regular rehearsals and performances are scheduled.

MUSIC 273 Advanced Studio Techniques 1 (3-0) 3 Cr. Hrs.
Prerequisite: **MUSIC 174 and MUSIC 175.**
This course is a comprehensive examination of the principles and applications of digital audio in today's recording and interactive media industries. Computer-based recording and editing is emphasized along with musical instrument digital interface (MIDI) technology.

MUSIC 274 Advanced Studio Techniques 2 (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Corequisite: **MUSIC 273.**
This course is a continuation of MUSIC 273 and recording in the digital domain. Areas of focus will include advanced mixing and editing techniques, synchronization, mastering, post-production, and surround sound.

MUSIC 282 Applied Music—Piano 5 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 232.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 283 Applied Music—Piano 6 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 282.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 284 Applied Music—Piano 7 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 283.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 285 Applied Music—Piano 8 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 284.**
Private instruction in piano is the format for this course. Six hours minimum weekly practice, one private lesson and one studio class each week are required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors.

MUSIC 286 Applied Music—Voice 5 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 234.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 287 Applied Music —Voice 6 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 286.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 288 Applied Music—Voice 7 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 287.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 289 Applied Music—Voice 8 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 288.**
Private instruction in voice will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 290 Applied Music—Instrumental 5 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 236.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 291 Applied Music—Instrumental 6 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 290.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 292 Applied Music—Instrumental 7 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 291.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 293 Applied Music—Instrumental 8 (1-1) 2 Cr. Hrs.
Prerequisite: **MUSIC 292.**
Private instruction in all instruments of the band and orchestra, including classical guitar will be the format of this course. Six hours minimum weekly practice, one private lesson each week plus weekly symposium is required. Performance examinations will be held at the end of each semester. This course is for music and non-music majors and will provide performance opportunities at weekly symposium.

MUSIC 298 Special Music Projects for Honors Studies—Performance/Composition/Research (2-0) 2 Cr. Hrs.
Prerequisite: **Dean's list status (GPA 3.5), MUSIC 154 and two semesters of Applied Voice or Instrumental Music. Student eligibility will be determined during interviews with the instructor.**
An opportunity for the talented student to explore individually, in depth, under the direction of a faculty member, a performance, composition, or research related project. This course provides an opportunity to present traditional musical events such as a recital or a concert, or to learn a new technology.

MUSIC 299 Special Music Projects for Honors Studies—Performance/Composition/Research (2-0) 2 Cr. Hrs.
Prerequisite: **Dean's list status (GPA 3.5), MUSIC 154 and two semesters of Applied Voice or Instrumental Music. Student eligibility will be determined during interviews with the instructor.**
An opportunity for the talented student to explore individually, in depth, under the direction of a faculty member, a performance, composition, or research related project. This course provides an opportunity to present traditional musical events such as a recital or a concert, or to learn a new technology.

NURSING

NURS 102 Nursing Informatics (1-0) 1 Cr. Hr.
Prerequisite: **BIOL 050 or high school biology. CHEM 051 or high school chemistry. MATH 053. BIOL 236 or BIOL 237 and 238 with a grade of 3.0 or better. Consent of department. Acceptance to the Nursing Career Ladder Curriculum for the forthcoming year.**
This course provides an introduction to computers and their use in healthcare. Technology and internet applications will be discussed and utilized as tools for the nursing student and nurse to provide optimal patient care. Medical terminology and keyboarding skills are introduced and reinforced.

NURS 104 Pharmacology for Nurses (3-0) 3 Cr. Hrs.
Prerequisite: **BIOL 050 or high school biology. CHEM 051 or high school chemistry. MATH 053. BIOL 236 or BIOL 237 and 238 with a grade of 3.0 or better. Consent of department. Acceptance to the Nursing Career Ladder Curriculum for the forthcoming or current year.**
This course introduces pharmacological concepts and major drug classifications. Drug information includes mechanism of action, drug effects, therapeutic uses, side effects, adverse effects, toxicity, drug interactions, medication calculations and dosages, example drugs and patient teaching for specified drug classifications. The nursing process will be utilized to provide beginning knowledge related to safe medication administration.

NURS 110 Fundamentals of Nursing (5-12) 9 Cr. Hrs.
Prerequisite: **BIOL 050 or high school biology; CHEM 051 or high school chemistry; MATH 053; BIOL 236 or BIOL 237 and BIOL 238 with a grade of 3.0 or better; consent of department.**
Corequisite: **BIOL 114, NURS 102 and NURS 104 must be taken prior to or along with NURS 110.**
This course provides an introduction to the theory and practice of nursing. The student will apply knowledge of health, nutrition, spiritual/cultural diversity, gerontological concepts and ethical/legal standards. Utilization of critical thinking, the nursing process and psychosocial principles will be necessary to meet the needs of the chronically ill and elderly patient. Basic nursing skills will be performed in laboratory, clinical and community settings.

NURS 124 Medical Nursing (2.5-7.5) 5 Cr. Hrs.
Prerequisite: **NURS 102, NURS 104, NURS 110, PSYCH 239 and BIOL 114.**
This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing medical alterations. Theoretical content will focus on cardiovascular, renal, endocrine and immune systems as well as fluid/electrolyte and acid base balance while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.

NURS 125 Surgical Nursing (2.5-7.5) 5 Cr. Hrs.
Prerequisite: **NURS 102, NURS 104, NURS 110, PSYCH 239 and BIOL 114.**
This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing surgical alterations. Theoretical content will focus on musculoskeletal, neurological, respiratory and gastrointestinal systems as well as perioperative care while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.

NURS 128 Maternal-Child Nursing 1 (2.5-7.5) 5 Cr. Hrs.
Prerequisite: **NURS 102, NURS 104, NURS 110, PSYCH 239 and BIOL 114.**
This course emphasizes application of the nursing process and critical thinking skills in caring for the childbearing family and pediatric clients. Theoretical content will focus on human sexuality, growth and development and common uncomplicated pediatric health disorders. Clinical practice will include maternity and pediatric experiences in acute and community settings.

NURS 139 Advanced Concepts in Practical Nursing (1.5-4.5) 3 Cr. Hrs.
Prerequisite: **NURS 124, NURS 125 and NURS 128.**
This capstone course covers advanced medical-surgical topics as well as issues related to licensure and employment for the practical nurse. In clinical practice, emphasis is placed on functioning with greater independence in providing care to groups of patients. Students gain experience as an active member of the nursing team while working with staff personnel.

NURS 211 Nursing Care of Women and Childbearing Families (2-9) 5 Cr. Hrs.
Prerequisite: **For students pursuing the ADN program: NURS 119 and NURS 122 with a grade of 2.0; BIOL 243 with a minimum grade of 3.0. For students pursuing the LPN to ADN option: NURS 130 with a minimum grade of 2.0 and consent of department; BIOL 243 with a minimum grade of 3.0 and consent of department.**
This course introduces the student to the theory and practice of nursing care of women and childbearing families. Course content will include care of women and their families during the perinatal experience. Pathophysiology, diagnosis, treatment, preventative measures, and patient teaching strategies for select gynecological disorders will also be covered. Acute and community settings will be utilized for clinical experiences. The student will utilize critical thinking skills and incorporate previously learned content.

NURS 212 Nursing Care of Children and Families (2-9) 5 Cr. Hrs.
Prerequisite: **For students pursuing the ADN program: NURS 119 and NURS 122 with a minimum grade of 2.0; BIOL 243 with a minimum grade of 3.0 For students pursuing the LPN to ADN option: NURS 130 with a minimum grade of 2.0 and consent of department; BIOL 243 with a minimum grade of 3.0.**
This course is designed to introduce the student to the theory and clinical practice of the acutely ill child and their family. The student will integrate previously learned nursing skills and theory in meeting the needs of acutely ill children and their families. There will also be a focus on the topic of growth and development and how the child's level of growth and development may impact their illness. The issue of growth and development will also be addressed in considering the needs of the well child and well child care. The student will be expected to demonstrate beginning skills in the management of multiple clients and their families. The student will also be expected to identify the role of the pediatric nurse when acting as an advocate for the child and/or family.

NURS 213 Adult Medical-Surgical Nursing 3 (2-9) 5 Cr. Hrs.
Prerequisite: **For students pursuing the ADN program: NURS 119 and NURS 122 with a minimum grade of 2.0; BIOL 243 with a minimum grade of 3.0. For students pursuing the LPN to ADN program option: NURS 130 with a minimum grade of 2.0; BIOL 243 with a minimum grade of 3.0 and consent of department.**
In this course students will utilize critical thinking, nursing process, psychosocial concepts and previously learned principles to provide care for adult clients experiencing complex alterations in functional health patterns. Advanced nursing skills will be utilized during clinical practice in acute care and community settings.

NURS 214 Leadership and Nursing Management of Complex Clients (2-9) 5 Cr. Hrs.
Prerequisite: **NURS 211, NURS 212, and NURS 213 with grade of 2.0 or better.**
This course includes advanced medical-surgical nursing content and basic principles of leadership and management. Current legal-ethical issues are also included, as well as issues related to nursing practice, standards of conduct, employment, and licensure requirements. Clinical practice provides opportunities for students to be integrated as part of the healthcare team while providing complex care to groups of clients.

NURS 245 Advanced Medical-Surgical Nursing (2.5-7.5) 5 Cr. Hrs.
Prerequisite: **NURS 124, NURS 125 and NURS 128.**
This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing complex medical and/or surgical alterations. Theoretical content will focus on selected body systems while utilizing evidence-based principles of nursing to promote optimal health in acute and community settings.

NURS 246 Mental Health Nursing (2-6) 4 Cr. Hrs.
Prerequisite: **NURS 124, NURS 125 and NURS 128.**
This course emphasizes application of the nursing process and critical thinking skills in caring for adult clients experiencing acute or chronic alterations in psychological functioning. Theoretical content will focus on mental health disturbances, cognitive disorders and/or difficulties in coping with problems of daily living. Clinical experiences are provided in acute and community settings.

NURS 248 Maternal-Child Nursing 2 (2.5-7.5) 5 Cr. Hrs.
Prerequisite: **NURS 124, NURS 125 and NURS 128.**
This course emphasizes application of the nursing process and critical thinking skills in caring for the childbearing family and pediatric clients. Theoretical content will focus on complex obstetrical and pediatric health disorders. Clinical practice will include maternity and pediatric experiences in acute and community settings.

NURS 259 Advanced Concepts in Registered Nursing (2-9) 5 Cr. Hrs.
Prerequisite: **NURS 245, NURS 246 and NURS 248.**
This capstone course emphasizes application of the nursing process and critical thinking skills to care for groups of complex clients as an active member of the nursing team in acute and community settings. Theoretical content will focus on principles of leadership and management as well as issues related to licensure and employment for the registered nurse.

NURSING ASSISTANT TRAINING PROGRAM

NATP 110 Nursing Assistant Preparation (3-7) 10 Cr. Hrs.
Prerequisite: **None.**
This course is designed to prepare an individual in the role of the nursing assistant. Students will explore communication and interpersonal skills, infection control, safety/emergency procedures, promotion of resident's independence/rights, basic nursing skills, personal and restorative care skills, care of mental health and social services needs, care of cognitively impaired residents and documentation. Basic nursing assistant skills will be performed in laboratory and geriatric-focused clinical facilities.

OFFICE INFORMATION SYSTEMS

OIS 100 Keyboarding 1 (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
Students will learn how to keyboard using the touch control method. Development of proper keyboarding techniques while building basic accuracy and speed will be emphasized. Today's technology-driven environment makes keyboarding one of the most widely used skills as we utilize computers for work, school and in our personal lives.

OIS 102 Keyboarding 2 (2-0) 2 Cr. Hrs.
Prerequisite: **OIS 100 or equivalent.**
This course continues the development of accuracy and speed in keyboarding. Students will enhance their keyboarding skills and incorporate them into the formatting of various business documents, reports and tables.

OIS 105 Office Communication—Editing Skills (3-0) 3 Cr. Hrs.
Prerequisite: **A skill level of ENG 050 or higher on the placement test. OIS 102 strongly recommended.**
The ability to communicate clearly and accurately has been identified by employers as their number one priority. This course is designed to review and incorporate the principles of grammar, punctuation, vocabulary, and spelling into the writing of or proofreading and editing of business documents.

OIS 165 Microsoft Word for Windows (3-0) 3 Cr. Hrs.
Prerequisite: **OIS 105 or equivalent.**
This course is designed to provide practical hands-on experience using Microsoft Word for Windows. Students will create, format, and edit business documents. In addition, students will work with tables, charts, graphs, diagrams, templates and wizards, AutoText, Web pages and hyperlinks. While manipulating text, students will learn to add visual appeal to documents as well as how to use writing tools and special features.

OIS 185 Business Presentation 1—Fundamental Concepts (3-0) 3 Cr. Hrs.
Prerequisite: **OIS 165 or equivalent.**
This course will introduce students to the fundamental concepts of business presentations using Microsoft's PowerPoint software. PowerPoint presentations are one of the most widely used communication tools is today's workplace. Students will create basic business presentations, charts, graphs and flyers. Students will learn to link and embed objects and files as well as work with drawing tools, icons, various fonts and color to create a powerful presentation.

OIS 195 Time and Project Management (1-0) 1 Cr. Hr.
Prerequisite: **None.**
In today's busy world, time management is an essential skill needed both professionally and personally. This course will assist students in gaining control of their office activities by showing them how to set and prioritize goals and events around individual values using a Day Planner.

OIS 255 Office Procedures (2-0) 2 Cr. Hrs.
Prerequisite: **OIS 100 or equivalent.**
This course is designed to enhance the students' knowledge regarding basic office skills. Students will learn office functions such as reprographics, records management, telephone techniques and etiquette, mailing and shipping services, meeting and conference planning, travel arrangements, as well as the importance of written communication, and public relations.

OIS 260 Office Administration (3-0) 3 Cr. Hrs.
Prerequisite: **OIS 255 recommended.**
Today's Administrative Office Manager must be an effective communicator, who possesses strong skills in problem solving, time management, multi-tasking and human relations. This course concentrates on the principles of administrative office management, the importance of managing administrative services and operations, and the skills and attitudes needed to be successful in today's office.

OIS 265 Advanced Microsoft Word for Windows (3-0) 3 Cr. Hrs.
Prerequisite: **OIS 165.**
This course is a continuation of OIS 165 and will focus on the advanced functions of Microsoft Word for Windows. Students will create and modify styles, macros, footnotes and endnotes. In addition, students will work with sorting and selecting text, merging and managing documents, preparing forms, applying special features, adding visual effects and using WordArt.

PHILOSOPHY

PHIL 243 An Introduction to Philosophy (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Designed to familiarize the student with philosophy as a foundation for life, this course provides an introduction to questions in metaphysics, epistemology, ethics, social and political philosophy and the philosophy of religion. Classical and modern philosophers from Western, Asian, African and Native American traditions are presented. Critical thinking and an application of theory to contemporary issues are emphasized.

PHIL 247 Logic (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is designed to assist the student in distinguishing good and bad reasoning. The course will address both informal logic, which focuses on arguments in every day language and how to evaluate them, and formal logic, which focuses on symbolic language and the formal methods for determining the validity of arguments. Common logical fallacies will be outlined and attention given to arguments on contemporary issues in the public forum.

PHIL 277 Ethical Problems (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
In this course the student will be introduced to a variety of ethical theories as discussed by classical and contemporary moralists. The course experience also provides for an application of these theories to modern moral questions through a process of critical thinking to explore alternate solutions to present day moral problems.

PHYSICAL EDUCATION, HEALTH AND RECREATION

PE 104 Physical Fitness and Conditioning (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course stresses vigorous body conditioning through progressive exercises, stretching, weight machine and free weight use. Cardiovascular fitness will be emphasized.

PE 105 Beginning Resistance Training (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Instruction will stress the development of strong muscle growth and bone health, as well as improvement of cardiovascular function through the use of resistance bands, X-er tubes, stability balls, and free weights.

PE 106 Beginning Swimming (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course is for the student who has little or no skill and knowledge of swimming techniques. Fundamental instruction in the basic swimming strokes, including front crawl, back crawl, elementary back stroke, side stroke, elementary diving and water safety skills will be introduced.

PE 115 Aerobic Dance Fitness (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Instruction will stress the development of an individual's aerobic capacity and cardiovascular endurance through aerobic dance and dance exercise.

PE 116 Intermediate Swimming (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
For students who can swim two lengths of the pool, stay afloat for three minutes. Designed to increase skill and knowledge in the basic swimming strokes, side stroke, breast stroke, and diving and water safety skills. Some stroke variations and synchronized swimming techniques may be covered.

PE 121 First Aid and Personal Safety (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
This course uses lecture-demonstration approach on the prevention of accidents and care of victims with emergency-skill training in all procedures. Cardiopulmonary resuscitation (CPR) for infant, child and adult, plus Automated External Defibrillator (A.E.D.) use will be presented. Certification cards will be awarded to those completing the requirements. Note: Nursing students will need CPR for the Professional Rescuer for the Nursing Program.

PE 131 Golf (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course is geared toward the beginner or advanced beginning golfer. Instruction will be given on fundamental skills, strategy, rules, practice techniques and equipment. An opportunity to play on a course with the instructor will be made available.

PE 132 Beginning Tennis (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course provides students with a basic history of tennis, techniques, fundamental skills, strategy, rules and the opportunity to participate in a competitive situation.

PE 141 Basketball (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course covers the sports' history, basic techniques, fundamental skills, strategy, rules, and the opportunity to participate in a competitive situation.

PE 157 Paddleball/Racquetball (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course provides instruction in rules, safety practices, etiquette, strategy and skills of paddleball and racquetball. Tournament play in singles, doubles and cut-throat is included.

PE 166 Self Defense (1-1) 2 Cr. Hrs.
Prerequisite: **A physical examination is recommended.**
This course combines various methods of self-defense with an emphasis on Judo. Related techniques of Jujitsu and Karate will be covered.

PE 194 Weight Training (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
Various methods of weight training for both men and women are taught. Proper lifting techniques learned. The concept of "total fitness and body awareness" is stressed.

PE 202 Lifestyle Fitness—Wellness (1-1) 2 Cr. Hrs.
Prerequisite: **None.**
This course will introduce the student, through lecture and exercise, to the various methods and benefits of physical and emotional fitness/wellness activities. A wide variety of topics pertinent to the physical and mental health and well-being of the individual will be presented and practiced, providing the framework for the student to make sound health choices. Pre- and post-fitness assessments will be taken. Both in-class and outside of class lab projects will be undertaken.

PE 240 Physical Education for Elementary Teachers (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Students will receive instruction in the use of basic movement, games, relays, stunts, and organization for the early and later elementary grades. Emphasis is on the organization for P.E. at these levels. Students are required to make arrangements for observation of elementary classes during the latter part of the semester.

PHYSICS

PHYS 051 Basic Physics (4-1) 4 Cr. Hrs.
Prerequisite: **MATH 053 or one year of high school algebra.**
This course is designed for students who have had no previous course in physics or need a review of the subject to prepare for college physics. Basic concepts in mechanics, sound, heat, electricity, light and modern physics are explored through lecture demonstrations, interactive activities and laboratory work.

PHYS 104 Introduction to Astronomy (3-2) 4 Cr. Hrs.
Prerequisite: **MATH 053 or one year of high school algebra.**
This course is designed to introduce the subject of astronomy to students in any curriculum, but not for science majors. A historical perspective is used to discuss current scientific thinking on topics ranging from the motion of the night sky and the solar system to stars, galaxies and cosmology.

PHYS 123 Applied Physics (4-2) 5 Cr. Hrs.
Prerequisite: **MATH 113.**
This course in applied physics is designed for technical, business and applied health programs. Using trigonometry, the traditional topics of kinematics, dynamics, mechanics, heat, acoustics, electricity and magnetism, optics, modern physics and nuclear physics are treated in a practical and applied fashion with emphasis on laboratory work and scientific procedures. (This course may be used in place of PHYS 051.)

PHYS 181 General Physics 1 (4-2) 4 Cr. Hrs.
Prerequisite: **PHYS 051 or one year of high school physics or PHYS 123 and MATH 119.**
This first semester course in general physics is designed for pre-professional students. Using algebra and trigonometry, the traditional topics of mechanics, fluids, energy, heat, and sound are explored through lecture demonstrations, interactive activities and laboratory work. This course is not for engineering students or physics majors.

PHYS 182 General Physics 2 (4-2) 4 Cr. Hrs.
Prerequisite: **PHYS 181.**
This second semester course is a continuation of PHYS 181. Using algebra and trigonometry, the more advanced topics of electricity, magnetism, light and modern physics are explored through lecture demonstrations, interactive activities and laboratory work. This course is not for engineering students or physics majors.

PHYS 211 Physics for Scientists and Engineers 1 (5-2) 5 Cr. Hrs.
Prerequisite: **PHYS 051 or high school physics and MATH 150.**
This first semester, calculus-based course is designed for engineering students and science majors. Traditional topics of kinematics, dynamics, energy, fluids, heat, and sound are investigated through lecture demonstrations, simulations and laboratory work.

PHYS 212 Physics for Scientists and Engineers 2 (5-2) 5 Cr. Hrs.
Prerequisite: **PHYS 211 with grade of 2.0 or better.**
This second semester, calculus-based course is a continuation of PHYS 211. Advanced topics such as electricity, magnetism, light, and modern physics are investigated through lecture demonstration, simulations and laboratory work. This course is designed for engineering students and science majors.

POLITICAL SCIENCE

POLS 105 Survey of American Government (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introductory study of the American political system. Emphasis is placed on historical and contemporary political theories and ideologies as well as on political institutions, parties and interest groups. You will engage in analysis of decision-makers, power and controversial issues.

POLS 109 State and Local Government (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introductory study of America's state and local governments. Emphasis is placed on the nature of state constitutions, the structure and operation of state executive/legislative/judicial branches, the organization and functioning of local governments. State/federal and state/local relations will also be covered in this course. Students will engage in analysis of decision-makers, power and controversial issues.

POLS 205 Political Parties (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course examines the organization and functions of American political parties. Emphasis is placed on the nature of political campaigns, party conventions, the organization and functioning of political parties, and citizen participation in politics. A historical review of parties and their ideological developments is also included.

POLS 207 Comparative Government (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is a comparative study of political communities. The course examines the development and spread of varied political ideologies (communism, fascism, and liberalism) and their impact on crafting different approaches to governmental organization. A global approach to this topic will involve examining individual countries and regions from around the world.

POLS 209 International Relations (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides an examination of the social, economic, and political forces that define international relations. Using the major theoretical approaches of the discipline, students will examine the major issues, actors, and governmental structures that shape the political landscape of the world.

PSYCHOLOGY

PSYCH 153 Human Relations (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is designed particularly for students in the Career Curricula. The course focuses upon a better understanding of human behavior as related to interpersonal relations on the job. Foundations of human behavior, strategies for effective human relations, fundamental skills of working as a team leader and team member, and ways of anticipating, preventing, and coping with challenges of human relations are major areas of study.

PSYCH 201 Introductory Psychology (4-0) 4 Cr. Hrs.
Prerequisite: **Recommended successful completion of courses in biology and social science at the 100 level.**
Principles of human thought and action with emphasis on individuals in their environment; individual differences in intelligence and personality; effects of heredity and environment on the organism; the nervous system, perception, learning, intelligence, motivation and emotion, and social relationships will be explored.

PSYCH 205 Psychology of Adjustment (3-0) 3 Cr. Hrs.
Prerequisite: **Twenty-six hours of transferable credit or consent of department.**
Factors and processes involved in the adjustment of the individual to personal and social environment are the main focus of this course. Essentials for the development of an effective and mentally healthy individual are emphasized. Foundations for adjustment, personal lifestyle adjustment, interpersonal relationships, adjustment throughout life and coping with maladjustment are major areas of study.

PSYCH 207 Social Psychology (4-0) 4 Cr. Hrs.
Prerequisite: **PSYCH 201.**
Regarded as a core area in psychology, social psychology examines the influence of social factors on human behavior. Particular topics include aggression, prejudice, group processes, attitude formation, the law, prosocial behavior, interpersonal attraction, and social cognition.

PSYCH 209 Child Psychology (3-0) 3 Cr. Hrs.
Prerequisite: **PSYCH 201.**
This course examines the general characteristics of development, development of social behavior, feelings, emotions, language, growth of understanding and interests, with emphasis on personality and problems of adjustment.

PSYCH 219 Adult Development (3-0) 3 Cr. Hrs.
Prerequisite: **Twenty-six hours of transferable credit or consent of department. Successful completion of PSYCH 201 is highly recommended.**
This course studies adult development and aging. It focuses on the developmental changes related to biological, psychological, and social processes. Coping strategies and intervention techniques will be examined.

PSYCH 229 Life-Span Developmental Psychology (4-0) 4 Cr. Hrs.
Prerequisite: **PSYCH 201.**
Human development from conception through death is examined. Biological, cognitive, and psychosocial development topics are explored with an understanding of the theories and research findings across the life-span.

PSYCH 239 Abnormal Psychology (3-0) 3 Cr. Hrs.
Prerequisite: **PSYCH 201.**
This course examines various psychological disorders from a contemporary perspective, specifically exploring anxiety disorders (phobias, obsessive compulsive disorder and post traumatic stress disorder), personality disorders (borderline, anti-social and dissociate disorders), mood disorders (depression and bi-polar disorder) and schizophrenia. The underlying pathology and treatments of each disorder will be covered.

QUALITY MANAGEMENT

QM 106 Introduction to Quality Systems (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course is an introduction to quality improvement practices in business, technology and service industries including the ability to respond to signals resulting from complex system analysis. Through the enhancement of knowledge and using basic problem-solving techniques, including Cause and Effect diagrams, Pareto diagrams, Scatter diagrams, and related analytical methods, students develop a better understanding of effective problem-solving techniques applicable to manufacturing and non-manufacturing industries.

QM 107 Quality Planning and Team Building (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Planning effective quality systems including error prevention through team building to support both recommended procedures and customer satisfaction is emphasized. Students will be introduced to planning methods, Six Sigma Methods, Quality Function Deployment (QFD), Failure Mode and Effects Analysis (FMEA), and new quality related programs used in process/product development validation. Control plans and teamwork will be used to demonstrate the dynamics of synergism in groups.

QM 108 Quality Statistical Methods (3-0) 3 Cr. Hrs.
Prerequisite: **MATH 113.**
Analysis related to statistical process control (SPC) and other analytical techniques are directed toward defect prevention, systems improvement and customer satisfaction. Students will be introduced to statistical methods, theory and charting including X-Bar and R, P, NP, P, C & U and their application. Topics also include process identification and capability (Cpk) analysis.

QM 112 Six Sigma Methods in Quality Management (3-0) 3 Cr. Hrs.
Prerequisite: **QM 108 or consent of department.**
Managing and facilitating effective quality systems requires a systematic approach to employee commitment. Topics covered in this course include identifying strengths and weaknesses in current systems, establishing plans, confirming objectives, training for team effectiveness and methods of feedback analysis to support efforts in Six Sigma.

SOCIOLOGY

SOC 101 Introduction to Social Work (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
Introduction to Social Work is an introductory course to the social work field designed to provide students with an overview of the profession. Content will include an analysis of the profession, its scope, methods, values and the organization of services. Attention will be paid to presenting information on policy and practice in a variety of social work settings with particular target populations. The course orients students to the roles of the generalist social work practitioner within a theoretical framework that consists of systems theory, the ecological perspective and a problem solving model. Attention will be paid to the kinds of needs and problems that bring clients to the attention of social workers. The term "client" is defined as an individual, family, group, neighborhood, organization, or large social system. The course stresses self-assessment in determining suitability for a career in Social Work.

SOC 201 Principles of Sociology (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course provides a survey of the major theoretical perspectives, concepts and methods of sociology. Topics covered include social organization, culture, socialization, stratification systems, social institutions and social change.

SOC 205 Social Problems (3-0) 3 Cr. Hrs.
Prerequisite: **SOC 201.**
Consideration of current social problems, such as family stability, racism, sexism, poverty, crime, urbanization and ecological problems using sociological theory and recent empirical studies will be introduced. Analysis of structural factors underlying these problems and possible solutions will be explored.

SOC 209 Marriage and Family (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course offers a study of the impact that social changes have had on gender roles, relationships, marriage and family life. Topics covered in the course include diversity in family patterns, gender roles, intimate behavior, mate selection, problems of marital adjustment, family stability and crisis, divorce and parenting.

SOC 210 Cultural Diversity (3-0) 3 Cr. Hrs.
Prerequisite: **None. SOC 201 or ANTH 112 recommended.**
This course is an analysis of racial and ethnic diversity in the U.S. in relation to evolving social, economic and cultural factors. Various American minority cultures are studied with an emphasis on education, politics, religion and the resulting cultural effects. Sociological and psychological concepts and theories will be explored. The impact of the current wave of immigrants to the U.S. will be discussed and the incidents of hate crimes will be explored.

SOC 220 Urban Sociology (3-0) 3 Cr. Hrs.
Prerequisite: **SOC 201 or ANTH 112 recommended.**
This course provides a survey of the origin and development of cities and the processes of urbanization which includes a discussion of the ecology and social organization of urban life. The special problems and realities of urban society will be covered as well as perspectives for the future.

SOC 290 The Individual and Community—An Honors Capstone Course (3-0) 3 Cr. Hrs.
Prerequisite: **HUM 190.**
A required conclusion to the Schoolcraft Scholars honors program, this capstone course examines individual, social structural and social institutional relationships through multiple disciplines. Students will identify and analyze social and cultural trends and issues. During the course, students will complete and present results of service-learning projects.

SPANISH

SPAN 101 **Elementary Spanish 1** (4-0) 4 Cr. Hrs.
Prerequisite: **None.**
This course is intended for students who have no previous education in Spanish. The course will cover basic grammar patterns, and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Hispanic culture will be an integral part of the course.

SPAN 102 **Elementary Spanish 2** (4-0) 4 Cr. Hrs.
Prerequisite: **SPAN 101 with grade of 2.0 or better or one year of high school Spanish or consent of instructor.**
This course is a continuation of SPAN 101 and continues to review the basic Spanish grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Hispanic culture will be an integral part of the course.

SPAN 201 **Intermediate Spanish 1** (4-0) 4 Cr. Hrs.
Prerequisite: **SPAN 102 with grade of 2.0 or better or two years of high school Spanish or consent of instructor.**
This course is a continuation of SPAN 102 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Hispanic culture will be an integral part of the course.

SPAN 202 **Intermediate Spanish 2** (4-0) 4 Cr. Hrs.
Prerequisite: **SPAN 201 with grade of 2.0 or better or three years of high school Spanish or consent of instructor.**
This course is a continuation of SPAN 201 and continues to cover grammar patterns and build competence in all four skill areas: speaking, listening, reading, and writing. Through varied activities, emphasis will be placed on oral proficiency and communication. An appreciation of Hispanic culture will be an integral part of the course.

THEATRE

THEA 101 **Introduction to Theatre** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
A survey course which examines all the elements of theatre: actor, director, playwright, scenery, costumes, makeup, lighting, sound, audience, theatre publicity, theatre management, and critic. The course offers the opportunity for developing an appreciation of theatre and how it relates to the world.

THEA 120 **Theatre Activities 1** (1-0) 1 Cr. Hr.
Prerequisite: **None.**
A brief introduction to all the elements of theatre: actor, director, playwright, scenery, costumes, makeup, lighting, sound, audience, theatre publicity, theatre management, and critic. Students are required to work on a current production.

THEA 121 **Theatre Activities 2** (1-0) 1 Cr. Hr.
Prerequisite: **THEA 120.**
This course is a continuation of THEA 120 and continues to explore all the elements of theatre: actor, director, playwright, scenery, costumes, makeup, lighting, sound, audience, theatre publicity, theatre management, and critic. Students are required to work on a current production.

THEA 204 **Stage Makeup** (2-0) 2 Cr. Hrs.
Prerequisite: **None.**
An introductory course in stage makeup application. The course covers basic makeup, character makeup, old-age makeup, and special effects. Discussion on types of makeup and practical student application projects.

THEA 207 **Stagecraft and Lighting** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
This course investigates stage designs and lighting theories with a practical application by work on the college production. The course also covers the basic knowledge of set construction, lighting and its equipment, costume construction, makeup techniques, and costume maintenance. Students are required to work on a current production.

THEA 208 **Acting 1** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
A beginning course to prepare the actor for acting. Training in voice and body development that not only is applicable to the stage, but to daily life is covered. Exercise work in concentration, relaxation, awareness, sensitivity, and body alignment is introduced and applied to scene work from modern drama.

THEA 209 **Acting 2** (3-0) 3 Cr. Hrs.
Prerequisite: **THEA 208 or consent of instructor.**
An advanced course in the preparation of an actor for acting. Training in voice and body development, with an emphasis on studying and applying the Stanislavski Method and the Alexander Technique of body alignment will be taught. The course includes presentation of scenes from classical and modern plays.

THEA 220 **Theatre Activities 3** (1-0) 1 Cr. Hr.
Prerequisite: **THEA 121.**
This course is a continuation of THEA 121 and continues to explore all the elements of theatre: actor, director, playwright, scenery, costumes, makeup, lighting, sound, audience, theatre publicity, theatre management, and critic. Students are required to work on current production.

THEA 221 **Theatre Activities 4** (1-0) 1 Cr. Hr.
Prerequisite: **THEA 220.**
This course is a continuation of THEA 220 and will continue to explore all the elements of theatre: actor, director, playwright, scenery, costumes, makeup, lighting, sound, audience, theatre publicity, theatre management, and critic. Students are required to work on current production.

THEA 231 **History of Theatre 1** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
The development of dramatic art and practice from ancient times to the end of the 18th century, stressing the evolution of the physical theatre and dramatic forms in relation to contemporaneous production facilities and innovations will be explored.

THEA 232 **History of Theatre 2** (3-0) 3 Cr. Hrs.
Prerequisite: **None.**
The development of dramatic art and practice from the beginning of the 19th century to the present, stressing the evolution of the physical theatre and dramatic forms in relation to contemporaneous production facilities and innovations will be explored.

THEA 241 **Oral Interpretation of Literature** (3-0) 3 Cr. Hrs.
Prerequisite: **THEA 208 and COMA 103.**
This course is designed to give students an understanding of Oral Interpretation of Literature through a two-fold technique: one, by practical experience in interpretive readings in various types of literature, and two, by the study of techniques used in the textbook. The class emphasizes the performance of literature through the use of the voice and body.

WELDING TECHNOLOGY

WELD 110 **Introduction to Welding Basics for Fabrication** (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
This class serves as an introduction for individuals that have no welding or fabrication experience in various welding and fabrication processes. Covered in the course will be the set up and safe operation of gas welding and brazing, shielded metallic arc welding, gas metallic arc welding, gas tungsten arc welding, resistance welding, gas cutting and plasma cutting equipment as well as the safe set up and operation of equipment found in a welding fabrication facility. This class produces a good foundation for WELD 113 and is recommended for students interested in art and related metallic sculpture.

WELD 111 **Project Mathematics** (2-2) 4 Cr. Hrs.
Prerequisite: **None.**
A mathematics course covering basic skills needed to increase the quantitative literacy of skilled welders in engineering and industrial practice. Welding related problems are designed to increase understanding of basic mathematics as they relate to linear, angular, four sided, triangular and circular measurements. Topics covered in the course also include volumetric measurement of conventional shapes as well as irregular shaped objects, weight calculation and calculations used in bending metals.

WELD 113 Shielded Metallic Arc Welding (S.M.A.W.) (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
Theory and fundamentals of oxy/fuel cutting, welding, braze welding, shielded metal arc welding, joining and fabricating will be explored. Emphasis will be on basic welding skills, filler metals and techniques for using different welding rods. Welding machine set up and oxy/fuel welding equipment set up will be practiced extensively to insure good sound safety habits. Safety in all welding applications will be explained and students will be required to pass safety evaluations. This course will establish good sound work habits and provide a foundation for more advanced courses.

WELD 115 Gas Metallic Arc Welding (G.M.A.W./M.I.G.) (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
Theory and fundamentals of gas metallic arc welding commonly referred to as M.I.G. welding will be explored. This method of fusion of metals is widely used and is the fastest growing segment of the metal working industry. Emphasis will be on basic skill development and the establishment of sound work habits. The course is designed to provide entry level employability and a solid foundation for more advanced courses.

WELD 118 Adhesive Joining Technology (1-3) 4 Cr. Hrs.
Prerequisite: **WELD 113, MET 114 or consent of department.**
Adhesive joining technology concentrates on the design and assembly of metallic, nonmetallic materials including ceramics. Two major categories, structural and non-structural adhesive bonding as well as adhesives selection, joint design, methods of surface preparation and joint evaluation will be compared to general mechanical joining techniques.

WELD 119 Gas Tungsten Inert Arc Welding (G.T.A.W./ T.I.G.) (2-2) 3 Cr. Hrs.
Prerequisite: **None.**
Theory and fundamentals of gas tungsten arc welding (G.T.A.W.) will be explored. This method of metal fusion is capable of producing very high quality welds in virtually all metals and one of the few methods of welding some of the more difficult to weld metals. The course is designed to provide entry level employability and solid foundation for more advanced courses.

WELD 120 Advanced Processes—Stick Electrode and M.I.G. Welding (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 115 or consent of department.**
The student will gain additional knowledge and experience in both shielded metallic and gas metallic arc welding. Welding will be performed in all positions; flat, horizontal, vertical and overhead. The class will introduce the student to pipe cutting and pipe welding on heavy sections. Material will be formed and fabricated using power and hand operated tools and equipment. Students will produce several required projects that will simulate weld joints found in today's modern manufacturing and construction industry.

WELD 130 Advanced Processes—Gas Tungsten (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 119 or consent of department.**
Advanced Processes - Gas Tungsten Arc Welding moves students to a higher level of welding that the student, as an employee, may find in a job. The course will cover welding of carbon steel, stainless steel and aluminum. This course will challenge the student to perform required elements that produce welds that would meet national standards. Proper fit up of weld joints, weld bead size, weld strength and appearance will be stressed. Lay out of complex weld joints will be another requirement evaluated in an ongoing process as welded exercises are preformed.

WELD 205 Welder's Print Reading (1-1) 2 Cr. Hrs.
Prerequisite: **WELD 120.**
Welder's print reading provides detailed information to help welding students develop skills necessary to interpret working sketches and prints common to the welding/metalworking field. In addition, the welding student will gain knowledge in how to interpret conventional drafting symbology and specialized welding symbols and will have the opportunity to perform welds on test plates that are indicated by the welding symbols.

WELD 206 Welding Inspection and Qualification (1-1) 2 Cr. Hrs.
Prerequisite: **WELD 205.**
Quality welders are in demand today. It is important that these welders possess a working knowledge of weld test equipment and qualification as well as be able to test and evaluate welds. Proper use of weld test gages and equipment, dye penetrant, fluorescent dye penetrant, magnetic particle and destructive testing equipment and techniques will be covered.

WELD 223 Fabrication (2-4) 4 Cr. Hrs.
Prerequisite: **WELD 120 and WELD 130 or consent of department.**
Fabrication of student/instructor selected projects will be the format for this course. Emphasis will be on the development of fabrication techniques, including design, material selection, layout, material preparation and use of fixtures. Welding skills developed in WELD 120 and WELD 130 will be applied. There will be an opportunity for students to further investigate other industrial welding processes.

WELD 262 Welding Metallurgy (1-2) 3 Cr. Hrs.
Prerequisite: **None.**
Welding metallurgy includes the influence of alloy composition, filler materials, fluxes and thermal interactions on the structure and properties of metals. Topics covered in the course will include the chemical, mechanical, and physical properties of metals, mechanical behavior, microstructure and post-weld heat treating.

PREPARATION FOR WELDING CERTIFICATION EXAMINATION(S)

WELD 210 Preparation for Welder Certification in Shielded Metallic Arc Welding (S.M.A.W.) (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 113 or extensive welding experience.**
The need for "Certified Welders" continues to grow. Certification comes as a result of demonstration of competence by passing performance examinations. Although Schoolcraft College does not qualify or certify welders, the College can duplicate these tests, provide instruction in the proper welding procedure and provide the appropriate testing equipment to examine and evaluate the results. This course addresses stick electrode welding techniques and competencies.

WELD 211 Preparation for Welder Certification in Gas Metallic Arc Welding (G.M.A.W./M.I.G.) (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 115 or extensive welding experience.**
The need for "Certified Welders" continues to grow. Certification comes as a result of demonstration of competence by passing performance examinations. Although Schoolcraft College does not qualify or certify welders, the College can duplicate these tests, provide instruction in the proper welding procedure and provide the appropriate testing equipment to examine and evaluate the results. This course addresses competencies in gas metallic arc welding, which is a semi-automatic wire feed welding process.

WELD 212 Preparation for Welder Certification in G.T.A.W./T.I.G. (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 119 or consent of department.**
The need for "Certified Welders" continues to grow. Certification comes as a result of demonstration of competence by passing performance examinations. Although Schoolcraft College does not qualify or certify welders, the College can duplicate these tests, provide instruction in the proper welding procedure and provide the appropriate testing equipment to examine and evaluate the results. This course addresses competencies in gas tungsten arc welding, which is a highly precise welding process that uses an electric arc producing torch and a hand-feed filler.

WELD 214 Preparation for Welder Certification in Pipe Welding (2-2) 3 Cr. Hrs.
Prerequisite: **WELD 130 or consent of department.**
The need for "Certified Welders" continues to grow. Certification comes as a result of demonstration of competence by passing performance examinations. Although Schoolcraft College does not qualify or certify welders, the College can duplicate these tests, provide instruction in the proper welding procedure and provide the appropriate testing equipment to examine and evaluate the results. This course addresses competencies needed to become certified as a pipe welder. Shielded Metallic Arc Welding, Gas Metallic Arc Welding, and Gas Tungsten Arc Welding can be used to produce these pipe welds.

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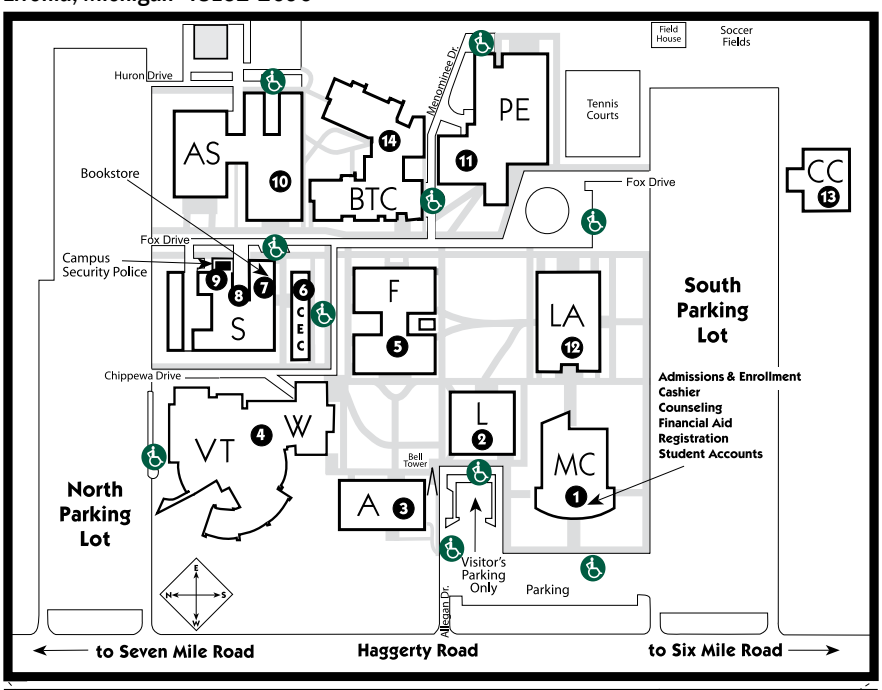

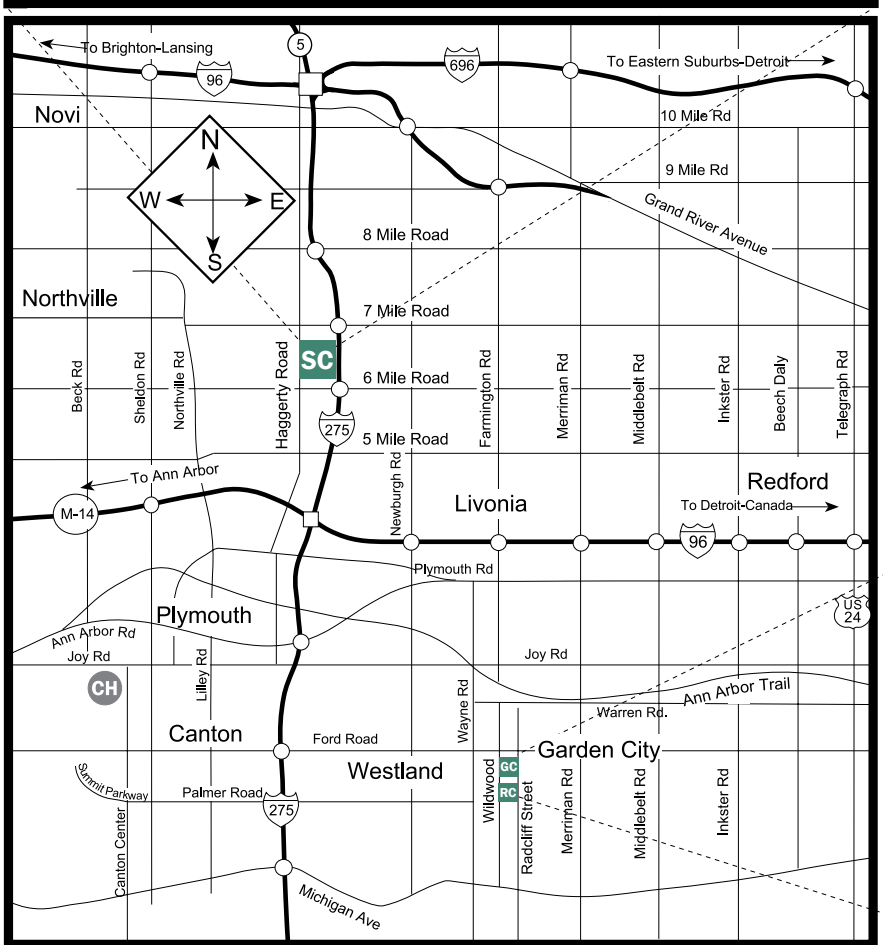

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Livonia

Applied Sciences Building—AS 10
Business Programs
Classrooms
Computer Programs
Nursing
Technology Programs

Biomedical Technology Center—BTC..... 14
Classrooms
Learning Theatre
Open Entry/Open Exit Lab
Science Programs
Technology Programs

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Children's Center (Child Care)—CC..... 13

Forum Building—F 5
Art Programs
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Forum Recital Hall
Music Programs
Science Programs

Grote Administration Center—A 3
Human Resources
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Marketing
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President's Office

Liberal Arts Building—LA 12
Classrooms
Liberal Arts Programs
Liberal Arts Theatre

Bradner Library—L 2
Learning Assistance Center
Media

McDowell Center—MC..... 1
Admissions & Enrollment Center
Career & Transfer Center
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Student Accounts
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Transitions Center

Physical Education Building—PE 11

Campus Security Police 734-462-4424**—S 9**

Receiving Dock—S 8

Service Building—S..... 8
Lost & Found
Facilities Management

VisTaTech Center—VT 4
American Harvest Restaurant
Business Development Center
Classrooms
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Culinary Arts Program
Foundation
Main Street Cafe
Grants

Waterman Wing—W
Henry's Food Court
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Student Activities
Student Clubs
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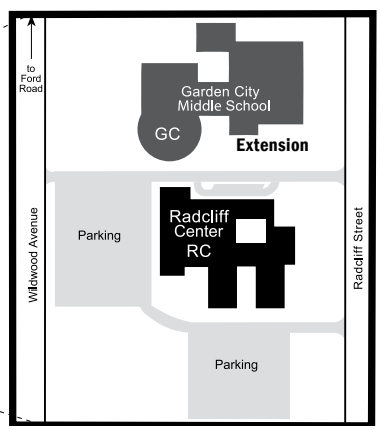

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