SOUTHWESTERN
MICHIGAN COLLEGE

COLLEGE CATALOG
2018-2019

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2018-2019 Academic Calendar

Fall 2018 Semester
September 4, 2018 – December 21, 2018

Tuesday, September 4	Fall Classes Begin
Tuesday, September 11	Last Day to Add Semester Length and Early End Classes
Tuesday, September 11	Last Day to Drop Semester Length and Early End Classes
Monday, October 15	Last Day to Withdraw from Early End Classes
Friday, October 26	Early End Classes End
Monday, October 29	Mid Semester Classes Begin
Wednesday, October 31	Last Day to Add or Drop Mid Semester Classes
Thursday, November 22	No Classes – Thanksgiving Break
Friday, November 23	No Classes – Thanksgiving Break
Monday, November 26	Classes Resume
Monday, December 10	Last Day to Withdraw from Classes
Friday, December 21	Fall Semester Ends

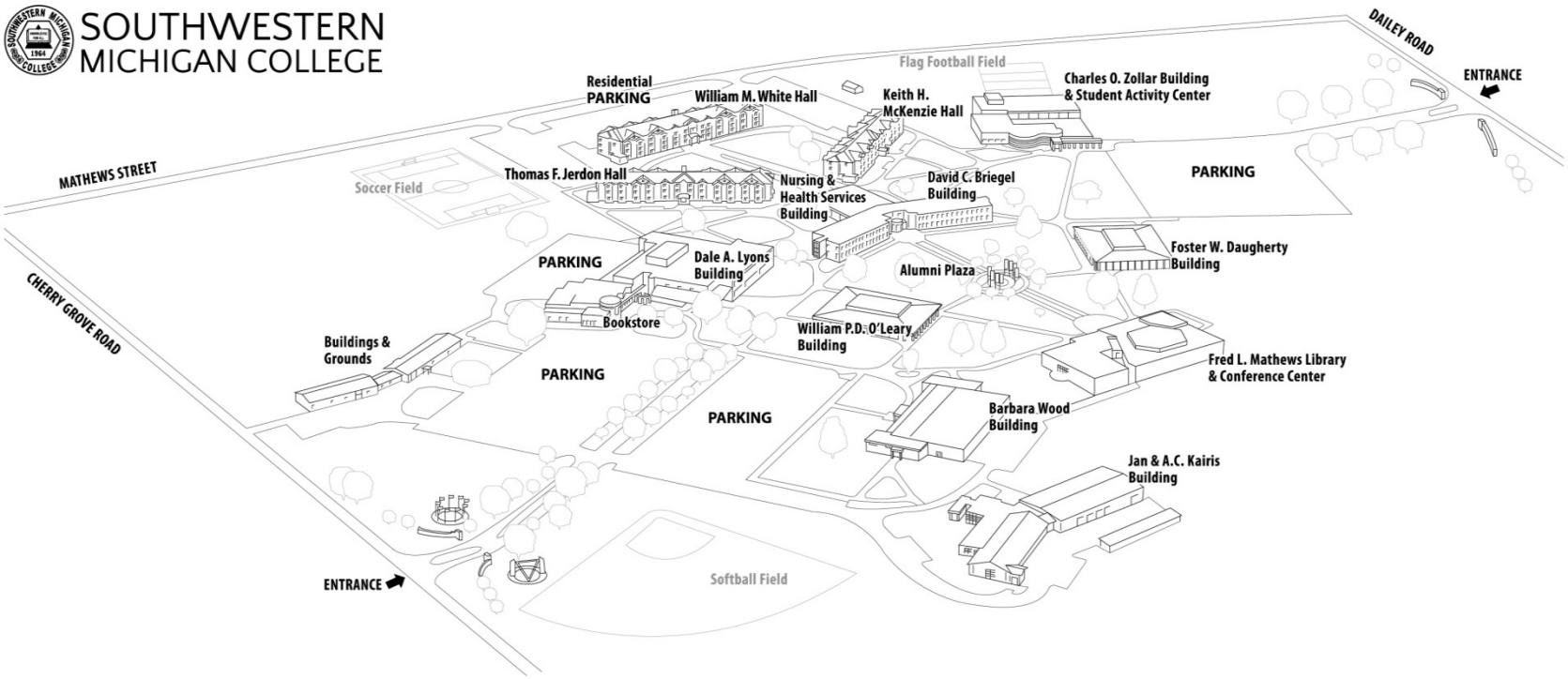
Spring 2019 Semester
January 7, 2019 – May 3, 2019

Monday, January 7	Spring Classes Begin
Monday, January 14	Last Day to Add Semester Length and Early End Classes
Monday, January 14	Last Day to Drop Semester Length and Early End Classes
Monday, January 21	No Classes, College Open – Martin Luther King, Jr. Day
Monday, February 18	Last Day to Withdraw from Early End Classes
Friday, March 1	Early End Classes End
Monday, March 4	Mid Semester Classes Begin
Wednesday, March 6	Last Day to Add or Drop Mid Semester Classes
Monday, April 1 – Friday, April 5	No Classes – Spring Break
Monday, April 8	Classes Resume
Friday, April 19	No Classes – Easter Break
Monday, April 22	Last Day to Withdraw from Classes
Friday, May 3	Spring Semester Ends
Saturday, May 4	Commencement

Summer 2019 Semester
May 13, 2019 – August 2, 2019

Monday, May 13	Summer Classes Begin
Friday, May 17	Last Day to Add Classes
Friday, May 17	Last Day to Drop Classes
Thursday, July 4	No Classes, College Closed – Independence Day
Monday, July 22	Last Day to Withdraw from Classes
Friday, August 2	Summer Semester Ends

SOUTHWESTERN MICHIGAN COLLEGE



David C. Briegel Building
Classrooms - 1000 & 2000 Series
Academic Advising
Administration
Admissions
Business Office
Cafeteria
Disability Services
Financial Aid
Michigan State University
Records
Student Service Center
Student Support Services
Testing Services

Foster W. Daugherty Building
Classrooms - 700 Series
Communications
Social Sciences and Humanities

Thomas F. Jerdon Hall
Student Housing

Jan & A.C. Kairis Building
Classrooms - 500 Series
Automotive Technology
Construction Trades Green Technology

Dale A. Lyons Building
Classrooms - 100 & 200 Series
Art Gallery
Theatre
Temporary Home to the School of Nursing and Health Services
Visual and Performing Arts

Fred L. Mathews Library & Conference Center
Classrooms - 600 Series
Library
Tutoring Services

Keith H. McKenzie Hall
Student Housing

Nursing and Health Education Building
Classrooms - 1600 Series
Closed for renovations

William P.D. O'Leary Building
Classrooms - 300 Series
Math and Science

Bookstore
Foundation and Development
History Gallery

William M. White Hall
Student Housing

Barbara Wood Building
Classrooms - 400 Series
Computing Services
Ferris State University
Information Technology Center
School of Business

Charles O. Zollar Building
Classrooms - 800 Series
Fitness Center
Student Activity Center
Zollar Cafe'

M-60
US-12
ENTRANCE
GROUNDS
Niles Campus
Harry T. Gast Building
PARKING
ENTRANCE
REUM ROAD
SOUTHWESTERN MICHIGAN COLLEGE
Niles Campus
Classrooms -100 Series
Administration and Faculty Offices
Admissions and Academic Advising
Student Service Center
Testing Services
Tutoring Services
Harry T. Gast Building
Classrooms - 200 Series
Faculty Offices
School of Advanced Technology

Admission and Enrollment

Definition of a Student
The definition of a student at Southwestern Michigan College is anyone who has identified himself or herself as having an educational interest in the college as evidenced by submitting an Application for Admission. Such students are subject to penalties imposed by the Student Code of Conduct, located in the Student Handbook.

Admissions Review Policy
The college's application for admission includes questions pertinent to the applicant's background, and those applicants who indicate that they have a criminal or adverse conduct record are asked to submit additional information to the college before being admitted. The college will consider the applicant's record and personal statements about their background in determining admission. Those applicants who are admitted may have restrictions placed on their schedule or have restricted access to certain buildings or areas of the college.

Placement Testing Policy
New degree or certificate seeking students admitted to the college are required to complete placement testing before registering for classes. Students must present a photo ID when testing. Computerized Placement Tests are available in reading, writing, and math. Students are allowed (upon request) one opportunity to retake the tests. American College Testing (ACT), Scholastic Aptitude Test (SAT), or other standardized test scores may substitute for placement testing. Placement test results are issued for course placement and in some cases, for program requirements. Testing is free and offered on a walk-in basis in the Testing Center on both the Dowagiac and Niles campuses.

Students wishing to retake any placement test may retest one time in any subject, free of charge. Placement will be made based on the highest score. Assessment scores are valid for five years for English and Reading. Math scores are valid for two years. This includes, ACT and SAT.

Students may request disability accommodations for testing by contacting Disability Services in the Career Planning Center, (269) 782-1303.

Returning Students Retesting Policy
Students who tested into a developmental class, but withdrew, will be allowed to retest if at least five years have passed since the withdrawal. Students who previously tested into a developmental class and withdrew from all classes and left the college are required to retest if five years have passed since leaving the college. Students who previously tested into a developmental class and withdrew from the developmental class, but continued to enroll in other classes, may be considered for retesting if five years have not passed since the withdrawal from the developmental class. These retesting opportunities must be supported by a First-Year Advisor or Academic Advisor and approved by the Testing Center Manager.

Provisional and Deferred-Admittance Policy
All students new to SMC who have not completed developmental or other prerequisite courses at another college and/or have not completed national standardized tests indicating that they've met developmental prerequisites, must take Accuplacer test. The following Accuplacer scores and levels will be followed:

Test Subject	SMC Developmental Placement Scores	Deferred-Admit and Provisional Admit Scores
Reading	1-69	35
Writing	1-30	29

Scores falling within the developmental placement range (for example, between 1 and 69 on the Reading assessment) are considered developmental; however, scores below the Provisional Admit level (below 35 on the Reading assessment) are considered Provisional for that subject area.

Students whose scores fall below the provisional level in one subject, but above developmental in the other areas will be considered provisionally admitted and can pursue a part-time enrollment schedule (9 credit hours or less).

Students who are not immediately admitted under this policy may retest after seven calendar days. Students are only allowed one retest.

Provisional Student Enrollment Restrictions:

1. Students are restricted to nine credit hours until they have completed all of the courses in which they scored below the provisional admittance cut-off.
2. Students must take at least one course for which they are provisional for each semester until all of their provisional areas have been satisfied.
3. Students will not be allowed to register once the semester has begun even if a class has not yet met.
4. Students in certification programs for which the PA class is not required may proceed with their program; however, their enrollment beyond this program will still be restricted.

If sufficient progress is not made, the following restrictions apply:

A student who is provisional in any subject who reaches the third semester without passing his/her provisional subject will be restricted to only that class so that proper time and attention can be given to succeeding in the class. This restriction will continue for each additional semester until all provisional subjects are passed.

Transfer of College Credits to SMC

Southwestern Michigan College may award transfer credit for coursework from regionally accredited post-secondary educational institutions. Nationally accredited institutions will be considered on a case by case basis. In addition, credit may also be awarded for the following:

1. Advanced placement (AP) for scores at least three or higher.
2. College-Level Examination Placement (CLEP) for scores at least 50 or higher.
3. United States Military Service
4. International Post-Secondary Coursework
5. Selected previous external certifications

Students who indicate on the application for admission that they are guest students or are only interested in taking courses for personal interest and not for purposes of meeting certification or degree requirements may have their unofficial transcript reviewed only for the purpose of determining whether placement tests are need to meet prerequisites.

Credit from Other Colleges and Universities

For students to have their coursework completed at other colleges or universities evaluated for transfer credit, they must have submitted an application for admission to Southwestern Michigan College within the last year or have attended SMC within the last year and have declared a credential seeking curriculum. An official transcript must be requested from the transferring institution to be sent directly to the Records Office, 58900 Cherry Grove Road, Dowagiac, MI 49047. Hand-delivered transcripts will only be accepted if the seal on the envelope holding the transcript has not been broken. Credits only, not grades, are transferred for 2.0 (C) or better courses. Transfer credit grades are not entered on the official transcript or calculated in the cumulative grade point average. SMC will award equivalent course credit for 200 or lower level courses and when direct equivalencies are not available, elective credit will be awarded in an appropriate academic subject. SMC will not evaluate 300 or higher level courses unless equivalent course credit can be awarded. Developmental/remedial coursework will be not be award credit. Upon receipt of an official transcript, SMC will evaluate the coursework and results of the evaluation will be available in the student's account. Allow 45 days form the day the transcript arrives at SMC for transfer coursework to be evaluated.

AP and CLEP Credit
Advanced Placement (AP) has enabled millions of students to take college-level courses and national standardized exams and earn college credits or placement while still in high school. SMC only accepts official score reports sent directly from College Board to SMC. Please contact AP Score Reporting Services at College Board. Only scores at least three or higher will be considered for credit.

CLEP is a national standardized testing program, which offers tests in various academic areas. Scores of 50 or higher may be accepted for college credit. Official exam transcripts/scores must be requested to be sent directly to the Southwestern Michigan College, Records Office, 58900 Cherry Grove Road, Dowagiac, MI 49047. Requests for CLEP exam scores may be completed by contacting the College Board.

Credit for United States Military Service
Veterans may receive credit by requesting an official copy of their military transcript be sent to the Southwestern Michigan College, Records Office, 58900 Cherry Grove Road, Dowagiac, MI 49047. The American Council on Education (ACE) credit recommendation will be used to evaluate all military training for college credit.

To request a military transcript for Army, Coast Guard, Marine Corps, National Guard and Navy: Active Duty, Reserve and Veterans, go to the Joint Services Transcript website at https://jst.doded.mil.

To request a CCAF transcript (Community College of the Air Force) go to the Air University Website at www.airuniversity.af.mil.

International Post-Secondary Coursework
Students who wish to transfer college credits from international colleges and universities to Southwestern Michigan College must have their international transcripts and credentials evaluated by an independent international credential evaluation service. Credential evaluation means converting foreign academic credentials into their U.S. educational equivalents. The service companies listed below produce individualized, written reports describing each certificate, diploma or degree you have earned, including details of individual courses and credits, and specify the U.S. equivalents. Southwestern Michigan College does not perform its own credit evaluations of international transcripts.

One of the following services must complete the evaluation. It is important to request a "course by course" evaluation rather than a "document by document" evaluation. This enables SMC to transfer individual course credits.

WES Word Education Service, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Tel: (216) 966-6311, (800) 937-3895
Fax: (212) 739-6100
http://www.wes.org

ECE Educational Credential Evaluators
P.O. Box 514070
Milwaukee, WI 53203-3470
Tel: (414) 289-3400
http://www.ece.org

Dual Enrollment/Early Learners Policy

Dual Enrollment opportunities are available to students aged 16 and older who have not yet achieved a high school credential and who may obtain college credit by taking courses at Southwestern Michigan College.

The following rules apply:

1. **High School Sponsored**
   The Postsecondary Enrollment Options Act (PSEO) provided for payment from a school districts state aid foundation grant for enrollment of certain high school students in postsecondary courses of education. Students who are eligible to participate in postsecondary options are those who are in grade 11 or 12, have enrolled in at least 1 high school course, and who have qualified for a state endorsement in all three subject areas of the High School

Proficiency Tests. These eligibility criteria are imposed by the school district which approved and refers students to dual enrollment opportunities at the college. A dual enrollment approval form must be submitted at the time of registration. Developmental courses including CRIT 103, CRIT 103W, ENGL 101, MATH 098, and MATH 101/102 are not open for high school sponsored dual enrollment/early learners.

2. **Self-Funded**
   Students who meet the criteria but are acting independently of the school district's policies may elect to take college course as well; however they must meet all course prerequisites required by the college. A dual enrollment approval form signed by a school official must be submitted at the time of registration.

3. **Academies**
   Academies are occupation-based curricula offered via the Intermediate School District. Policies and procedures are available through the ISD. Courses offered through the college's Developmental Studies department including CRIT 103, CRIT 103W, ENGL 101, MATH 098, and MATH 101/102 are not open to students enrolled in academies.

4. **Direct Credit**
   Direct Credit is a process by which students may obtain college credit for eligible high school courses taught at the respective high school.

5. **Home Schooled**
   Students who are not participating in the school district curriculum but are completing their high school credential under the guidance of a parent or guardian may also participate in dual enrollment. The students must be currently enrolled in a curriculum in which the outcome of completing that curriculum is a high school credential. Home schooled students wishing to dual enroll at Southwestern Michigan College must successfully place out of developmental reading and English (CRIT 103, CRIT 103W, ENGL 101) before taking any courses at SMC. Moreover, prospective students must successfully place out of developmental math (MATH 098 and all course prerequisites) before taking any math or science course. Developmental math, including Math 101/102 is not approved for home school dual enrollment and dual enrolled students must meet any prerequisites applied to their chosen courses. A dual enrolled approval form must be submitted at the time of registration. The preceding policy applies to students aged 13 to 17. Adult (18) students are exempt from this policy. Students under the age of 13 are prohibited from taking college classes at SMC. Enrichment courses which are not part of organized academic curricula are not held to the strictures of this policy.

6. **Under Age Students**
   Students aged 13 to 15 may be admitted to Southwestern Michigan College for a specific class or classes only if they have written permission of a responsible school official and their parent or guardian. Students must meet any prerequisites for any course in which they choose to enroll. Parents of students aged 13 to 15 will also sign a permission statement acknowledging the nature of an adult educational environment. Students approved by a school official to participate in a class offered on-site at a middle school or high school are exempt from this policy purpose of the on-site class. Students under the age of 13 will not be permitted to take academic classes at Southwestern Michigan College. Students between the ages of 13 and 15 who home schooled must also abide by the Home School Dual Enrollment (#5 above) policy. Enrichment courses

which are not part of organized academic curricula may be enrolled in without restriction.

7. **High School Expulsion**
   Students who have been expelled from high school will not be eligible to take college classes at SMC.

Admissions Policy for Individuals with a Criminal History or Disciplinary Records.

1. Individuals must respond to the following questions on the College Admission Application:
   - **Have you ever been charged or convicted of any felony or misdemeanor in any state or country (including sealed cases unless expunged)?**
   - **Are you currently on parole?**
   - **Have you ever been suspended, expelled or currently facing disciplinary charges at any educational institution (high school or college)?**

   An administrator will make a determination if additional information is required.

   Applicants answering affirmatively to any of these three questions may be requested to provide additional information to the college before their application is reviewed. **Those answering affirmatively to question one or two, regarding felony or misdemeanor charges**, may be required to submit non-fundable $50 check or money order in order to conduct a criminal background check on each applicant. This fee cannot be waived.

   No fee is charged to applicants who have been suspended or expelled or facing disciplinary charges associated with a high school or college.

2. The Admissions Office will provide the individual with a SMC Ex-Offender Notification Form or SMC Admissions Notifications Form and will recommend that the form be completed and returned to the college in order for the individual's application to be considered. All questions should be answered honestly and completely, including but not limited to dates and nature/description of offense(s); age at the time of the offense(s); and information regarding rehabilitation, personal development and conduct. If the individual has been incarcerated, complete details of offenses, disposition, etc. may be requested. Local parole/probation officers may be contacted.

3. A college administrator may schedule an interview with the individual. Appropriate arrangements and/or referrals may be made at this time to assist this individual.

4. When all information is returned, it will be reviewed by a subcommittee of the College Concerns Team (CCT) and a recommendation will be made to the Chief of Staff. This my included immediate admittance, non-admittance, or a deferred admittance. The applicant will be notified in writing of the committee's determination.

5. All information will be kept on file and will be handled in a confidential manner. It should be noted that that right is reserved to notify, if needed, the administration, faculty and/or staff of the College, on a need-to-know basis, of the students name, criminal and rehabilitative history. If at any point after admission the individual is considered to be an unreasonable risk to the safety/welfare of specific individuals or to the general public, CCT will recommend the appropriate action consistent with the college's Student Code of Conduct.

6. If false or omitted information is discovered after enrollment, student may

be immediately expelled from the college.

7. Questions may be directed in writing to:
   Director of Campus Security and Conduct
   Southwestern Michigan College
   58900 Cherry Grove Road
   Dowagiac, MI 49047

Tuition and Fees Policies

Tuition Per Contact Hour

- In-District Resident: $121.00
- In-State Resident: $158.00
- Out-of-State Resident: $172.00
- International: $207.25

Contact Hour Fees

A total of $50.50 in fees will be charged per contact hour to all students. The fees help support services provided by the College that are necessary to enhance the registration process and learning environment. Of the $50.50, $21.00 is assessed as a Registration Fee and $29.50 as a Technology Fee to fund campus and classroom computer technology equipment and support upgrades. Other fees may be assessed based on the course structure or payment plan option.

Residency Policy

Information provided on the Application for Admission determines residency for tuition purposes. The college will require verification of place of residency. Residency status, as defined below, may be reconsidered upon presentation of written proof that the student's bona fide place of residence has changed. Those students living in Southwestern Michigan College housing will not constitute an in-district resident unless their permanent home address qualifies them for such a designation.

In-District Resident

- A student who holds or in the case of a dependent student, whose parents or legal guardians hold, real taxable property in the Southwestern Michigan College District (all of Cass County plus Keeler and Hamilton Townships in Van Buren County).
- A student who has resided in the aforementioned governmental units six months before the first day of the semester in which he/she initially registers for classes.
- A student who receives Veterans Education Benefits.
- A student who enrolls in a program in which the college is member of a consortium or for which the college serves as a fiscal agent may be charged resident rates.

In-State Resident

- A student holding or a dependent student whose parents or legal guardians hold, real taxable property within the state of Michigan but outside the in-district areas defined as In-District.

- Active duty military personnel and dependents are considered Michigan residents for tuition purposes if Michigan is the active duty member's legal state of residence or if the active duty member is stationed in Michigan.

Out-of-State Resident

- Students who are permanent U.S. residents and do not qualify as in-district or as in-state students.

International

- A foreign national in non-immigrant alien status.

Students Granted Asylum

Students who can provide documentary evidence that they have been granted asylum by the United States government or who are seeking legal citizenship will be charged out-of-state tuition.

Choice Act Covered Individuals

The following individuals shall be charged the in-district tuition.

Any individual using educational assistance under wither Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Codes,

and/or Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending Southwestern Michigan College (regardless of his/her formal state of residence).

To Change Residency Status

The college reserves the right to require documentation acceptable to the college in all cases of residency determination and verification. Documentation is required of any student changing to a reduced tuition status but may be asked of others. All accepted able proof of residency documents must clearly indicate name and permanent address. All documents must be originals or copies certified with a raised seal or stamp.

1. If requested, the following forms of proof are acceptable:
    A. Valid current driver's license OR state issued ID card, AND
    B. One of the following pieces of documentation verifiable and dated at least six months prior to the start of the term:
        I. Most recent property tax receipt
        II. Utility bill or credit card bill
        III. Account statement from a bank or other financial institution
        IV. Life, health, auto, or home insurance policy that clearly identifies the permanent address
        V. Federal, state, or local government documents, such as receipts, licenses, or assessments.
        VI. Vehicle title and registration
        VII. Mortgage, lease, or rental agreement including landlord's telephone number

Tuition-Allowable Refunds

Tuition is charged to provide instructional services and, as such, refunds must be limited once those services have begun. Registration fees are used to establish the initial schedule, process student registration papers and complete the withdrawal process. Technology fees are used partially to defray the costs of providing academic and administrative computing services and resources. Both are refundable following the tuition refund policy. Special fees are listed in the college schedule each semester where they are explained and notations indicate under what circumstances they are or not refundable.

A complete listing of required supplies and equipment with costs by course is available in the college Bookstore and on the Bookstore's website.

Tuition/fees are refunded during the drop period as indicated on the Important Dates page listed in the yearly Class Offerings bulletin and online. Refunds are based upon a calendar day calculation with calendar day defined as the days of the week including Saturday, Sunday, and holidays. For refund purposes, the start date of an individual course is the first scheduled class meeting.

It is vital to understand that a student is considered enrolled in a class UNTIL they have dropped their class. Consequentially, a student is financially liable for the tuition/fees associated with a registered class until it is officially dropped. Non-attendance is NOT considered as official notice of dropping a class and does not constitute the basis for a refund.

General Refund Policies Effective July 1, 2006.

- If the college cancels a class, the student will automatically receive a 100% refund of all tuition and fees.
- If the student officially drops a class within the drop period, 100% of the tuition and fees will be refunded.
- If the refund period falls on a weekend or holiday, the refund period will be extended to the end of the following business day.
- If the student officially withdraws after the drop period ends, no tuition or fees will be refunded.
- Refunds assessed during the drop period will be issued by check or by crediting the appropriate credit card account. Applicants should allow four to six weeks for refund processing and/or mailing.

- Refunds apply to the current semester and are not retroactive to previous enrollment periods.
- The College recognizes that on occasion, students may need to request an exception to the drop/withdrawal deadlines as published in the class offering bulletin. Written requests can be made if the students meets the criteria of extenuating circumstances outlined below. In all cases, the circumstance must have interrupted the student's ability to: attend class(es) for substantial length of time, complete the semester, and/or adhere to the usual withdrawal or refund procedures.

Examples of extenuating circumstances may include: severe illness or medical emergency, death of immediate family member; U.S. military active duty or induction.

For access to the complete policy and the Request for Exception for a Late Refund or a Late Withdrawal, visit the Records section of the Student Quick Links channel on the My Resources tab in SMC Wired.

Indebtedness Policy
Students are expected to honor any debts to the college. Failure to pay will bar a student from use of college services, the library, and issuance of transcripts. Students who owe tuition/fees or have other debts due the college will not be allowed to register until the debts have been paid. The college reserves the right to withhold transcripts until debts are paid in full. Collection processes will be initiated for failure to pay.

General Information and Services

Accreditation
Southwestern Michigan College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The Commission may be found at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. They may be reached by telephone at 800-621-7440.

Mission Statement
The mission of Southwestern Michigan College is to serve our community by providing affordable local access to high quality postsecondary career preparation and college education – including the total college life experience.

Core Values of SMC
The core values of Southwestern Michigan College describe the beliefs that direct the college in all that it does.

"Excellence with a Personal touch" is a working principle guiding our actions.
High quality is inherent in all that Southwestern Michigan College does.

- We have a commitment to be responsible managers of college resources: human resources by promoting growth, satisfaction, and empowerment; financial resources by operating with balanced budget and investing in the future; physical resources by maintaining a high quality physical plant.
- We believe in "Knowledge for All." As the only institution of higher education in the district, Southwestern Michigan College has the dual responsibilities of providing postsecondary career preparation for those who are seeking immediate employment and college coursework and degrees for those seeking baccalaureate degrees.
- We have commitment to being a learner-centered college, developing students through a total college life experience and providing them with 21st century services.

Equal Opportunity Policy
Southwestern Michigan College is committed to a policy of equal opportunity for students, faculty, and staff. The College complies with all federal laws and regulations prohibiting discrimination including Title VI, Title IX, Section 504, and Title II of the Americans with

Disabilities Act, and with all requirements and regulations of the U.S. Department of Education. The College's Occupational Educational opportunities will be offered without regard to race, color, national origin, gender, or disability.

Inquiries regarding this policy and/or the application of Title VI, Title IX, Section 504, or the ADA may be referred to:

Director of Human Resources
David C. Briegel Building, Room 2106
58900 Cherry Grove Road
Dowagiac, MI 49047
(269) 782-1262

Disability Services

Southwestern Michigan College supports students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990, as amended. Disability Services is committed to providing the institution with resources, education and direct support services and accommodations to ensure that people with disabilities achieve equal access to all aspects of SMC.

Students have the right to either disclose or not disclose a disability. If a student desires to receive academic accommodations, they must contact Disability Services for an intake interview to review academic accommodations. The student and advisor will meet to discuss strategies and accommodations to reduce disability related barriers. The process is collaborative and individualized. Documentation regarding the student's disability should be provided at that time to aid the process. For more information, contact Disability Services at (269) 782-1303.

Student Support Services (TRIO Program)

Student Support Services (SSS) is a federally funded, Title IV National TRIO Program funded by the US Department of Education. Students who participate in SSS have access to additional academic and personal resources and activities geared towards fostering success. SSS students receive ongoing advising, career and personal counseling, tutoring, opportunities to participate in cultural field trips, and visits to four-year transfer institutions. Scholarships for qualifying students are also available. For more information, contact the Student Support Services at
(269) 782-1312.

The Learning Center at the Fred L. Mathews Library and Conference Center

The Learning Center is the college's primary resource for learning support. Tutoring, books and magazines, DVDs and CDs, online resources and more are all available for free to students. Students will find that the Learning Center is a place to unwind between classes, find music and movies, study independently or in groups, send or receive homework, research, and writing assistance. Our Niles Campus offers matching services to our Dowagiac Campus; students attending courses exclusively at Niles may contact us for transfer and check-out of all library materials. For more information, contact The Learning Center at (269) 782-1339.

Records

The Records Office maintains all student academic records including the processing of diplomas and graduation. Other services include name and address changes, course audit requests, transfer credit evaluations, as well the processing of official and unofficial transcripts. For more information, contact the Records Office at
(269) 782-1351.

SMC Bookstore

All required textbooks are available in the SMC Bookstore located in the Bookstore annex adjacent to the Dale A. Lyons Building on the Dowagiac campus. Course packs, class materials, and variety of miscellaneous college items are also available, as well textbook rentals. For more information, contact the Bookstore at
(269) 782-1384.

Student Employment

Two part-time on-campus student employment programs are in operation at SMC. The Federal Work-Study Program is supported through government funds and provides part-time campus jobs to eligible students. In addition, a limited number of regular campus jobs are

available for students. When seeking campus employment, students should complete an online application for student employment. Available jobs both on and off campus are posted on SMC Wired and on the SMC employment page with instructions on how to apply.

Copiers/Printers
Multi-function printers that can make copies are available in The Learning Center, the Residence Halls, the Student Service Center, and in the Commons of the Niles Campus.

Emergencies
All buildings have emergency phones in public areas with information posted nearby on how to call for help. There is also an on-site residence hall manager available 24/7 and a residential advisor on each floor of the student residence units. If a student has been injured on campus, they are asked to complete an Incident Report available in SMC Wired through the Concerns tab. For more information about college safety and security, Director of Campus Security and Conduct at (269) 783-1321.

Weather Closings
If the college is closed or classes are cancelled or delayed due to severe weather, students will be notified through an automatic notification system that calls the primary number and/or cell phone number on file for each student, staff, and faculty member at the college. In addition to this system, students are encouraged to check local area radio, television, and associated websites, including SMC's website, for further closing information..

Student Photo ID Cards
Student Photo ID Cards are available for all registered students and are mandatory to access the Student Activity Center. Students who are registered for evening classes in the David C. Briegel Building will need their student ID cards to enter the building. In addition, the Student Photo ID card serves as a library card at the Learning Center. The card must be activated in order to check out books and materials. A Student Photo ID card may be obtained at the Student Service Center on either the Dowagiac campus or Niles campus. This card should be carried at all times. The card is needed when registering, changing schedules, requesting transcripts, accessing campus services and some campus facilities. A replacement fee of $15 is charged for all lost cards.

Academic Policies

Student Advising
First time degree or certificate seeking students admitted to the college must sign up for their classes with guidance from a First Year Advisor in the Student Service Center. During this session, students will discuss degree requirements, program options, and create a schedule of classes for the upcoming term.

After a student has earned 24 hours of college credit, they will be directed to the Career Planning Center for continued advising. Academic Advisors further discuss degree requirements and ensure that students are on-track toward graduation and/or transfer to a four-year college or university.

Class Schedules
The Class Schedule is available online. The schedule contains the listing of all the courses offered for the term, class times, class locations, credits, contact hours, and class instructors. The college reserves the right, however, to close classes reaching maximum enrollment, to cancel classes, and to make changes to the class schedule without notice.

Students are advised to consult the online schedule prior to meeting with an advisor to confirm class availability.

Registration
New students are assisted with online registration by advisors at the time courses are selected. Current students register online through their SMC Wired account using their username and password. Registration must be completed before the student attends a class meeting. The steps for registering online may be found in SMC Wired. Payment is expected by the payment due date or upon completing the

online registration procedure if registering after the due date.

Transcripts
Final high school transcripts as well as official college transcripts from any other college attended must be submitted to SMC. Registration cannot take place until the student had turned in all required transcripts. Students are responsible for making sure all transcripts are received prior to registration to avoid repeats of previously completed coursework at other institutions.

Modifying Registration/Adding and Dropping Classes
Once students have initially registered for classes, they may modify their schedule by choosing additional classes or dropping classes they have already registered for up until the end of the late add/drop period of the term. This catalog provides important deadline dates for dropping and adding classes. In order to withdraw from classes after the term has begun and the last date to drop classes has passed, students must complete a Course Withdrawal Form in the Student Service Center or Career Planning Center. No refund of tuition and fees will be received for a course withdrawal and a grade of "W" will be issued on the student's academic transcript. Note: Students who simply stop attending class without an official withdrawal transaction may receive a failing grade which cannot be removed from their transcript.

Class Attendance
Attendance is expected in all courses. Instructors announce their attendance requirements during the first class session and/or in the class syllabus. In the event that the student must be absent from class due to a religious observation, it is the responsibility of the student to contact the instructor to arrange for an opportunity to make up any examination or study requirements which the student may have missed because of such absence. If illness, accident, or similar circumstances result in a prolonged absence, it is the responsibility of the student to notify the instructor and make up work. Current or future awards of financial aid may be affected if a student does not attend classes for which he/she is registered. Failure to attend class will not relieve a student of any financial responsibility.

Request for Exception for Late Refund or Withdrawal
Southwestern Michigan College realizes that on occasion, students may need to request an exception to the withdrawal/refund deadlines as published in the schedule of classes. Written requests can be made if the student meets the extenuating circumstances outlined below. In all cases, the circumstance must have interrupted the student's ability to (1) attend class(es) for a substantial length of time, (2) complete the semester, and or (3) adhere to the usual withdrawal or refund procedures. Students must complete the **Request for Exception for a Late Refund or a Late Withdrawal Form** prior to the last day of class for the semester. All exception requests must be submitted by the student. Forms submitted by a parent, legal guardian or spouse will be accepted only of the student is incapacitated. Approval of these Requests is not "automatic." Each one will be considered on its own circumstances and merits. The typical response time for Exception Request Committee is several weeks. The decision of the Committee is final and will be communicated to the student in writing.

Auditing of Classes
A student who wishes to attend a class regularly but does not require a grade or credit may decide to audit the course. Students may enroll on audit basis at the time of registration, or may change to an audit basis by the deadline specified in the Academic Calendar by using a form available from the Records Office. A student who selects an audit basis may not change to credit basis.

Class Load
A student is considered full time if he/she takes 12 or more credits in a term. A student is considered part-time if he/she take fewer than 12 credits in a term. A student receiving financial aid should check with the Financial Aid Office about load requirements. A student who has earned fewer than 26 credits is considered a freshman. To be a sophomore, he/she must have earned 26 or more credits. A student may not

take more than 20 credits in a term without an academic dean's signature.

College Catalog
The current version of the College Catalog is available online on the college's website. The SMC college catalog is published for informational purposes and is not regarded as an irrevocable contract between the student and the college. The college reserves the right to change any part of the catalog at any time, including graduation requirements, tuition and other charges, curriculum, course structure and content and other matters within its control.

Grades
After each term ends and grades are processed by the Records Office, grades are available for students to view online only. All students may access their grades online through SMC Wired. For each grade a student earns, a certain number of grade-points is earned; the better the grade, the more grade-points earned. The grading system and the method of computing a Grade-Point Average (GPA) are explained below.

Earned grades ranging from A through D- are considered "passing" for successfully completing a course; however, grades below a C may not meet prerequisites for subsequent courses, may not transfer to other colleges and will not fulfill general education requirements.

Other grades include: W-Withdrawal, I-Incomplete, X-Audit and CP-Continuing Progress in developmental and traditional courses only, none of which are considered passing grades.

All students will be awarded a final letter grade for coursework taken as follows:

Grade Points per Semester Hour	
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Fair)	2.00
C-	1.67
D+	1.33
D (Poor)	1.00
D-	0.67
F (Failure)	0.00
W (Withdrawal)	0.00
I (Incomplete) [1]	0.00
X Audit (No Credit Awarded)	0.00
CP (Continuous Progress)	0.00

[1]An incomplete grade (I) indicates that course requirements have not been completed. This is a temporary grade granted only in designated courses.

How to Calculate Grade-Point Average

Classes Semester	Elected Hours	Grade	Points
ENGL 103	3	A	12
POSC 201	3	B	9
MATH 141	4	C	8
CHEM 101	5	C	10

Divide the total grade-points (39) by the semester hours attempted (15): 39 ÷ by 15 = 2.60 GPA

The cumulative Grade-Point Average is the total number of grade-points earned divided by the total semester hours attempted. It includes the number of semester hours for the grade of F (Failing) although no points are allowed for this grade and may be expressed as: Grade Points ÷ Numbers of Semester Hours = GPA.

Grades for classes dropped during the schedule adjustment period are not recorded. From the end of the Late Registration Period to the end of the allowed withdrawal period, a grade of W may be entered for courses from which the student has withdrawn. After this date and through the end of the semester withdrawals are not authorized and a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- F, X, or I will be recorded. A grade of "W" will be recorded for authorized withdrawals. The "W" grade is not averaged in the computation of the student's cumulative grade point average. The time periods above are reduced proportionately for special session and shorter length courses. The grade of "I" (Incomplete) is given under extenuating circumstances at the discretion of the course instructor and will be removed by the instructor awarding the grade upon satisfactory completion of all course requirements. Before an "I" grade can be given, an incomplete grade contract must be completed by the instructor and signed by the student. The incomplete grade must be removed prior to 45 days after the end of the college semester in which it was granted (unless other arrangements are indicated in the incomplete grade contract) or the grade will automatically be recorded on the student's permanent record as the grade the student had earned to the point the incomplete grade contract was established. Note: "I" grades do not meet the prerequisite for subsequent classes.

NOTE: The grading system and standards for acceptable academic performance for nursing courses are published in the School of Nursing Student Handbook and are mandatory for all nursing students.

Academic Honors
Students who achieve extraordinary success in their studies during a given term will be recognized according to the following categories. To be eligible for Academic Honors, students must be enrolled as a full-time student (12 or more credit hours.) To achieve the "President's List" of honor, student must attain a Grade Point Average (GPA) of 4.0. "Dean's List" honorees must earn a minimum GPA of 3.5.

Grade Changes
If students believe that an error has been made in the assignment of a grade, they must initiate contact with their faculty member within thirty days of the end of the semester for which the grade was assigned. If a student is unable to contact the faculty member, he/she should contact the department chairperson or the office of the dean of the division in which the course is offered. Grade change requests received after thirty days will not receive consideration. If students are not satisfied with the decision of the chairperson or dean, they may access the Grievance Procedure.

Achieved Credit by Examination (A.C.E.)
Achieved Credit by Exam, or A.C.E., is one way to earn credit for some of our courses. ACE tests are written by Southwestern Michigan College staff and faculty and reflect the content taught in our courses. For this reason, credit achieved in this manner may not be transferable to other institutions. If you are planning to transfer to a four-year college, or another two-year college, you may want to contact that institution and find out if our ACE credits are accepted there. A maximum of 13 credit hours can be earned through ACE testing.

- ACE tests are similar to a comprehensive final.
- It is necessary to master a greater depth of knowledge than general working knowledge provides.
- ACE exams are not a substitute for classroom courses.
- Course Objectives are located in the Testing Center and the Fred L. Mathews Library.

In order to receive credit, you must score:

- 75% or better on CONS, ELEC, INTE 159, and WELD
- 70% or better on all other exams
- Each test can be taken ONE time only. There is no retesting for ACE tests.
- Each test has a non-refundable fee of $50.00.

The fee is paid in the Testing Center at the time of testing. We do not accept Credit Cards. A recording fee will be assigned if credit is awarded. Test may take up to four weeks to be graded.

There is a time limit of TWO HOURS for each test with the exception of a ONE-HOUR time limit for the Welding exams. A list of Achieved Credit by Exam (A.C.E.) Tests is available online. The use of a calculator is permitted on specified exams. Academic Assessment and Testing Services reserves the right to allow or deny the use of particular types of calculators.

You must have an application for admission on file with Southwestern Michigan College. You must present a valid picture ID at the time of testing.

For more information contact:
Testing Center
1103 David C. Briegel Building on the Dowagiac Campus or Room 141 Niles Campus,
(269) 782-1347

Subject Assessment Test
There are Subject Assessment Tests which allow you to test out of a basic level course. The exams are not for credit but will allow you to take the next level course in sequence. There is no fee for the first test. There is a fee of $20.00 to take the test a second time. Contact the Testing Center for available Subject Assessment Tests.

Competency Exams
Two Competency Exams (Keyboarding and Formatting) allow you to test out of a basic level course. The exams are for proficiency and not for credit. There is no charge to take these exams the first time. You may retest once after 30 days for a retest fee or $20.00 each. Contact the Testing Center for available Competency Exams.

Academic Standing
In order to maintain good academic standing, students must achieve the following grade point averages based on the number of credit hours they have completed:

Level	Range	Must Maintain
1	From 12 to 23 hours	1.50 GPA
2	From 24 to 35 hours	1.70 GPA
3	From 36 to 47 hours	1.80 GPA
4	From 48 to 61 hours	1.90 GPA
5	From 62 hours	2.00 GPA

The academic probation and dismissal policy pertains to a student's performance beginning in their first term and continuing through each term of attendance.

Probation
A student whose cumulative GPA falls below the requirements for Academic Good Standing will be placed on Academic Probation. Students on Academic Probation who do not improve their GPA may be subject to dismissal. Moreover, those students whose academic record reflects no progress (0.00 GPA either Fs or Ws) for a semester may be required to restrict the number of classes/credits they may in, and may be required to participate in actions to increase their GPA and attain Good Standing status.

Dismissal
Once students have been placed on probation for at least two terms, and their academic record does not improve, they may be placed on Academic Dismissal. Academic Dismissal means that the student will be denied enrollment for the following term. Any subsequent Academic Dismissal will result in the denial of enrollment for a full year. The college may choose to limit the number of credit hours a student may register for based on multiple instances of Academic Dismissal.

Course Repeat Policy
Eligible students may repeat any course at the college, regardless of the previous grade(s) received in the course, provided the course is still offered. The highest grade earned for a repeated course is used in calculating the grade point average and in compiling graduation credits. (Students enrolled in the nursing program are subject to the repeat course policy as outlined in the Nursing Student Handbook.) A repeated course is not removed from the

student's record. All grades earned are shown on the transcript.

The following conditions apply to course repeats:

- There is no limit on the number of different courses that may be repeated.
- Students are permitted two attempts for a particular class. Students who wish to repeat a course for the second time will need to contact an advisor for a repeat override before re-registering for the course. Students who wish to enroll for a third or more time must submit an appeal to the Repeat Course Appeal Committee which will review the request and render a decision. The Repeat Course Appeal Form in SMC Wired under the Student Resources Tab.
- Those students successful in their appeal may be required to submit to a structured process which will return the student to class and may include required activities designed to promote success in the classroom.
- Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W, CP, X, and I are all treated equally with regard to this procedure.
- The Course Repeat Policy will exclude certain designated courses such as Music, Art, Dance, and internships. A complete listing of these courses may be found in the Records Office.

General Education Requirements
SMC recognizes all Michigan Transfer Agreement (MTA) courses as the college's general education requirements. The distribution area of these courses include composition, communications, math, natural science, social science, and humanities. These courses offer a well-rounded education and easily transfer to other institutions. A minimum grade of C (2.0) is required for all of these courses. Required courses will vary depending on the program of study.

Applying for Graduation
Graduation requirements for each degree and certificate program are detailed elsewhere in the catalog and in the Program Advising Center available through SMC Wired. Requirements include general education requirements, specific requirements for the program or discipline, and varying elective credits. All associate degrees require a minimum of 60 credits and certificates require a minimum of 28 credits. Cumulative GPA must be a 2.0 or higher.

Every semester the graduation application deadline is announced via SMC Wired. An interactive Graduation Application is available on SMC Wired under the Student Resources tab. Students are asked to complete and submit the form at least one semester before graduating. Students are invited to participate in the commencement ceremony held each spring. Associate degrees and one year certificate diplomas are conferred in the ceremony.

NOTE: It is the student's responsibility to apply for graduation. Questions about graduation or commencement may be directed to the Career Planning Center.

Transferring to another College/Transcripts
Southwestern Michigan College offers the convenience of ordering your official transcripts online when paying by credit or debit card.

General Information:
- All financial obligations to Southwestern Michigan College must be met before an official transcript can be released. An official transcript displays the college seal.
- Transcripts may not be picked up by a third party unless the student has given written authorization with the request.
- A photo ID is required for transcript pickup.
- SMC does not accept faxed or emailed transcript requests.

Online (Electronic or Paper Transcript)

SMC has authorized NSC to provide our online transcript ordering system. You must pay by

credit or debit care to order online. If the receiving institution accepts an electronic transcript, the cost is $5. If the receiving institution accepts only paper transcripts, the cost is $5.

Current students may order transcripts online through SMC Wired under the Student Resources tab.

Students Rights and Responsibilities

Student's Rights Policies

FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain related rights related to their educational records. They are:

- The right to inspect and review the education records within 45 days of the college receives a request for access. The student must submit to the Registrar a written request that identifies the record(s) to be inspected. The college will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the college official to whom the request was submitted does not maintain the record(s), that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education record(s) the student believes is inaccurate or misleading. The student may ask the college to amend a record believed to be inaccurate or misleading. The student should write the college official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review education record in order to fulfill his/her professional responsibility. Upon request, the college discloses educational records without consent to officials of another school to facilitate the student's transfer and enrollment.
- The right to file a complaint with United States Department of Education concerning alleged failures by Southwestern Michigan College to comply with requirements of FERPA.

The complaint can be sent to the following office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

FERPA applies to the educational records of persons who are or have been in attendance at

postsecondary institutions. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend institution.

A student educational record includes all data, any form (paper, electronic, etc.) owned by the college and used to conduct business by school officials. The records are directly related to a student (personally identifiable) and maintained by an education agency or institution or by a party acting for the agency or institution.

Some information (directory information) is considered public. This information can be released without the student's written permission. However, the student has the option that the college keep information confidential.

The following is SMC's designated Directory Information:

- Student's name
- Student's address(es)
- Student's telephone(s)
- Student's SMC email address
- Curriculum
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received

The following are not included in an Educational Record:

Sole possession records (that is, private notes that a College employee makes about a student):

- Law enforcement unit records
- Employment records
- Medical records
- Post-attendance records

The following individuals or entities may have access to Student Education Information:

- The student and any outside party who has the student's written permission
- School officials who have "legitimate educational interest"
- Parents of a dependent student as defined by the internal revenue code (proof must be provided)
- A person in response to a lawfully issued subpoena or court order (the college must first make a reasonable attempt to notify the student)
- Such other entities as permitted by federal regulations.

Student Social Security Number Privacy Policy

Southwestern Michigan College is committed to complying with both state and federal regulations concerning the collection and use of a student's social security number. This policy applies to information that is collected by any means whether electronically, via telephone, or on paper. In compliance with these regulations, Southwestern Michigan College will not utilize a student's social security number as the primary student identification number. A copy of this Student Social Security Number Privacy Policy in its entirety is available upon request from the Records office.

General Student Grievance Procedures

- Students are directed to attempt to resolve their concerns with the individual first. For academic concerns, the student should discuss the issue with the instructor including concerns about a grade. For all other concerns, the student should discuss with the individual with whom they have the issue. The Grievance Procedure must be initiated within 30 days of the alleged occurrence or within 30 days after grades are posted.
- If the matter cannot be resolved to the student's satisfaction, the student may contact the department chair (or the dean who is acting as the chair) if the grievance is an instructional matter or related to a grade that the student believes is incorrect. For all other, non-instructional matters, the student may contact the supervisor over the department with whom the student has the issue.

- If the matter is still not resolved to the student's satisfaction, the student is directed to the Student Grievance Form. The form is completed online and is automatically submitted.
- The grievance will be routed to the appropriate office and the appropriate administrator will review, investigate, and respond to the grievance within 10 business days.
- If the matter is still not resolved to the student's satisfaction, the student is directed to write a letter to the appropriate Vice President, including a copy of the original grievance and any other appropriate documentation. The Vice President further investigates the matter and responds to the student in writing with the finding and/or resolution of the concern. The resolution or decision of the Vice President is final.

Financial Aid Policies

What is Financial Aid?
Getting a college education can be expensive, not only for the student but also for the parents. Though Southwestern Michigan College has one of the lowest tuition rates in the region, we know that many students will need further financial assistance to make their educational dreams come true.

All full and part-time students should apply for financial aid. Although many awards are based on financial need or on academic achievement, there are numerous scholarships available that are awarded based on a wide range of criteria.

The first step in applying for financial aid is completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed through the U.S. Department of Education using eligibility criteria established by the federal government. You can access the FAFSA at fafsa.ed.gov

Federal financial aid is primarily need-based and designed to eliminate economic barriers to education. Those students not expecting to meet the need-based criteria should still complete the FAFSA since it is required for loan application and most scholarships.

Most Southwestern Michigan College students receive some type of financial aid. Financial aid at SMC falls in four main categories:

- **Grants**: Need-based awards that, in most cases, do not have to be repaid.
- **Scholarships:** Money that is awarded based on grades, talent or donor criteria that does not have to be repaid.
- **Federal Work Study:** Wages earned for on-campus and limited off-campus student employment.
- **Loans:** Money borrowed for college that must be repaid.

In addition to financial aid, SMC has several payment options. For more information contact the student account specialist at 800-456-8675, ext. 1298 or email ecashier@swmich.edu.

Financial Aid Eligibility and Eligibility Requirements
The following requirements apply to federal, state, and some institutional and private financial aid programs; some programs may have additional requirements. In order to be eligible for financial aid an applicant must have a complete financial aid file and:

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Submit proof of high school completion
3. Submit official transcripts from other college(s) attended.
4. Be enrolled as a student working toward an eligible degree or certificate program at SMC.
5. Be a U.S. citizen or eligible non-U.S. citizen.
6. Be registered with Selective Service, if male (males are required to register upon turning 18).
7. Not currently be in a federal loan default or owe an overpayment on a federal grant.
8. Not be receiving financial aid from another institution.

9. Be making Satisfactory Academic Progress.

Types of Financial Aid
Federal Grant Programs

Pell Grants
A Federal Pell Grant, unlike a loan, does not have to be repaid in most cases. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

There are limits on the maximum amount a student is eligible to receive each academic year and in total (aggregate Pell Grant limit). The maximum Pell Grant award amount for the 2018-2019 award year (July 1, 2018 to June 30, 2019) is $6095. A student may receive less than the maximum award depending not only on financial need, but also on status as a full-time or part-time student, and plans to attend school for a full academic year or less.

Any Pell Grant eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept. 11, 2001 will receive the maximum annual award. The student must be under 24 years old or enrolled at least part-time in college at the time of the parent or guardian's death.

IMPORTANT- Beginning with the 2012-13 award year, a student may only receive a Pell Grant for up to a maximum of 12 full-time semesters or the equivalent. For more information go to http://studentaid.ed.gov/types/grants-cholarships/pell/calculate-eligibility.

Federal Supplemental Educational Opportunity Grants (FSEOG)
The Federal Supplemental Educational Opportunity Grant (FSEOG) provides grant funds to qualified students who demonstrate exceptional financial need. The FSEOG is considered gift-aid and does not need to be repaid.

To receive an FSEOG, the student must fill out the Free Application for Federal Student Aid (FAFSA) so the college can determine financial need. Students who will receive the Federal Pell Grant and have most financial need will receive FSEOG first. For more information, go to studentaid.gov

FSEOG Facts:
- Students must meet the general federal aid eligibility requirements.
- Students must maintain Satisfactory Academic Progress
- Both part-time and full-time students can receive the FSEOG
- SMC award amounts are generally $200 per academic year

How funds are awarded
First priority is given to Federal Pell Grant recipients whose Expected Family Contribution (EFC) is zero. Remaining funds, if any, are awarded to students with ascending EFC's until funds are exhausted. Students should submit their FAFSA and other required documents (if any) as early as possible since SMC only receives a certain amount of FSEOG funds each year from the U.S. Department of Education office of Federal Student Aid. Once the full amount of the school's FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. Awards are generally $300 per academic year and not automatically renewed. Students must complete the FAFSA and meet all eligibility requirements each year.

Tuition Incentive Program (TIP)
The Michigan Department of Human Services will pay in-district tuition and mandatory fees for qualified students who complete a high school diploma or GED by age 20. Proof of high school graduation/GED will be required. Students eligible for TIP receive a letter from the State of Michigan prior to high school graduation. Eligibility for TIP is also determined by the student's financial aid.

Michigan Indian Tuition Waiver
This program provides tuition waivers to North American Indians who have proper documentation of heritage and who have been

Michigan residents for at least 12 months. Certification is received through the appropriate tribe and the Michigan Department of Civil Rights.

Federal Work Study
The Federal Work Study award is a maximum eligibility amount that the student may earn if a qualified student employment position is secured. The college cannot guarantee employment of that the student will receive the amount initially awarded. The student receives this award in the form of wages which may be used to assist with education-related expenses. Once the student earns their maximum eligibility amount, the hiring department will determine if employment can continue since these funds are limited. Students interested in working on campus must be enrolled, have a completed financial aid file, and complete an online Student Employment Application.

Financial Aid Loan Programs
If grants, scholarships, and student employment are not sufficient to cover the student's necessary education related expenses, there are loan options available. Because loans are financial aid that must be repaid, a student should think carefully about how much to borrow for educational expenses.

Federal Direct Loan
The Direct Loan program provides low interest loans that are funded by the federal government. There are two different types of Federal Direct Loans:

Subsidized and Unsubsidized
It is very important to understand the differences between these two. The Subsidized Federal Direct Loan is considered a need-based loan. Need is defined as the difference between the institution's Cost of Attendance (COA) and the Expected Family Contribution (EFC) that was determined from the Free Application for Federal Student Aid (FAFSA).

Funding from the **Subsidized Federal Direct Loan** programs can never exceed the student's need. Because the Subsidized Federal Direct Loan is considered a need-based loan, the federal government pays the interest on the loan while the student is in school (a minimum of half-time enrollment is required as defined by the Federal Regulations and institutional policies).

The **Unsubsidized Federal Direct Loan** is considered a non-need based loan. The Unsubsidized Federal Direct Loan is awarded to students who do not have a demonstrated need, or whose need portion of their budget has been meet, but still have room in their overall Cost of Attendance for more funding and have remaining Federal Direct Loan eligibility.

Because the **Unsubsidized Federal Direct Loan** is considered a non-need loan, the Federal Government DOES NOT pay the interest while the student is in school, It is the student's responsibility to pay accrued interest while in school, or choose the option to capitalize the interest.

Capitalization of interest means the accrued interest on the Unsubsidized Federal Direct Loan will be added to the principal balance of the loan. The loan will not go into default to non-payment of interest while the student is in-school or in grace, but the interest will build and the students will pay interest on interest during repayment. It is suggested that if at all possible, students pay the interest while in school.

Interest Rates
As of 7/1/2017, interest rates for both Subsidized and Unsubsidized Direct Loans for undergraduate students are 4.45%.

The interest rates are based on the 91-day U.S. Treasury Bill index (subject to change). The interest rates are variable and changes annually on July 1. The interest rate is capped at 8.25%.

Federal Direct PLUS Loan
This is a non-need base source of loan funds available to parents of dependent students who are enrolled for 6 or more credits per semester. In this program, the parent is the borrower, a credit check is performed on the applicant, and repayment of interest and principal begins within 60 days of disbursement of the loan

unless the parent requests a deferment of payments while the student is enrolled at least half-time in school. The Parent PLUS loan application and promissory note can be completed by going to studentloans.gov.

Private Alternative Education Loan
Private Alternative educational loans are student loans offered through agencies other than the federal government. These loans are based on the creditworthiness of the borrower and/or co-signer if applicable.

Verification
Some students are selected for review in a process call "Verification." In this process, the financial aid office compares information from the Free Application for Federal Student Aid (FAFSA) with copies of the student and/or parent(s) federal tax transcripts, W-2 forms (is applicable), Dependent or Independent Verification Worksheets and other financial aid documents. The financial aid office is mandated by the federal government to ask for this information before awarding federal aid. If there are differences between the FAFSA and the financial documents, the student or the financial aid office may need to make corrections electronically.
Once the FAFSA has been electronically downloaded, the student will be sent a letter listing the required verification documentation. The required documentation will also be posted on SMC Wired/Student Dashboard. Students should complete and return the required documents as soon as possible; financial aid awards cannot be determined until the verification documents are received and processed by the financial aid office. If verification documents are submitted and there are found to be incomplete/missing items, the student will be notified by email, and documents will be filed as incomplete.

Once the completed documents are received, financial aid staff will review the information. If a correction does not need to be submitted and the file is complete, the student will receive an award letter and email notification. Students can view awards online on SMC Wired, My Resources tab Financial Aid link.

If the documents are received and a correction needs to be made to the FAFSA, the financial aid office will submit the change electronically. Once the correction is electronically downloaded and the information is correct, the student will receive an award letter and email notification. Sometimes students need to make correction to the FAFSA before the financial aid office can review the information. In this situation, the student will be notified that he/she must make corrections to their FAFSA.

Conflicting Information
If at any time SMC financial aid staff discovers conflicting information, they are required by federal law to obtain whatever documentation is necessary to resolve the conflicting information. The following are examples (not all inclusive) of common areas reviewed for conflicting information: number of people in household, number of people in college, tax filing status, child support paid, and marital status.

Satisfactory Academic Progress
Federal regulations require that students receiving financial aid maintain progress toward the completion of a certificate or associate degree. The student must complete, with a passing grade, a minimum of 67% cumulative attempted credit hours and maintain a minimum cumulative 2.0 GPA. Additional information can be found at swmich.edu/financialaid/eligibility.

Return of Title IV Policy (for students who completely withdraw from classes)
In accordance with the federal code of regulations 34 CFR 668.22, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. Title IV aids includes the Pell Grant, Subsidized and Unsubsidized Direct Loans, Perkins Loans, FSEOG, Federal Work-Study, and Parent Plus Loans.

The calculation is made for all federal financial aid recipients to determine whether a student

who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term a student "earns" student aid funds in direct proportion to the length of time he/she remains enrolled. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Any aid received in excess of the earned amount is considered unearned. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds.

For more information regarding SMC's Withdrawal process, please refer to the Modifying Registration/Adding and Dropping Classes or the Request for Exception for Late Refund or Withdrawal sections of this document or contact the Records office at 269-782-1351 or records@swmich.edu.

For more information regarding SMC's Return of Title IV policy, please refer to Return of Title IV Fund document or contact the Office of Financial Aid at (269) 783-2143 or finaid@swmich.edu.

Repeated Coursework
Federal regulations now limit the number of times a student may repeat a course and receive aid for that course. A student may receive financial aid for only one repetition of a previously passed course, even if a higher grade is needed as a pre-requisite for the next level course. If a student enrolls for a third time in a course for which he/she previously received a passing grade, there will be a recalculation of aid to exclude the credits for the repeated course.

Overaward Policy
An "overaward" is when your need-based awards exceed your financial need, or the total of your awards exceed you Cost of Attendance. If you have been overawarded, federal regulations require SMC to adjust your awards accordingly. If your unrevised awards have already been disbursed, the revision may result in a bill to recover the overaward. Need-based aid includes Federal grants, Federal Work-Study, Subsidized Loans and some outside resources (i.e. faculty/staff tuition benefits, scholarships, stipends, etc.). Non-need based aid includes Unsubsidized Loans, Federal Parent Plus Loans, and private education loans.

There are several possible reasons that an overaward can occur:

- You receive additional awards;
- Your residency status changes;
- Your enrollment status changes;
- Your Cost of Attendance changes;
- You report changes to your financial circumstances; and/or;
- The verification process results in changes made to your FAFSA data.

The Federal overaward regulations require colleges to take into account any resources they know about or can anticipate when awarding or disbursing aid. In addition, colleges are required to reduce the size of the need-based aid package whenever the student receives need-based resources that exceed financial need. Additionally, your total resources generally cannot exceed your Cost of Attendance.

To avoid an overaward

1. Notify Financial Aid of any money you are receiving from outside sources, such as scholarships, alternative loans, etc.
2. Check with Financial Aid before applying for additional aid to see if the maximum financial aid has already been awarded.

If an overaward occurs, aid will generally be reduced in the following order:

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Federal Work Study
- State Funds
- Institutional Scholarships
- FSEOG
- Foundation Scholarships

General Education Requirements

All curricula at Southwestern Michigan College include a set of instructional values that we believe are an integral part of any higher education experience. These values include understanding and valuing cultural and global diversity; being able to work effectively as part of a team; and thinking critically and solving problems. The College strives to embed these values into our courses and other college experiences through enculturation and professional development of faculty and staff; faculty training in appropriate pedagogical strategies; and the incorporation of these principles into multiple extracurricular experiences.

These general education courses offer a well-rounded education and easily transfer to other institutions. Southwestern Michigan College recognizes all Michigan Transfer Agreement (MTA) courses as general education requirements.

A minimum grade of C (2.0) is required for all of these courses to meet MTA requirements or to meet specific program requirements. Required general education courses will depend upon the program of study. Please refer to your specific program of study.

These general education courses are as follows:

English Composition (1 course)
ENGL 103 or ENGL 103W
English Composition or Communications (1 course)
ENGL 104 or SPEE 102 or SPEE 104
Mathematics (1 course)
MATH 127 or above (excluding MATH 153, MATH 154)
Natural Science (2 courses) *Coursework must be from more than one subject area. The group must contain a lab science course.*
BISC 111
BIOL 101, 102, 110, 118, 202, 214, 215
CHEM 100, 101, 102, 201, 202
ENST 112
GEOG 110
PHYS 101, 102, 201, 202
SCIE 190
Social Science (2 courses) *Coursework must be from more than one subject area.*
ECON 201, 202
EDUC 215
GEOG 105
HIST 201, 202, 230, 290
POSC 201
PSYC 101, 102, 260, 296
SOCI 101, 201, 202, 203
Humanities (2 courses) *Coursework must be from more than one subject area.*
ART 110, 148, 200, 203, 204
ENGL 223, 231, 232, 235, 241, 251, 256, 261, 263, 264, 265, 281, 282
HIST 101, 102
HUMA 202, 204, 205, 210, 225
MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240
PHIL 101, 201, 210, 220, 280
SOCI 240
World Languages 101-204

Michigan Transfer Agreement (MTA)

The Michigan Transfer Agreement (MTA) is designed to facilitate the transfer of general education requirements between participating Michigan institutions. The agreement provides for the transferability of a block of core requirements at participating Michigan institutions. Students who complete specified courses included in the Associate in Arts, Associate in Science degrees of the General Education certificate will be well on their way to a four-year degree.

MTA Requirements
Minimum 30 credits
Minimum grade of C (2.0) for each course
Minimum one credit bearing course earned at SMC

English Composition (1 course)
ENGL 103 or ENGL 103W
English Composition or Communications (1 course)
ENGL 104 or SPEE 102 or SPEE 104
Mathematics (1 course)
MATH 127 or above (excluding MATH 153, MATH 154)
Natural Science (2 courses) *Coursework must be from more than one subject area. The group must contain a lab science course.*
BISC 111
BIOL 101, 102, 110, 118, 202, 214, 215
CHEM 100, 101, 102, 201, 202
ENST 112
GEOG 110
PHYS 101, 102, 201, 202
SCIE 190
Social Science (2 courses) *Coursework must be from more than one subject area.*
ECON 201, 202
EDUC 215
GEOG 105
HIST 201, 202, 230, 290
POSC 201
PSYC 101, 102, 260, 296
SOCI 101, 201, 202, 203
Humanities (2 courses) *Coursework must be from more than one subject area.*
ART 110, 148, 200, 203, 204
ENGL 223, 231, 232, 235, 241, 251, 256, 261, 263, 264, 265, 281, 282
HIST 101, 102
HUMA 202, 204, 205, 210, 225
MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240
PHIL 101, 201, 210, 220, 280
SOCI 240
World Languages 101-204

General Graduation Requirements (Certificate)

- A cumulative Grade Point Average (GPA) of 2.0 “C” or higher.
- A minimum grade of C is required for all general education courses, as applicable per program of study.
- Satisfactory completion of at least 28 semester credit hours of specific instruction as listed on the approved program curriculum sheet for one-year-certificate.
- Fifteen credits must be earned while enrolled at SMC or the last 8 credits must be earned from SMC. In addition, these semester credit hours need to be earned in courses specifically listed on the approved curriculum sheet for that certificate program. A maximum of 12 of the 15 credits used to establish residency or 5 of the last 8 credits used to establish residency can be earned through SMC Achieved Credit by Examination (ACE), awarded credit for previous external certification, or awarded credit from external training and evaluation.
- In the event that competency is demonstrated without resulting in credit for core curriculum courses, additional general electives may be taken to achieve the minimum 28 college credits for the one-year-certificate.
- Courses below the 100 level may not be applied toward meeting any graduation requirements.

In order to graduate, see your advisor to complete a degree audit and a graduation application; submit your graduation application the semester before you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation.

- Complete certificate requirements in effect during the academic year in which you will graduate.
- Complete certificate requirements in effect the academic year you first entered Southwestern Michigan College or a subsequent year in which you were enrolled, provided that the academic year is no more than seven years prior to the graduation academic year.

General Graduation Requirements
(Specialty Certificate)

- A cumulative Grade Point Average (GPA) of 2.0 “C” or higher.
- Satisfactory completion of the semester credit hours of specific required instruction as listed on the approved program curriculum for each individual specialty certificate.
- Fifty percent of the total required credits for each individual specialty must be earned while enrolled at SMC or earned from SMC. In addition, these semester credit hours need to be earned in courses specifically listed on the approved curriculum sheet for that specialty certificate program. A maximum of eighty percent of the required residency credits used to establish residency can be earned through SMC Achieved Credit by Examination (ACE), awarded credit for previous external certification, or awarded credit from external training and evaluation.
- In the event that competency is demonstrated without resulting in credit for core curriculum courses, additional general electives may be taken to achieve the minimum college credits required for each individual specialty certificate.
- Courses below the 100 level may not be applied toward meeting any graduation requirements.

In order to graduate, see your advisor to complete a degree audit and a graduation application; submit your graduation application the semester before you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation.

- Complete certificate requirements in effect during the academic year in which you will graduate.
- Complete certificate requirements in effect the academic year you first entered Southwestern Michigan College or a subsequent year in which you were enrolled, provided that the academic year is no more than seven years prior to the graduation academic year.

General Graduation Requirements
(AA and AS Degrees)

- A cumulative Grade Point Average (GPA) of 2.0 “C” or higher.
- A minimum grade of C is required in all general education courses.
- Satisfactory completion of a minimum of 60 college credits in an approved AA or AS curriculum.
- In order to graduate, see your advisor to complete a degree audit and a graduation application; submit your graduation application the semester before you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation.
    - Complete certificate requirements in effect during the academic year in which you will graduate.
    - Complete certificate requirements in effect the academic year you first entered Southwestern Michigan College or a subsequent year in which you were enrolled, provided that the academic year is no more than seven years prior to the graduation academic year.
- Thirty credits must be earned while enrolled at SMC or the last 15 credits must be earned from SMC. A maximum of 13 credits of SMC Achieved Credit by Examination (ACE), awarded credit for previous external certification, or awarded credit from external training and evaluation can be used to meet the 15 credit hour residency requirement.
- In the event that competency is demonstrated without resulting in credit for core curriculum courses, additional general electives may be taken to achieve the minimum 60 college credits.
- Courses below the 100 level may not be applies toward meeting any graduation requirements. No more than four credit total of PHED 101/103 or 12 credits of DANC 101-108 in any combination will apply toward the degree with the exception of required internships. No more than 12 credit total of work experience credits will apply toward the degree.
- A maximum of 12 credits from transitional courses will count toward graduation requirements.

General Graduation Requirements
(AAS Degree)

- A cumulative Grade Point Average (GPA) of 2.0 “C” or higher.
- A minimum grade of C is required in all general education courses.
- Satisfactory completion of a minimum of 60 college credits in an approved AAS curriculum.
- In order to graduate, see your advisor to complete a degree audit and a graduation application; submit your graduation application the semester before you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation.
    - Complete certificate requirements in effect during the academic year in which you will graduate.
    - Complete certificate requirements in effect the academic year you first entered Southwestern Michigan College or a subsequent year in which you were enrolled, provided that the academic year is no more than seven years prior to the graduation academic year.
- Thirty credits must be earned while enrolled at SMC or that last 15 credits must be earned from SMC. A maximum of 13 credits of SMC Achieved Credit by Examination (ACE, warded credit for previous external certifications or warded credit from external training and evaluation can be used to meet the 15 credit hour residency requirement.
- In the event that competency is demonstrated without resulting in credit for core curriculum courses, additional general electives may be taken to achieve the minimum 60 college credits
- Courses below the 100 level may not be applied toward meeting any graduation requirements. No more than four credits total of PHED 101/103 or 12 credits of DANC 101-108 in any combination will apply toward the degree with the exception of required internships. No more than 12 credits total of work experience credits will apply toward the degree.
- A maximum of 12 credits from transitional courses will count toward graduation requirements.

If your complete all of the requirements, you will be awarded an Associate in Applied Science degree. This degree will be identified with the name of specific curriculum after the degree, for example: Associate in Applied Science – Automotive Technology.

Associate in Arts

Communications (6 7 credits) *A minimum grade of C is required in the following courses: This group must contain at least one English class. Students are urged to take ENGL 103, ENGL 104 and one Speech class (9 total credits).*	
ENGL 103 or ENGL 103W	3-4 credits
ENGL 104 or SPEE 102 or SPEE 104	3 credits
Mathematics (4 credits) *A minimum grade of C is required in the following courses:*	
MATH 127 or above (excluding MATH 153, 154)	4 credits
Natural Science (8 9 credits) *A minimum grade of C is required in the following courses: This group must contain a lab science course. Coursework must be from more than one subject area.*	
BISC 111	4 credits
BIOL 101, 102, 110, 118, 202, 214, 215	4 credits
CHEM 100, 101, 102, 201, 202	Variable
ENST 112	4 credits
GEOG 110	4 credits
PHYS 101, 102, 201, 202	5 credits
SCIE 190	4 credits
Social Science (6 credits) *A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*	
ECON 201, 202	3 credits
EDUC 215	3 credits
GEOG 105	3 credits
HIST 201, 202, 230, 290	3 credits
POSC 201	3 credits
PSYC 101, 102, 260, 296	3 credits
SOCI 101, 201, 202, 203	3 credits
Humanities (6 8 credits) *A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*	
ART 110, 148, 200, 203, 204	Variable
ENGL 223, 231, 232, 234, 241, 251, 256, 261, 263, 264, 265, 281, 282	3 credits
HUMA 202, 204, 205, 210, 225	Variable
HIST 101, 102	4 credits
MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240	3 credits
PHIL 101, 201, 210, 220, 280	Variable
SOCI 240	Variable
World Languages 101-204	3-4 credits
Highly Recommended Courses	
EDUC 120	2 credits
WELLNESS (PHED 103)	2 credits

General Electives: Electives may be chosen to accumulate a total of 60 credit hours. Selection of major courses and electives should be done in consultation with your academic advisor.

A minimum of 60 credits hours and a cumulative GPA of 2.0 “C” or higher is required for an Associate in Arts degree. A maximum of 12 credits from transitional courses will count toward graduation requirements.

Business
Associate in Arts
Accounting, Business Administration, Related Business Careers

Faculty Contact:
Jane Mitchell
(269) 782-1218
jmitchell@swmich.edu

James Benak
(269) 782-1221
jbenak@swmich.edu

The Associate in Arts in Business offers a well-rounded general education degree, including a concentration in business courses which prepares students for transfer to four-year institutions. These courses are suggested by the department to meet the Associate in Arts degree requirements.

For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ ENST 112	None
□ GEOG 110	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 202	MATH 101 or MATH 102 or test scores
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HUMA 210	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ ACCO 202	ACCO 201
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 201	BUSI 200
□ BUSI 207 or BUSI 208	BUSI 207: BUSI 200 recommended; BUSI 208: BUSI 200 required
□ BUSI 210	None
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ BUSI 220	BUSI 200 or permission of appropriate Dean
□ ISYS 110	None

First Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 200	Small Business Management	3
ISYS 110	Intro to Computer Technology	3
SPEE 102	Fundamentals of Public Speaking	3
ENGL 103 or ENGL 103W	Freshman English II **or** Freshman English II w/ Workshop	3-4
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ACCO 202	Principles of Accounting II	4
BUSI 201	Principles of Management	3
BUSI 220	Marketing	3
MATH 150	Statistics	4
	Total Credits	14

Third Semester		
Course ID	*Course Name*	*Credits*
BUSI 207 or BUSI 208	Business Law I or Business Law II	3
BUSI 210	Personal Finance	3
ART 110	Art Appreciation	3
ECON 202	Microeconomics	3
ENST 112	Environmental Science	4
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
BUSI 214	Business Communications	3
GEOG 110	Physical Geography	4
HUMA 210	Intro to Non-Western Civilization	4
PSYC 101	Introduction to Psychology	3
	Total Credits	14

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Communications

Associate in Arts

English and Literature, Mass Communication, Creative Writing, Liberal Arts, Related Careers

Faculty Contact:
Dan Johnson
(269) 782-1295
djohnson17@swmich.edu

The Associate in Arts in Communications offers a well-rounded general education degree, including a concentration in English and communication courses which prepares students for transfer to four-year institutions. These courses are suggested by the department to meet the Associate in Arts degree requirements.

For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ ENST 112	None
□ GEOG 110	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 261	None
□ HUMA 210	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ COMM 110	ENGL 103 or ENGL 103W (concurrent enrollment allowed)
□ COMM 115	ENGL 103 or ENGL 103W (concurrent enrollment allowed)
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 231 or 232 or 235	ENGL 103 or ENGL 103W
□ ENGL 263 or 265	None
□ ENGL 281 or 282	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 120	Educational Exploration and Planning	2
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
ENGL 261	Creative Writing/Fiction	3
MATH 128	Contemporary Mathematics	4
PSYC 101	General Psychology	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
COMM 110	Introduction to Mass Communication	3
ENGL 104	Freshman English III	3
GEOG 110	Physical Geography	4
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
HUMA 210	Intro to Non-Western Civilization	4
COMM 115	Writing for Mass Media	3
ENST 112	Environmental Science	4
ENGL 231 or ENGL 232 or ENGL 235	American Literature I or American Literature II or American Ethnic Literature	3
	Total Credits	14

Fourth Semester		
Course ID	*Course Name*	*Credits*
ENGL 281 or ENGL 282	British Literature I or British Literature II	3
SOCI 201	Principles of Sociology	3
SPEE 104	Intro to Human Communication	3
ENGL 263 or ENGL 265	Creative Writing/Poetry or Creative Nonfiction Writing	3
BUSI 214	Business Communications	3
	Total Credits	15

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Elementary Education (Ferris Transfer)
Associate in Arts

Faculty Contact:
Heather Zile
(269) 783-2116
hzile@swmich.edu

NOTE: This degree is for those who specifically plan to transfer in to Ferris State University's elementary education program. If you wish to transfer to another four-year program, please refer to the general Associate in Arts Elementary Education page.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BISC 111	None
□ SCIE 190	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 201	MATH 101 or 102 or satisfactory test score
□ HIST 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HIST 230	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 296	PSYC 101
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 200	None
□ ENGL 251	None
□ MUSI 240	None
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ EDUC 260	EDUC 115 or permission from appropriate Dean
□ MATH 153	MATH 101 or test scores
□ MATH 154	MATH 153
□ EDUC 215 or MATH 141 or MATH 265	EDUC 215: PSYC 101 MATH 141: MATH 131 and MATH 136 MATH 265: MATH 153

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w Workshop	3 or 4
HIST 230	Michigan History	3
MATH 127	College Algebra	4
PSYC 101	General Psychology	3
EDUC 101	Introduction to Teaching	1
	Total Credits	14-15

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
HIST 201	U.S. History I	3
MATH 153	Math for Elementary Teachers I	4
SPEE 102	Fundamentals of Public Speaking	3
ECON 201	Macroeconomics	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
EDUC 260	Emergent Literacy	3
MATH 154	Math for Elementary Teachers II	4
MUSI 240	Music for the Classroom Teacher	3
BISC 111	Biological Science	4
POSC 201	American Government	3
	Total Credits	17

Fourth Semester		
Course ID	*Course Name*	*Credits*
ART 200	Creative Process Through Art	3
SCIE 190	Earth Science for Elementary Teachers	3
ENGL 251	Children's Literature	3
PSYC 296	Educational Psychology	3
EDUC 215 or MATH 141 or MATH 265	Hum Dev & Learning or Analytic Geom & Calc I or Probability & Stats	3-4
	Total Credits	15-16

Total Program Credits = 62-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Elementary Education (General)
Associate in Arts

Faculty Contact:
Heather Zile
(269) 783-2116
hzile@swmich.edu

NOTE: This degree is for those planning to transfer to a four-year elementary education program, not necessarily through Ferris State University.

Communications	Prerequisites (Minimum Grade of C Required)
□ ENGL 103 or 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BISC 111	None
□ SCIE 190	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 215	PSYC 101
□ HIST 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HIST 202	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 200	None
□ ENGL 251	None
□ MUSI 240	None
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MATH 153	MATH 101 or test scores
□ MATH 154	MATH 153
□ MATH 265	MATH 153
□ PHED 103	None
□ PSYC 205 or PSYC 296	PSYC 205: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed); PSYC 296: PSYC 101

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3 or 4
HIST 201	U.S. History I	3
MATH 127	College Algebra	4
PSYC 101	General Psychology	3
EDUC 101	Introduction to Teaching	1
	Total Credits	14-15

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
HIST 202	U.S. History II	3
MATH 153	Math for Elementary Teachers I	4
SCIE 190	Earth Science for Elementary Teachers	3
EDUC 215	Human Development and Learning	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
SPEE 102	Fundamentals of Public Speaking	3
MATH 154	Math for Elementary Teachers II	4
MUSI 240	Music for the Classroom Teacher	3
BISC 111	Biological Science	4
POSC 201	American Government	3
	Total Credits	17

Fourth Semester		
Course ID	*Course Name*	*Credits*
ART 200	Creative Process Through Art	3
MATH 265	Probability and Statistics	4
ENGL 251	Children's Literature	3
PSYC 205 or PSYC 296	Child Psychology or Educational Psychology	3
PHED 103	Life Wellness	2
	Total Credits	15

Total Program Credits = 62-63
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Health Sciences
Associate in Arts
Pre-Nursing, Pre-Dental Hygiene, Pre-Radiography, Related Careers

Faculty Contact:
Anna Norris
(269) 782-1254
anorris@swmich.edu

The Associate in Arts in Health Sciences offers a well-rounded general education degree, including a concentration in courses which prepares students for transfer to four-year institutions and further studies in nursing and other health care fields.

These courses are suggested by the department to meet the Associate in Arts degree requirements. For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 214	BIOL 098, BIOL 101, BIOL 110, BIOL 202, BISC 111, one year of high school biology with minimum grade of B taken within the last 5 years, or satisfactory test score
□ CHEM 100	MATH 101 or 102 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 215	PSYC 101
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 210	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 210 or PHIL 280	PHIL 210: ENGL 103 or ENGL 103W; PHIL 280: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 202	CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BIOL 215	BIOL 214; CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 118	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 163	CHEM 100 or BIOL 110
□ PHED 101	None
□ PHED 103	None
□ PSYC 260	PSYC 101
□ SOCI 240	ENGL 103 or ENGL 103W
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
CHEM 100	Fundamentals of Chemistry	4
PSYC 101	General Psychology	3
BIOL 214	Basic Human Anatomy	4
MATH 101	Introductory Algebra (or test score)	0-4
	Total Credits	14-18

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
EDUC 215	Human Development and Learning	3
BIOL 215	Principles of Human Physiology	4
MATH 150	Statistics	4
HEED 118	Intro to Healthcare Systems	1
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
BIOL 202	Microbiology	4
HUMA 210	Intro to Non-Western Civilization	4
HEED 101	Medical Terminology	3
PSYC 260	Abnormal Psychology	3
PHED 101	Physical Education Activity	1
	Total Credits	15

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 210 or PHIL 280	Introduction to Ethics or Biomedical Ethics	4
SPEE 104	Intro to Human Communication	3
HEED 163	Nutrition	2
SOCI 240	Minority Groups in America	3
PHED 103	Life Wellness	2
	Elective (if MATH 101 not taken)	2
	Total Credits	14-16

Total Program Credits = 60-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Music
Associate in Arts
Music Education, Therapy, Business, Production/Audio Engineering, Performance

Faculty Contact:
Jon Korzun
(269) 782-1225
jkorzun@swmich.edu

The Associate in Arts in Music offers a well-rounded general education degree, including a concentration in music courses which prepares students for transfer to four-year institutions. These courses are suggested by the department to meet the Associate in Arts degree requirements.

For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ ENST 112	None
□ GEOG 110	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 215	PSYC 101
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 204	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MUSI 101	None
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MUSI 102	MUSI 101 or permission of appropriate Dean
□ MUSI 105	None, concurrent enrollment in MUSI 101 required
□ MUSI 106	MUSI 105 or permission of appropriate Dean; concurrent enrollment in MUSI 102 required
□ MUSI 113 or 123	MUSI 113: concurrent enrollment in MUSI 116 or CMUS 1160 MUSI 123: concurrent enrollment in MUSI 118 or CMUS 1180 May be repeated twice for credit
□ CMUS 1160 or 1180	None
□ MUSI 141	None
□ MUSI 142: Piano	None
□ MUSI 143: Piano	MUSI 142; may be repeated twice for credit
□ MUSI 201	MUSI 102
□ MUSI 202	MUSI 201
□ MUSI 203	MUSI 102
□ MUSI 204	MUSI 102
□ MUSI 205	MUSI 106; concurrent enrollment in MUSI 201 required

Core Classes	Prerequisites (Minimum Grade of C Required)
□ MUSI 206	MUSI 205; concurrent enrollment in MUSI 202 required
□ MUSI 213 or 223	MUSI 213: MUSI 113; MUSI 223: MUSI 123 May be repeated twice for credit
□ MUSI 251	None; may be repeated twice for credit
□ MUSI 252	MUSI 251; may be repeated twice for credit

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 120	Educational Exploration and Planning	2
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
MATH 128	Contemporary Mathematics	4
MUSI 101	Music Theory I	3
MUSI 105	Aural Skills I	1
MUSI 113 or MUSI 123	Jazz Ensemble or Chamber Singers	1-2
MUSI 141	Class Piano	1
MUSI 251	Applied Music III	1
	Total Credits	16-18

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
GEOG 110	Physical Geography	4
MUSI 102	Music Theory II	3
MUSI 106	Aural Skills II	1
MUSI 113 or MUSI 123	Jazz Ensemble or Chamber Singers	1-2
MUSI 142	Applied Music I: Piano	0.5
MUSI 251	Applied Music III	1
	Total Credits	13.5-14.5

Third Semester		
Course ID	*Course Name*	*Credits*
PSYC 101	General Psychology	3
ENST 112	Environmental Science	4
MUSI 201	Music Theory III	3
MUSI 203	Music History I	3
MUSI 205	Aural Skills III	1
MUSI 213 or MUSI 223	Jazz Ensemble or Chamber Singers	1-2
MUSI 143	Applied Music II: Piano	0.5
MUSI 252	Applied Music IV	1
	Total Credits	16.5-17.5

Fourth Semester		
Course ID	*Course Name*	*Credits*
HUMA 204	Introduction to Film	3
EDUC 215	Human Development and Learning	3
MUSI 202	Music Theory IV	3
MUSI 204	Music History II	3
MUSI 206	Aural Skills IV	1
MUSI 213 or MUSI 223	Jazz Ensemble or Chamber Singers	1-2
MUSI 143	Applied Music II: Piano	0.5
MUSI 252	Applied Music IV	1
	Total Credits	15.5-16.5

Total Program Credits = 61.5-66.5

Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Psychology
Associate in Arts

Faculty Contact:
Christi Young
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cyoung@swmich.edu

The Associate in Arts in Psychology offers a well-rounded general education degree, including a concentration in psychology courses which prepares students for transfer to four-year institutions. This degree is a stepping stone to long range goals in higher education in the field of psychology, as well as a foundation for entry-level positions in related disciplines allowing students to gain valuable field experience.

These courses are suggested by the department to meet the Associate in Arts degree requirements. For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ EDUC 215	PSYC 101
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 210	ENGL 103 or ENGL 103W
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHED 103	None
□ PSYC 205	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 260	PSYC 101
Program Electives (Choose 6 7)	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 102	PSYC 101
□ PSYC 215	None
□ PSYC 296	PSYC 101
□ PSYC 299	Permission of Dean
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 203	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 240	ENGL 103 or ENGL 103W
□ SOWK 100	None
□ SOWK 120	SPEE 102
□ SOWK 200	SOWK 100 and SOWK 120

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 120	Educational Exploration and Planning	2
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
PSYC 101	General Psychology	3
MATH 150	Statistics	4
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
EDUC 215	Human Development and Learning	3
BIOL 110	Human Biology	4
PHED 103	Life Wellness	2
	Program Elective	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
ART 110	Art Appreciation	3
ENST 112	Environmental Science	4
PSYC 260	Abnormal Psychology	3
	Program Elective	3
	Program Elective	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 210	Introduction to Ethics	4
PSYC 205	Child Psychology	3
	Program Elective	3
	Program Elective	3
	Program Elective	1-4
	Total Credits	14-17

Total Program Credits = 60-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Social Science
Associate in Arts
Sociology, Political Science and Law, History, Related Careers

Faculty Contact:
Christi Young
(269) 783-2106
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The Associate in Arts in Social Science offers a well-rounded general education degree, including a concentration in sociology and other social science courses which prepares students for transfer to four-year institutions. This degree provides the foundation for long range goals in higher education in preparation for careers in public service and social work, secondary and college teaching, law and criminal justice, social and political research, etc.

These courses are suggested by the department to meet the Associate in Arts degree requirements. For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BISC 111	None
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 202	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHED 103	None
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103, CRIT 103W, test scores highly recommended SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)

Program Electives (Choose 8)	**See Course Descriptions for Required Prerequisites**	
Sociology	*Political Science and Law*	*History*
□ ECON 201	□ ECON 201	□ ECON 202
□ HIST 202	□ ECON 202	□ HIST 101
□ POSC 201	□ HIST 201	□ HIST 102
□ PSYC Elective	□ HIST 202	□ HIST 201
□ SOCI 203	□ PHIL 101	□ HIST 202
□ SOCI 240	□ POSC 201	□ HIST 290
□ SOWK 100	□ SOCI 240	□ HUMA 210

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 120	Educational Exploration and Planning	2
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
MATH 150	Statistics	4
SOCI 201	Principles of Sociology	3
	Program Elective	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
PSYC 101	General Psychology	3
BISC 111	Biological Science	4
	Program Elective	3
	Program Elective	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
HUMA 202	Intro to American Pop Culture	3
ENST 112	Environmental Science	4
	Program Elective	3
	Program Elective	3
	Program Elective	3-4
	Total Credits	16-17

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 201	Intro to World Religion	3
SPEE 102 or SPEE 104	Fund of Public Speaking or Intro to Hum Comm	3
PHED 103	Life Wellness	2
	Program Elective	3
	Program Elective	3-4
	Total Credits	14-15

Total Program Credits = 61-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Visual Arts
Associate in Arts
Art, Art Education, Related Careers

Faculty Contact:
Marc Dombrowsky
(269) 782-1382
mdombrowsky@swmich.edu

The Associate in Arts in Visual Arts offers a well-rounded general education degree, including a concentration in art courses which prepares students for transfer to four-year institutions. These courses are suggested by the department to meet the Associate in Arts degree requirements. For a complete list of course options, please refer to the general Associate in Arts curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ ENST 112	None
□ GEOG 110	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 203	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HUMA 204	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ART 100	Basic computer literacy
□ ART 101	None
□ ART 102	None
□ ART 120	None
□ ART 204	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Studio Electives (Choose 5)	**Prerequisites (Minimum Grade of C Required)**
□ ART 103	None
□ ART 104	ART 103
□ ART 105	None; ART 100 and ART 101 recommended
□ ART 106	ART 105 or permission of appropriate Dean
□ ART 208	ART 104
□ ART 209	ART 208
□ ART 210	ART 102
□ ART 211	None
□ ART 212	ART 211
□ ART 215	ART 101 or ART 102 or ART 211 or permission of appropriate Dean
□ ART 225	None; ART 100 recommended

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
MATH 128	Contemporary Mathematics	4
ART 101	Two Dimensional Design	3
ART 102	Drawing I	4
	Total Credits	14-15

Second Semester		
Course ID	*Course Name*	*Credits*
ENST 112	Environmental Science	4
PSYC 101	General Psychology	3
SPEE 104	Intro to Human Communication	3
ART 100	Introduction to Digital Art and Design	3
ART 120	Three Dimensional Design	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
GEOG 110	Physical Geography	4
HUMA 204	Introduction to Film	3
ART 203	Art History I	3
	Studio Elective	3
	Studio Elective	3-4
	Total Credits	16-17

Fourth Semester		
Course ID	*Course Name*	*Credits*
SOCI 201	Principles of Sociology	3
ART 204	Art History II	3
	Studio Elective	3
	Studio Elective	3
	Studio Elective	3-4
	Total Credits	15-16

Total Program Credits = 61-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Associate in Science

Communications (6 7 credits) *A minimum grade of C is required in the following courses:* *This group must contain at least one English class. Students are urged to take ENGL 103, ENGL 104 and one Speech class (9 total credits).*	
ENGL 103 or ENGL 103W	3-4 credits
ENGL 104 or SPEE 102 or SPEE 104	3 credits
Mathematics (3 4 credits) *A minimum grade of C is required in the following courses:*	
MATH 131 or above (excluding MATH 150, 153, 154 & 265)	3-4 credits
Natural Science and/or Mathematics (21 credits*) *A minimum grade of C is required in the following courses:* *This group must contain a lab science course. Coursework must be from more than one subject area.*	
At least 15 of the credits must come from this block of courses:	
BIOL 101, 102, 118, 202, 214, 215	4 credits
CHEM 101, 102, 201, 202	5 credits
MATH 131, 136, 141, 142, 201, 203, 205	3-4 credits
PHYS 101, 102, 201, 202	5 credits
At most six of the credits may be chosen from the following:	
BIOL 110, BISC 111, CHEM 100	4 credits
ENST 112, GEOG 110, SCIE 190	4 credits
MATH 127, 128, 129, 150	4 credits
Social Science (6 credits) *A minimum grade of C is required in the following courses:* *Coursework must be from more than one subject area.*	
ECON 201, 202	3 credits
EDUC 215	3 credits
GEOG 105	3 credits
HIST 201, 202, 230, 290	3 credits
POSC 201	3 credits
PSYC 101, 102, 260, 296	3 credits
SOCI 101, 201, 202, 203	3 credits
Humanities (6 8 credits) *A minimum grade of C is required in the following courses:* *Coursework must be from more than one subject area.*	
ART 110, 148, 200, 203, 204	Variable
ENGL 223, 231, 232, 235, 241, 251, 256, 261, 263, 264, 265, 281, 282	3 credits
HUMA 202, 204, 205, 210, 225	Variable
HIST 101, 102	4 credits
MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240	3 credits
PHIL 101, 201, 210, 220, 280	Variable
SOCI 240	3 credits
World Languages 101-204	3-4 credits
Highly Recommended Courses	
EDUC 120	2 credits
WELLNESS (PHED 103)	2 credits

General Elective: Electives may be chosen to accumulate a total of 60 credit hours. Selection of major courses and electives should be done in consultation with your academic advisor.

A minimum of 60 credits hours and a cumulative GPA of 2.0 “C” or higher is required for an Associate in Arts degree. A maximum of 12 credits from transitional courses will count toward graduation requirements.

Environmental and Life Sciences

Associate in Science

Agriculture, Biology, Conservation/Forestry, Environmental Science, Related Careers

Faculty Contact:
Tom Beaven
(269) 782-1253
tbeaven@swmich.edu

The Associate in Science in Environmental and Life Sciences offers a well-rounded general education degree, including a concentration in courses which prepares students for transfer to four-year institutions. This degree provides a foundation for long range goals in higher education in preparation for careers in environmental and life sciences.

These courses are suggested by the department to meet the Associate in Science degree requirements. For a complete list of course options, please refer to the general Associate in Science curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 136	MATH 127 or satisfactory test scores
Natural Science/Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 101	CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BIOL 102	BIOL 101
□ CHEM 101	MATH 127 (concurrent enrollment allowed); CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CHEM 102	CHEM 101; MATH 127 or test score
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 201	CHEM 102
□ CHEM 202	CHEM 201
□ ENST 112	None
□ MATH 131	MATH 127 or satisfactory test score
□ MATH 150	MATH 101 or MATH 102 or test scores

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
BIOL 101	General Biology I	4
CHEM 101	General Chemistry I	5
MATH 136	Precalculus Algebra	4
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
BIOL 102	General Biology II	4
CHEM 102	General Chemistry II	5
MATH 131	Precalculus Trigonometry	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
ART 110	Art Appreciation	3
SOCI 201	Principles of Sociology	3
CHEM 201	Organic Chemistry I	5
MATH 150	Statistics	4
	Total Credits	15

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 201	Introduction to World Religion	3
PSYC 101	General Psychology	3
CHEM 202	Organic Chemistry II	5
ENST 112	Environmental Science	4
	Total Credits	15

Total Program Credits = 61-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Medical Pre-Professional

Associate in Science

Chiropractic, Dentistry, Medicine, Pharmacy, Physical/Occupational Therapy, Veterinary

Faculty Contact:
Anna Norris
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anorris@swmich.edu

The Associate in Science in Medical Pre-Professional offers a well-rounded general education degree, including a concentration in courses which prepares students for transfer to four-year institutions. These courses are suggested by the department to meet the Associate in Science degree requirements. For a complete list of course options, please refer to the general Associate in Science curriculum guide.

Students interested in transferring to a medical pre-professional program must consult a transfer institution for specific curriculum requirements, as program requirements vary. Nearly every medical school requires two semesters each of English, physics, biology, inorganic chemistry, and organic chemistry. Many medical schools also require additional courses in biology, chemistry, mathematics, humanities, and social and behavioral sciences.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 136	MATH 127 or satisfactory test scores
Natural Science/Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 101	CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BIOL 102	BIOL 101
□ CHEM 101	MATH 127 (concurrent enrollment allowed); CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CHEM 102	CHEM 101; MATH 127 or test score
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 201	CHEM 102
□ CHEM 202	CHEM 201
□ MATH 131	MATH 127 or satisfactory test score
□ PHYS 101 or □ BIOL 214	PHYS 101: MATH 131 and MATH 136 BIOL 214: BIOL 098, BIOL 101, BIOL 110, BIOL 202, BISC 111, one year of high school biology with minimum grade of B taken within the last 5 years, or satisfactory test score
□ PHYS 102 Or □ BIOL 215	PHYS 102: PHYS 101 BIOL 215: BIOL 214; CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
BIOL 101	General Biology I	4
CHEM 101	General Chemistry I	5
MATH 136	Precalculus Algebra	4
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
BIOL 102	General Biology II	4
CHEM 102	General Chemistry II	5
MATH 131	Precalculus Trigonometry	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
ART 110	Art Appreciation	3
SOCI 201	Principles of Sociology	3
CHEM 201	Organic Chemistry I	5
PHYS 101 or BIOL 214	Introductory Physics I or Basic Human Anatomy	4-5
	Total Credits	15-16

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 201	Introduction to World Religion	3
PSYC 101	General Psychology	3
CHEM 202	Organic Chemistry II	5
PHYS 102 or BIOL 215	Introductory Physics II or Principles of Human Physiology	4-5
	Total Credits	15-16

Total Program Credits = 61-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Science, Engineering and Math Professional

Associate in Science

Chemistry, Engineering, Mathematics, Physics, Related Careers

Faculty Contact:
Andrew Dohm
(269) 782-1255
adohm@swmich.edu

The Associate in Science in Science, Engineering and Math Professional offers a well-rounded general education degree, including a concentration in courses which prepares students for transfer to four-year institutions.

These courses are suggested by the department to meet the Associate in Science degree requirements. For a complete list of course options, please refer to the general Associate in Science curriculum guide. This degree can be adapted for various transfer institutions. Please contact an advisor to determine specific course requirements at the receiving institution prior to selecting general education options or electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 136	MATH 127 or satisfactory test scores
Natural Science/Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 101	MATH 127 (concurrent enrollment allowed); CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CHEM 102	CHEM 101; MATH 127 or test score
□ MATH 131	MATH 127 or satisfactory test score
□ MATH 141	MATH 131 and MATH 136 or satisfactory test score
□ MATH 142	MATH 141
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ MATH 201	MATH 142
□ MATH 205	MATH 142
□ PHYS 201	MATH 141
□ PHYS 202	PHYS 201

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
CHEM 101	General Chemistry I	5
MATH 131	Precalculus Trigonometry	3
MATH 136	Precalculus Algebra	4
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
SPEE 104	Introduction to Human Communication	3
POSC 201	American Government	3
CHEM 102	General Chemistry II	5
MATH 141	Analytical Geometry and Calculus I	4
	Total Credits	15

Summer		
Course ID	*Course Name*	*Credits*
MATH 142	Analytical Geometry and Calculus II	4

Third Semester		
Course ID	*Course Name*	*Credits*
ART 110	Art Appreciation	3
MATH 205	Differential Equations and Linear Algebra	4
PHYS 201	General Physics I	5
	Total Credits	12

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHIL 201	Introduction to World Religion	3
SOCI 201	Principles of Sociology	3
MATH 201	Calculus III	4
PHYS 201	General Physics II	5
	Total Credits	15

Total Program Credits = 61-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Accounting
Associate in Applied Science

Faculty Contact:
Clifford “Chip” Weeks
(269) 782-1216
cweeks@swmich.edu

This degree is for students who specifically want a two-year accounting degree or plan on transferring to Ferris State University to complete a four-year accounting degree. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives. In order to become a Certified Public Accountant, you must meet an education requirement of 150 semester hours of college education, a work experience requirement, and pass the CPA examination. Accounting is an information system that provides reports about the economic activities and conditions of a business. The AAS degree prepares the student with sufficient skills and knowledge to meet entrance requirements of most business organizations.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 201	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed)
□ ECON 202	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed); concurrent enrollment in ECON 201 not recommended
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ ACCO 202	ACCO 201
□ ACCO 204	ACCO 201 and ISYS 110
□ ACCO 211	ACCO 202
□ ACCO 212	ACCO 211
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 201	BUSI 200
□ BUSI 207	BUSI 200 recommended
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ BUSI 240	Strongly recommended to be taken at the end of the student’s program.
□ ISYS 110	None
□ ISYS 181	ISYS 110
Program Electives (Choose 1)	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 203	ACCO 201 or permission from the Dean
□ ACCO 214	ACCO 202
□ ACCO 255	ACCO 211; BUSI 240, concurrent enrollment allowed
□ BUSI 225	BUSI 200

First Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 200	Small Business Management	3
ENGL 103 **or** ENGL 103W	Freshman English II **or** Freshman English II w Workshop	3 or 4
ISYS 110	Intro to Computer Technology	3
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ACCO 202	Principles of Accounting II	4
ENGL 104	Freshman English III	3
BUSI 201	Principles of Management	3
BUSI 240	Professionalism Workshop	1
MATH 150	Statistics	4
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
ACCO 204	Microcomputer Accounting Applications	3
ACCO 211	Intermediate Accounting I	4
BUSI 214	Business Communications	3
ECON 202	Microeconomics	3
ISYS 181	Spreadsheets	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
ACCO 212	Intermediate Accounting II	4
BUSI 207	Business Law I	3
ECON 201	Macroeconomics	3
	Program Elective	3
	Total Credits	13

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Agricultural Technology
Associate in Applied Science

Program Contact:
Student Service Center
(269) 782-1499

MSU Contact:
Stacey Rocklin
(269) 782-1291
srocklin@swmich.edu

The SMC curriculum, paired with courses within a particular Michigan State University Certificate Program, prepares students for entry-level employment in agricultural operations. Salary ranges vary depending upon the type of position obtained, field of choice, and geographic region. For detailed information concerning occupational outlook and wage information, visit the O*Net Online website at: http://online.onetcenter.org.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104 or SPEE 104	ENGL 104: ENGL 103 or ENGL 103W SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 118 or BIOL 101	BIOL 118: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed) BIOL 101: CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CHEM 100 or CHEM 101	CHEM 100: MATH 101, MATH 102 or test scores (concurrent enrollment allowed); CRIT 103, CRIT 103W or test scores (concurrent enrollment allowed) CHEM 101: MATH 127 (concurrent enrollment allowed); CHEM 100 or one year of high school chemistry with minimum grade of B taken within the last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 201 or 202	MATH 101 or MATH 102 or test scores; concurrent enrollment in ECON 201 or ECON 202 not recommended)
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**See Course Descriptions for Required Prerequisites**
□ Humanities Course	Select approved course from General Education listing
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ Completed MSU Certificate	30 credits total

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
BIOL 118 or BIOL 101	Plant Biology or General Biology I	4
	Total Credits	7-8

Second Semester		
Course ID	*Course Name*	*Credits*
CHEM 100 or CHEM 101	Fundamentals of Chemistry or General Chemistry I	4-5
BUSI 200	Small Business Management	3
	Total Credits	7-8

Third Semester		
Course ID	*Course Name*	*Credits*
MATH 127	College Algebra	4
ECON 201 or ECON 202	Macroeconomics or Microeconomics	3
	Total Credits	7

Fourth Semester		
Course ID	*Course Name*	*Credits*
ENGL 104 or SPEE 104	Freshman English III or Intro to Human Communication	3
POSC 201	American Government	3
	Humanities Elective	3-4
	Total Credits	9-10

30 credits from Michigan State University required
30 credits from Southwestern Michigan College required

Automotive Technology
Associate in Applied Science

Faculty Contact:
Jeff Robson
(269) 783-2967
jrobson01@swmich.edu

NOTE: This program is certified by the National Institute for Automotive Excellence for ASE Master Technician certification. Individuals possessing ASE certification should consult with a program advisor for exemption from certain AUTO classes. This curriculum prepares the students for employment as an automotive service technician in various settings such as automobile dealerships, independent service facilities, franchised repair facilities, and specialty shops. Salary ranges vary depending upon the type of position obtained, field of choice, and geographic region. For detailed information concerning occupational outlook and wage information, visit the O*Net Online website at: http://online.onetcenter.org.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103 or CRIT 103W or test scores, highly recommended SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101 or MATH 102	Minimum grade of C in MATH 098 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ AUTO 103	None
□ AUTO 116	None
□ AUTO 119	None
□ AUTO 122	None
□ AUTO 131	Minimum grade of C in AUTO 103
□ AUTO 147	Minimum grade of C in AUTO 103
□ AUTO 148	Minimum grade of C in AUTO 147
□ AUTO 216	Minimum grade of C in AUTO 103
□ AUTO 222	Minimum grades of C in AUTO 103 and AUTO 119
□ AUTO 223	Minimum grade of C in AUTO 222
□ AUTO 227	Minimum grades of C in AUTO 103 and AUTO 119
□ AUTO 228	Minimum grade of C in AUTO 227
□ AUTO 229	Minimum grade of C in AUTO 228
□ AUTO 232	Minimum grade of C in AUTO 103, AUTO 116, AUTO 119 and AUTO 122
□ AUTO 234	Minimum grade of C in AUTO 103
□ AUTO 246	Minimum grade of C in AUTO 222
□ AUTO 255	Completion of all AUTO Certificate Program courses, with minimum grade of C, and recommendation of the program advisor
□ BUSI 240	Strongly recommended to be taken at the end of the student's program.

First Semester		
Course ID	*Course Name*	*Credits*
AUTO 103	Introduction to Automotive Technology	3
AUTO 119	Electrical I	3
AUTO 116	Brake Systems	3
AUTO 122	Steering and Suspension Systems	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
AUTO 216	Heating and Air Conditioning	3
AUTO 147	Engine Repair I	3
AUTO 222	Electrical II	3
AUTO 227	Engine Performance I	3
MATH 101 or MATH 102	Introductory Algebra or Mathematical Literacy	4
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
AUTO 228	Engine Performance II	3
AUTO 148	Engine Repair II	3
AUTO 131	Manual Transmissions	3
AUTO 232	Advanced Brakes and Classic Systems	3
BUSI 240	Professionalism Workshop	1
SPEE 102 or SPEE 104	Fundamentals of Public Speaking or Intro to Human Communication	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
AUTO 229	Engine Performance III	3
AUTO 246	Alternative Fuels and Hybrid Electric Vehicles	3
AUTO 234	Automatic Transmissions	3
AUTO 223	Electrical III	3
AUTO 255	Internship	5
	Total Credits	17

Total Program Credits = 64-65
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Automotive Technology
Certificate Program

Faculty Contact:
Jeff Robson
(269) 783-2967
jrobson01@swmich.edu

Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/47.0604-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

NOTE: This program is certified by the National Institute for Automotive Excellence for ASE Master Technician certification. Individuals possessing ASE certifications should consult with the program faculty for exemption from certain AUTO courses. This curriculum prepares the students for entry level employment as an automotive service technician in various settings such as automobile dealerships, independent service facilities, franchised repair facilities and specialty shops. You are strongly advised to complete the two-year employment opportunities and longevity. Salary ranges vary depending upon the type of position obtained, field of choice, and geographic region. For detailed information concerning occupational outlook and wage information, visit the O*Net Online website at: http://online.onetcenter.org.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101 or MATH 102	Minimum grade of C in MATH 098 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ AUTO 103	None
□ AUTO 116	None
□ AUTO 119	None
□ AUTO 122	None
□ AUTO 131	Minimum grade of C in AUTO 103
□ AUTO 147	Minimum grade of C in AUTO 103
□ AUTO 222	Minimum grades of C in AUTO 103 and AUTO 119
□ AUTO 227	Minimum grades of C in AUTO 103 and AUTO 119

First Semester		
Course ID	*Course Name*	*Credits*
AUTO 103	Introduction to Automotive Technology	3
AUTO 119	Electrical I	3
AUTO 116	Brake Systems	3
AUTO 122	Steering and Suspension Systems	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3 or 4
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
AUTO 131	Manual Transmissions	3
AUTO 147	Engine Repair I	3
AUTO 222	Electrical II	3
AUTO 227	Engine Performance I	3
MATH 101 or MATH 102	Introductory Algebra or Mathematical Literacy	4
	Total Credits	16

Total Program Credits = 31-32
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Business
Associate in Applied Science

Faculty Contact:
Jane Mitchell
(269) 782-1218
jmitchell@swmich.edu

Jim Benak
(269) 782-1221
jbenak@swmich.edu

Ferris Contact:
Lisa Topping
(269) 782-1214
FerrisSW@ferris.edu

NOTE: This degree can be used for students who want a two-year associate degree or to transfer to Ferris State University. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives. This degree can be used as the first step in a career ladder, or to enable persons who are already employed to move up to a mid-level management position with their current employer. It can also be coupled with other professional skills or certificates to allow graduates to move to management positions in those professions.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores. (concurrent enrollment allowed)
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 201	MATH 101 or MATH 102 or test score
□ ECON 202	MATH 101 or MATH 102 or test scores; *Concurrent enrollment in ECON 201 and ECON 202 not recommended
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 210	ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ ACCO 202	ACCO 101
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 201	BUSI 200
□ BUSI 207	BUSI 200 recommended
□ BUSI 210	None
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ BUSI 220	BUSI 200 or permission of appropriate Dean
□ BUSI 225	BUSI 200
□ BUSI 240	Strongly recommended to be taken at the end of student's program.
□ ISYS 110	None
Program Electives (Choose 1)	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 208	BUSI 200; BUSI 207 recommended
□ BUSI 212	BUSI 200
□ BUSI 221	BUSI 200
□ BUSI 255	BUSI 240 (concurrent enrollment allowed); permission of Chair
□ ISYS 181	ISYS 110

First Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 200	Small Business Management	3
ISYS 110	Intro to Computer Technology	3
SPEE 102	Fundamentals of Public Speaking	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ACCO 202	Principles of Accounting II	4
BUSI 201	Principles of Management	3
BUSI 220	Marketing	3
MATH 150	Statistics	4
	Total Credits	14

Third Semester		
Course ID	*Course Name*	*Credits*
BUSI 207	Business Law I	3
BUSI 210	Personal Finance	3
BUSI 214	Business Communication	3
ECON 202	Microeconomics	3
ENST 112	Environmental Science	4
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
BUSI 225	Human Resource Management	3
BUSI 240	Professionalism Workshop	1
	Program Elective	3
ECON 201	Macroeconomics	3
HUMA 210	Intro to Non-Western Civilization	4
	Total Credits	14

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Construction Trades Green Technology
Associate in Applied Science

Faculty Contact:
Larry Wilson
(269) 783-2966
lwilson05@swmich.edu

The Construction Trades Green Technology program prepares students with both the theoretical and applied knowledge necessary to gain successful employment in the construction industry. Students will also develop a solid foundation in "green" building in accordance with National Association of Home Builders (NAHB) guidelines. Students will also gain a thorough understanding of energy efficiency and conservation practices related to home design and construction. The curriculum is aligned with national competency standards and trade specific skills, and is not designed as a transfer degree. A variety of courses also prepare the student to take nationally recognized certification exams. Students in this program will develop the understanding and skills to build, inspect, repair, and weatherize structures utilizing trade specific tools and equipment; blueprints and plans; and develop the ability to manage projects while controlling costs. Students will also gain an understanding of fundamental business practices. Salary ranges vary depending upon the type of position obtained, field of choice, and geographic region.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores
□ SPEE 102	None: CRIT 103 or CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 102	MATH 098 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 240	Strongly recommended to be taken at the end of a student's program.
□ CADD 101	None
□ CONS 114	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CONS 115	MATH 098 or test scores
□ CONS 117	None
□ CONS 130	None
□ CONS 135	None
□ CONS 140	ISYS 110
□ CONS 145	None
□ CONS 150	None
□ CONS 161	ISYS 110 (concurrent enrollment allowed)
□ CONS 165	None
□ CONS 169	None
□ CONS 180	CADD 101
□ CONS 255	Minimum grade of C in all first semester Construction Trades Technology courses
□ ISYS 110	None

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
BUSI 240	Professionalism Workshop	1
CONS 114	Intermediate Construction Practices	8
CONS 117	Print Reading for Construction Trades	2
ISYS 110	Introduction to Computer Technology	3
	Total Credits	17

Second Semester		
Course ID	*Course Name*	*Credits*
CONS 115	Construction Math	2
CONS 130	Interior & Exterior Finishes	3
CONS 135	Electrical & Mechanical Systems	3
CONS 140	Quantity and Cost Estimating	3
CONS 145	Administration & Scheduling	3
CONS 255	Internship	3
	Total Credits	17

Third Semester		
Course ID	*Course Name*	*Credits*
CADD 101	Introduction to CAD/Auto CAD	4
CONS 165	Building Analyst/Envelope	4
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w Workshop	3-4
MATH 102	Mathematical Literacy	4
	Total Credits	15-16

Fourth Semester		
Course ID	*Course Name*	*Credits*
CONS 169	Green Professional	2
CONS 150	Solar Energy Technology	1
CONS 161	REScheck Building Energy Codes	2
CONS 180	Design and Planning	5
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	13

Total Program Credits = 62-63
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Construction Trades Green Technology
Certificate Program

Faculty Contact:
Larry Wilson
(269) 783-2966
lwilson05@swmich.edu

Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/46.0201-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

The Construction Trades Green Technology program prepares students with both the theoretical and applied knowledge necessary to gain successful employment in the construction industry. Students will also develop a solid foundation in "green" technologies and practices related to construction. The curriculum is aligned with national competency standards and trade specific skills as defined by the Michigan Residential Builder, Maintenance & Alteration Contractor License and local apprenticeship training programs. Students in this program will develop the understanding and skills to build, inspect and repair structures. Students will also learn to effectively utilize trade specific tolls and equipment, blueprints and plans, and develop the ability to manage projects while controlling costs. Salary ranges vary depending upon the type of position obtained, field of choice, and geographic region.

Core Classes	Prerequisites (Minimum Grade of C Required)
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 240	Strongly recommended to be taken at the end of a student's program.
□ CONS 114	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CONS 115	MATH 098 or test scores
□ CONS 117	None
□ CONS 130	None
□ CONS 135	None
□ CONS 140	ISYS 110
□ CONS 145	None
□ CONS 255	Minimum grade of C in all first semester Construction Trades Technology courses
□ ISYS 110	None

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
BUSI 240	Professionalism Workshop	1
CONS 114	Intermediate Construction Practices	8
CONS 117	Print Reading for Construction Trades	2
ISYS 110	Introduction to Computer Technology	3
	Total Credits	17

Second Semester		
Course ID	*Course Name*	*Credits*
CONS 115	Construction Math	2
CONS 130	Interior & Exterior Finishes	3
CONS 135	Electrical & Mechanical Systems	3
CONS 140	Quantity and Cost Estimating	3
CONS 145	Administration & Scheduling	3
CONS 255	Internship	3
	Total Credits	17

Total Program Credits = 34

Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Criminal Justice (Generalist)
Associate in Applied Science

Faculty Contact:
Don Ricker
(269) 782-1392
dricker@swmich.edu

Ferris Contact:
Lisa Topping
(269) 782-1214
FerrisSW@ferris.edu

NOTE: This degree is for those people who specifically want a two-year criminal justice degree or plan on transferring to Ferris State University to complete a four-year degree in criminal justice. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirement sat the receiving institution prior to selecting options/electives. This degree can be used to enable persons who are already employed to move up to a mid-level position with their current employer.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103 or CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128 or MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 210	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 240	ENGL 103 or ENGL 103W
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 111	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 112	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 113	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 220	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 260	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ISYS 110	None

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
MATH 128 or MATH 150	Contemporary Mathematics or Statistics	4
CRIM 110	Intro to Criminal Justice	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
SOCI 201	Principles of Sociology	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
BIOL 110	Human Biology	4
CRIM 111	Intro to Corrections	3
ENGL 104	Freshman English III	3
POSC 201	American Government	3
	Total Credits	13

Third Semester		
Course ID	*Course Name*	*Credits*
CRIM 112	Intro to United States Legal Systems	3
CRIM 220	Supervision/Management in Criminal Justice	3
ENST 112	Environmental Science	4
PSYC 101	General Psychology	3
SOCI 240	Minority Groups in America	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
CRIM 113	Intro to Law Enforcement	3
CRIM 260	Delinquency, Prevention and Control	3
ISYS 110	Intro to Computer Technology	3
SPEE 102	Fundamentals of Public Speaking	3
HUMA 210	Intro to Non-Western Civilization	4
	Total Credits	16

Total Program Credits = 61-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Criminal Justice (Corrections, Probation, & Parole)
Associate in Applied Science

Faculty Contact:
Don Ricker
(269) 782-1392
dricker@swmich.edu

Ferris Contact:
Lisa Topping
(269) 782-1214
FerrisSW@ferris.edu

NOTE: This degree is for those people who specifically want a two-year criminal justice degree or plan on transferring to Ferris State University to complete a four-year degree in criminal justice. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirement sat the receiving institution prior to selecting options/electives. This degree can be used to enable persons who are already employed to move up to a mid-level position with their current employer.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103 or CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128 or MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 210	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 240	ENGL 103 or ENGL 103W
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 111	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 113	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 219	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 235	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 270	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CRIM 275	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
MATH 128 or MATH 150	Contemporary Mathematics or Statistics	4
CRIM 110	Intro to Criminal Justice	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w Workshop	3-4
SOCI 201	Principles of Sociology	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
BIOL 110	Human Biology	4
CRIM 111	Intro to Corrections	3
ENGL 104	Freshman English III	3
POSC 201	American Government	3
	Total Credits	13

Third Semester		
Course ID	*Course Name*	*Credits*
CRIM 219	Conflict Management in Corrections	3
CRIM 270	Correctional Institutions	3
ENST 112	Environmental Science	4
PSYC 101	General Psychology	3
SOCI 240	Minority Groups in America	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
CRIM 113	Into to Law Enforcement	3
CRIM 275	Correctional Clients	3
CRIM 235	Legal Issues in Corrections	3
SPEE 102	Fundamentals of Public Speaking	3
HUMA 210	Intro to Non-Western Civilization	4
		16

Total Program Credits = 61-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Early Childhood Education
Associate in Applied Science

Faculty Contact:
Heather Zile
(269) 783-2116
hzile@swmich.edu

NOTE: This degree is for those who specifically want a two-year degree or to transfer in to Ferris State University's elementary education program. If you wish to transfer to another four-year program, please refer to the general Associate in Arts Elementary Education page.

This degree program prepares students for work as preschool teachers, program directors for childcare agencies and family educators or paraprofessionals in early childhood programs such as Head Start. Salary ranges vary depending upon the type of position obtained. State and federally funded programs usually provide excellent benefits. Employment opportunities are excellent both locally and nationally. This program incorporates up to 16 credit hours of direct work experience in early childhood education or through documentation via the Child Development Associate (CDA) credential. It can be completed on a full or part-time basis.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BISC 111	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ HIST 230	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 296	PSYC 101
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ EDUC 115	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ EDUC 208	EDUC 115
□ EDUC 210	EDUC 115
□ EDUC 217	EDUC 115
□ EDUC 220	EDUC 115
□ EDUC 221	EDUC 115
□ EDUC 222	EDUC 115
□ EDUC 230	EDUC 115
□ EDUC 240	Permission of appropriate Dean
□ EDUC 260	EDUC 115
□ PHED 103 or BUSI 240	PHED 103: none; BUSI 240: Strongly recommended to take at end of program

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 101	Introduction to Teaching	1
EDUC 115	Introduction to Early Childhood Education	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
MATH 127	College Algebra	4
PSYC 101	General Psychology	3
	Total Credits	14-15

Second Semester		
Course ID	*Course Name*	*Credits*
BISC 111	Biological Science	4
EDUC 220	Guiding Children's Social Development	4
EDUC 222	Early Childhood Curriculum/Physical and Creative	3
ENGL 104	Freshman English III	3
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	17

Third Semester		
Course ID	*Course Name*	*Credits*
EDUC 208	Infant/Toddler Care	3
EDUC 221	Early Childhood Curriculum/Cognitive and Communication	3
EDUC 230	Administration of Early Childhood Programs	3
EDUC 260	Emergent Literacy	3
HIST 230	Michigan History	3
	Total Credits	15

Fourth Semester		
Course ID	*Course Name*	*Credits*
EDUC 210	Diversity in Early Childhood	3
EDUC 217	Early Childhood Development	3
EDUC 240	Early Childhood Education Internship	4
PHED 103 or BUSI 240	Life Wellness or Professionalism Workshop	1-2
PSYC 296	Educational Psychology	3
	Total Credits	14-15

Total Program Credits = 60-62
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Electrocardiogram (ECG) Technician
Specialty Credential Program

Program Contact:
Student Service Center
(269) 782-1499

An electrocardiogram (ECG) technician operates the instrument that traces the electrical impulses of the heart. These tracings are placed into the patient's chart so that it is available for the physician. Employment opportunities increase when this kill is combined with another such as phlebotomist or CAN. Hourly wage starts at $10.00

Certification:

- Certification is not required, but will improve employment opportunities.
- One certification test is given locally.

Prerequisites:

- Students are required to successfully complete the Accuplacer exam prior to admission.
- No course prerequisites are required but previous knowledge of medical terminology is helpful.
- This position requires students to be on their feet for most of the shift. Students should be able to lift more than 50 pounds.
- Students must apply for admission in advance. Available seats are limited. See the Program Contact for specifics and application deadlines.
- Students will be required to undergo a criminal background check and drug screening. Students concerned with possible findings on their background check should talk to the Dean of the School of Nursing and Health Sciences before registering for the class.
- Students who have previously failed this class will not be able to repeat the course.

Program Requirements:

- Students must successfully complete both the theory and lab portions of both courses to be eligible for the licensing examination.
- Students must have access to reliable transportation to complete clinical assignments.
- Students are expected to demonstrate proof of required immunizations. See Program Contact for specifics.
- This course is offered only spring semester of the Dowagiac campus. An accelerated version of the class is also offered off campus through ABP. Please call (574) 277-0691 for information on ABP classes.

Program Requirements	Prerequisites (Minimum Grade of C)
□ HEED 117	None

Emergency Medical Technician
Specialty Certificate Program

Program Contact:
Student Service Center
(269) 782-1499

Certification:

- Certification is not required, but will improve employment opportunities.
- One certification test is given locally.

Prerequisites:

- Students are required to successfully complete the Accuplacer exam prior to admission.
- No course prerequisites are required but previous knowledge of medical terminology is helpful.
- This position requires students to be on their feet for most of the shift. Students should be able to lift more than 50 pounds.
- Students must apply for admission in advance. Available seats are limited. See the program contact for specifics and application deadlines.
- Students will be required to undergo a criminal background check and drug screening. Students concerned with possible findings on their background check should talk to the Dean of the School of Nursing and Health Sciences before registering for the class.
- Students who have previously failed this class will not be able to repeat the course.

Program Requirements:

- Students must successfully complete both the theory and lab portions of both courses to be eligible for the licensing examination.
- Students must have access to reliable transportation to complete clinical assignments.
- Students are expected to demonstrate proof of required immunizations. See program contact for specifics.
- This course is offered only spring semester of the Dowagiac campus. An accelerated version of the class is also offered off campus through ABP. Please call (574) 277-0691 for information on ABP classes.

Program Requirements	Prerequisites (Minimum Grade of C)
□ HEED 131	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 132	Successful completion of both practical and written components of HEED 131

Engineering Technology

Associate in Applied Science

Faculty Contact:
Andrew Dohm
(269) 782-1255
adohm@swmich.edu

The Engineering Technology curriculum is for those individuals who desire to apply established scientific and engineering knowledge to the solutions of industrial problems. Graduates often work for major technological companies in areas which deal with application, manufacturing, implementation, engineering operating, sales and production. They are often the "implementers" of design and plans. Engineering technicians usually work as part of a team with the craftsman and the engineer, working closest to the engineer in the duties and responsibilities. Graduates with an associate's degree often continue on to complete a bachelor's degree and become engineering technologists. *Note: This degree is designed to transfer into three different bachelor's degrees in engineering technology at Western Michigan University, Engineering Design Technology (EDT), Manufacturing Engineering Technology (MFT), or Engineering Management Technology (UEM).

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed),
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
□ MATH 136	MATH 127 or test scores
□ MATH 131	MATH 127 or test scores
□ MATH 141	MATH 131 and 136 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 100	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CHEM 101	MATH 127 (concurrent enrollment allowed); CHEM 100 or one year of high school chemistry with minimum grade of B taken within last 5 years; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHYS 101 or PHYS 201	PHYS 101: MATH 131 and MATH 136; PHYS 201: MATH 141
□ PHYS 102 or PHYS 202	PHYS 102: PHYS 101; PHYS 202: PHYS 201
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 202	MATH 101 or MATH 102 or test scores
□ POSC 201 or AREA III Elective	See Course Descriptions for required prerequisites
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 210 or Area I Elective	See Course Descriptions for required prerequisites
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ CADD 101	None
□ CADD 104	INTE 140; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed); MATH 098 or test scores (concurrent enrollment allowed)
□ INTE 126	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 140	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHED 103	None
□ Area II Elective	See Course Descriptions for required prerequisites
□ WMU Elective	See Course Descriptions for required prerequisites

First Semester		
Course ID	*Course Name*	*Credits*
CADD 101	Intro to CAD/ Auto CAD	4
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ workshop	3-4
INTE 140	Blueprint Reading	2
MATH 136	Precalculus Algebra	4
SPEE 104	Intro to Human Communication	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
CADD 104	Engineering Graphics II	4
CHEM 101	General Chemistry I	5
MATH 131	Precalculus Trigonometry	3
POSC 201 or Area III Elective	American Government or Area III Elective	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
INTE 126	Intro to Manufacturing Systems	3
MATH 141	Analytical Geometry/ Calculus I	4
PHYS 101 or PHYS 201	Introductory Physics I or General Physics I	5
HUMA 210 or Area I Elective	Intro to Non-Western Civilization or Area I elective	3-4
	Total Credits	15-16

Fourth Semester		
Course ID	*Course Name*	*Credits*
PHYS 102 or PHYS 202	Introductory to Physics II or General Physics II	5
ECON 202	Microeconomics	3
PHED 103	Life Wellness	2
	Area II Elective	3-4
	WMU Elective	4
	Total Credits	17-18

Area I Electives	*Area II Electives*	*Area III Electives*	*WMU Electives*
ART 110, 148, 203, 204	ENGL 231, 232, 241, 251, 256, 282, 291, 292	HIST 201, 202	ACCO 201 (UEM)
ENGL 223	HIST 101, 102	HUMA 202	MATH 142 (EDT)
HUMA 204, 205	PHIL 101, 201, 210		
MUSI 110, 111			

Total Program Credits = 63-66
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner

Fire Science
Associate in Applied Science

Program Contact:
Student Service Center
(269) 782-1499

The Fire Science Associate in Applied Science degree is designed to promote career advancement for the already-certified volunteer or career firefighter.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101	MATH 098 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 100	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ POSC 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101 or SOCI 201	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ FISC 102	None (must submit Firefighter I & II certification to receive credit)
□ FISC 110	None
□ FISC 111	None
□ FISC 112	None
□ FISC 210	None
□ FISC 211	None
□ FISC 213	None
□ HEED 131	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 132	Successful completion of both practical and written composition of HEED 131
□ ISYS 110	None
□ PHED 103	None

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ workshop	3-4
HEED 131	Emergency Medical Technician	5
MATH 101	Introductory Algebra	4
FISC 213	Intro to Fire Detection and Suppression	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
CHEM 100	Fundamentals of Chemistry	4
ENGL 104	Freshman English III	3
HEED 132	Emergency Medical Technician II	5
PHED 103	Life Wellness	2
	Total Credits	14

Third Semester		
Course ID	*Course Name*	*Credits*
FISC 210	Fire Cause Determination	3
FISC 211	Instructional Techniques	3
PSYC 101 or SOCI 201	General Psychology or Principles of Sociology	3
SPEE 104	Introduction to Human Communication	3
ISYS 110	Introduction to Computer Technology	3
	Total Credits	15

Fourth Semester		
Course ID	*Course Name*	*Credits*
FISC 110	Fire Prevention	3
FISC 111	Building Construction	3
FISC 112	Service Tactics	3
POSC 201	American Government	3
	Total Credits	12

Total Program Credits = 68-69
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Fire Science
Certificate Program

Program Contact:
Student Service Center
(269) 782-1499

The fire science certificate program is designed to recognize the technical certifications and general education requirements. It was created as a jump-start program for the already-certified firefighter.

Gainful Employment Information
(https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/43.0203-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101	MATH 098 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ CHEM 100	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ FISC 102	None (must submit Firefighter I & II certification to receive credit)
□ HEED 131	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 132	Successful completion of both practical and written components of HEED 131

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
HEED 131	Emergency Medical Technician	5
MATH 101	Introductory Algebra	4
	Total Credits	12-13

Second Semester		
Course ID	*Course Name*	*Credits*
CHEM 100	Fundamentals of Chemistry	4
ENGL 104	Freshman English III	3
HEED 132	Emergency Medical Technician	5
	Total Credits	12

Total Program Credits = 36-37
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Graphic Design Technology
Associate in Applied Science

Faculty Contact:
William Rothwell
(269) 783-2109
wrothwell@swmich.edu

Graphic Artists create artwork to illustrate or promote products, services, and ideas, as well as to improve appearance or attract attention. They plan, design, and draw illustrations for displays, billboards, brochures, catalogs, books, magazines, newspapers, television, the Internet, and packaging. Graphic Artists may work alone or as part of a team. The median expected salary for a typical Graphic Design Specialist in the United States is $44,526.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 128	MATH 101 or MATH 102 or test scores
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ ART 204	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ART 100	Basic computer literacy
□ ART 101	None
□ ART 102	None
□ ART 105 or ART 225	ART 105: None; ART 100 and ART 101 recommended ART 225: None; ART 100 recommended
□ ART 213	ART 100; ART 101 (concurrent enrollment allowed)
□ ART 219	ART 213 (concurrent enrollment allowed)
□ ART 220	ART 219
□ ART 230	ART 100
□ ART 255	Completion of three semesters in the Graphic Design Technology degree program or permission of appropriate instructional Dean
□ ART 261	ART 213; concurrent enrollment in ART 219 required
□ ART 265	ART 219; concurrent enrollment in ART 219 required
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ISYS 241	None
□ Art Elective	See Course Descriptions for required prerequisites
□ Art Elective	See Course Descriptions for required prerequisites

First Semester		
Course ID	*Course Name*	*Credits*
ART 100	Introduction to Digital Art and Design	3
ART 101	Two-Dimensional Design	3
ART 102	Drawing I	4
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
PSYC 101	General Psychology	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ART 105 or ART 225	Photographic Design or Digital Photography	3
ART 204	Art History II	3
ART 213	Typography in Design	3
ENGL 104	Freshman English III	3
MATH 128	Contemporary Mathematics	4
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
ART 219	Graphic Design I	3
ART 230	Digital Publishing	3
ART 261	Prepress I	3
BUSI 200	Small Business Management	3
	Art Elective	3-4
	Total Credits	15-16

Fourth Semester		
Course ID	*Course Name*	*Credits*
ART 220	Graphic Design II	3
ART 255	Internship	2
ART 265	Portfolio Production	3
ISYS 241	Intro to Web Development	3
	Art Elective	3-4
	Total Credits	14-15

Total Program Credits = 61-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Health Information Technology
Associate in Applied Science

Faculty Contact:
Julie Zabriskie
(269) 782-1381
jzabriskie@swmich.edu

The demand for health records technicians is expected to grow faster than average over the next several years. Previously used primarily in the hospital setting, the health records technician now has opportunities in physician offices and clinics, nursing homes, and home health agencies. Technicians are trained to handle the important tasks of maintaining and safe guarding the information contained in the health record. At the end of the program, the student is eligible to apply to write the national certification examination to earn the designation of Registered Health Information Technician (RHIT). Students with this degree and certification may expect a median salary of $35,900 depending on type and size of facility, level of responsibility, and geographic region.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101	MATH 098 or tests scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ SOCI 240	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 137	HEED 101; BIOL 110; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HIMS 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HIMS 180	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HIMS 201	BIOL 110; HEED 101; HEED 137
□ HIMS 202	BIOL 110; HEED 101; HEED 137
□ HIMS 203	HIMS 201; HIMS 202
□ HIMS 205	HIMS 101
□ HIMS 210	HIMS 101
□ HIMS 255	HIMS 180; HIMS 203; HIMS 210; concurrent enrollment in HIMS 290 required
□ HIMS 290	HIMS 180; HIMS 203; HIMS 210; concurrent enrollment in HIMS 255 required
□ MEDA 221	HEED 101; SPEE 104; MATH 101 or test scores
□ PHED 103	None

First Semester		
Course ID	*Course Name*	*Credits*
BIOL 110	Human Biology	4
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
EDUC 120	Educational Exploration & Planning	2
HEED 101	Medical Terminology	3
	Total Credits	12-13

Second Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
HIMS 101	Introduction to HIMS	4
HEED 137	Disease Overview	3
MATH 101	Introductory Algebra	4
SPEE 104	Intro to Human Communication	3
	Total Credits	17

Third Semester		
Course ID	*Course Name*	*Credits*
HIMS 201	ICD Coding	4
HIMS 202	CPT Coding	3
HIMS 205	Health Information Management Science	3
MEDA 221	Insurance Claims Processing	3
	Total Credits	13

Fourth Semester		
Course ID	*Course Name*	*Credits*
SOCI 240	Minority Groups in America	3
HIMS 180	Health Care Law	3
HIMS 203	Advanced Clinical Coding	3
HIMS 210	Quality Assurance	3
	Total Credits	12

Fifth Semester		
Course ID	*Course Name*	*Credits*
HIMS 255	Health Information Technology Internship	4
HIMS 290	Health Information Technology Capstone	2
PHED 103	Life Wellness	2
	Total Credits	8

Total Program Credits = 62-63
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Industrial Technology
Associate in Applied Science

Program Contact:
Allyson Starrett
(269) 687-5646
astarrett01@swmich.edu

Ferenc Sefcsik
(269) 687-5673
fsefcsik@swmich.edu

NOTE: Because of the number of electives in this program, students may tailor this degree to best serve their professional interests. The Industrial technology Associate in Applied Science program accepts the following certificate programs as the first 30-34 credits in any of the following Technology Programs: Construction Trades Green Technology, Robotics, Welding Technology. This program compliments these certificate programs by adding general education coursework required by many four-year colleges and universities and provides additional training in specialized areas.

Certificate Program	
□ SMC Technology Certificate	Construction Trades Green Technology, Robotics, Welding Technology
Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103 or CRIT 103W or test scores, highly recommended SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101 or MATH 102	MATH 098 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ISYS 110	None
□ INTE 227	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 255	Completion of 30 technology credits and permission of the program advisor
Program Electives (6 Credits)	**Prerequisites (Minimum Grade of C Required)**
□ CADD Courses	See Course Descriptions for required prerequisites
□ CONS Courses	See Course Descriptions for required prerequisites
□ ELEC Courses	See Course Descriptions for required prerequisites
□ INTE Courses	See Course Descriptions for required prerequisites
□ WELD Courses	See Course Descriptions for required prerequisites
□ PHED 103	None
**Other courses may be taken with the approval of the Dean of School of Business and Advanced Technology*	

SMC Technology Certificate – Completed First and Second Semester = 30-34 Credits

Third Semester		
Course ID	*Course Name*	*Credits*
ISYS 110	Introduction to Computer Technology	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
SPEE 102 or SPEE 104	Fundamentals of Public Speaking or Introduction to Human Communication	3
	Program Elective	3-4
	Total Credits	12-14

Fourth Semester		
Course ID	*Course Name*	*Credits*
ENGL 104	Freshman English III	3
INTE 227	Industrial Robotics	2
INTE 255	Internship	3
MATH 101 or MATH 102	Introductory Algebra or Mathematical Literacy	4
	Program Elective	2-4
	Total Credits	14-16

Total Program Credits = 60-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Information Technology Help Desk
Certificate Program

Faculty Contact:
Randy Flory
(269) 782-1377
rflory@swmich.edu

Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/11.1006-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

This certificate provides individuals with the knowledge, skills, and abilities that facilitate career opportunities and advancement in the field of Help Desk and Level One support in information technology. This certificate provides the foundation for business and industry certifications, and most of these courses are instrumental to obtaining an Associate in Applied Science Degree in either Software Development or Networking at Southwestern Michigan College.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103, CRIT 103W or test scores, highly recommended SPEE 104: CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 240	Strongly recommended to be taken at the end of the student's program
□ ISYS 110	None
□ ISYS 115	None
□ ISYS 200	OADM 138 or ISYS 110
□ ISYS 201	None
□ ISYS 207	None
□ ISYS 271	ISYS 207 (concurrent enrollment allowed)
Program Electives (Choose 1)	**Prerequisites (Minimum Grade of C Required)**
□ ISYS 215	None
□ ISYS 241	None
□ ISYS 260	None
□ ISYS 276	ISYS 115
□ ISYS 281	ISYS 207 and ISYS 271

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
BUSI 240	Professionalism Workshop	1
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
ISYS 110	Intro to Computer Technology	3
ISYS 115	Programming Logic and Design	3
SPEE 102 or SPEE 104	Fundamentals of Public Speaking or Introduction to Human Communication	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ISYS 200	Integrated Applications and Technologies	3
ISYS 201	IT Support	3
ISYS 207	Managing and Maintaining PC's	4
ISYS 271	Networking Essentials	3
	Program Elective	3
	Total Credits	16

Total Program Credits = 32-33
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Information Technology Networking
Associate in Applied Science

Faculty Contact:
Randy Flory
(269) 782-1377
rflory@swmich.edu

Ferris Contact:
Lisa Topping
(269) 782-1214
FerrisSW@ferris.edu

This degree provides individuals with the knowledge, skills and abilities that provide career opportunities and advancement in the field networking and hardware support in information technology. This degree provides the foundation for business and industry certifications.

NOTE: This degree is for those people who specifically want a two-year information technology degree or plan on transferring to Ferris State University to complete a four-year degree in Computer Information Technology. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirement sat the receiving institution prior to selecting options/electives.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103 or CRIT 103W or test scores, highly recommended SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 240	Strongly recommended to be taken at the end of the student's program
□ ISYS 110	None
□ ISYS 200 or ISYS 215	ISYS 200: OADM 138 or ISYS 110; ISYS 215: None
□ ISYS 201	None
□ ISYS 207	None
□ ISYS 255	BUSI 240 (concurrent enrollment allowed)
□ ISYS 260	None
□ ISYS 271	ISYS 207 (concurrent enrollment allowed)
□ ISYS 272	ISYS 281
□ ISYS 281	ISYS 207 and ISYS 271
□ ISYS 282	None
□ ISYS 283	ISYS 281
□ ISYS 284	ISYS 281
□ ISYS 285	ISYS 207
□ ISYS 288	ISYS 271
□ ISYS 289	ISYS 281

First Semester		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
ISYS 110	Intro to Computer Technology	3
ISYS 207	Managing and Maintaining PC's	4
ISYS 271	Networking Essentials	3
ISYS 201	IT Support	3
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
ENGL 104	Freshman English III	3
ISYS 260	Wireless Communications	3
ISYS 281	Installing Windows Server	3
SPEE 102 or SPEE 104	Fundamentals of Public Speaking or Introduction to Human Communication	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
ISYS 272	Configuring Windows Devices	3
ISYS 283	Administering Windows Server	3
ISYS 288	CISCO Routers and Switches	3
ISYS 284	Advanced Windows Server	3
ISYS 285	Network Security	3
	Total Credits	15

Fourth Semester		
Course ID	*Course Name*	*Credits*
BUSI 240	Professionalism Workshop	1
ISYS 200 or ISYS 215	Integrated Apps and Tech or Selected Topics in Information Technology	3
ISYS 255	Internship	3
ISYS 289	Installing and Configuring Windows	3
MATH 150	Statistics	4
ISYS 282	Linux	3
	Total Credits	17

Total Program Credits = 63-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Information Technology Software Development
Associate in Applied Science

Faculty Contact:
Christine Stiles
(269) 782-1422
cstiles@swmich.edu

This degree provides individuals with the knowledge, skills and abilities that provide career opportunities and advancement in the field of programming and software development in information technology. This degree provides the foundation for business and industry certifications.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102 or SPEE 104	SPEE 102: None: CRIT 103, CRIT 103W, test scores, highly recommended SPEE 104: CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127 or MATH 150	MATH 127: MATH 101 or test scores MATH 150: MATH 101 or MATH 102 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 240	Strongly recommended to be taken at the end of the student's program
□ ISYS 110	None
□ ISYS 115	None
□ ISYS 225	ISYS 115
□ ISYS 227	ISYS 115
□ ISYS 228	ISYS 227
□ ISYS 229	ISYS 115
□ ISYS 241	None
□ ISYS 251	ISYS 115 and ISYS 241
□ ISYS 255	BUSI 240 (concurrent enrollment allowed)
□ ISYS 275	None
□ ISYS 276	ISYS 115
□ ISYS 290	None
□ ISYS 294	ISYS 115; and ISYS 225 or ISYS 227 or ISYS 275

Program Electives (Choose 2 from 1 Category)	**See Course Descriptions for Required Prerequisites**		
Database	*Support*	*Networking*	*Accounting*
□ ISYS 182	□ ISYS 200	□ ISYS 215	□ ACCO 201
□ ISYS 215	□ ISYS 201	□ ISYS 271	□ ACCO 202
□ ISYS 234	□ ISYS 215	□ ISYS 281	

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
ISYS 110	Intro to Computer Technology	3
ISYS 115	Programming Logic and Design	3
ISYS 241	Web Development I	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 240	Professionalism Workshop	1
ENGL 104	Freshman English III	3
ISYS 275	C#/.NET Programming	3
ISYS 229	Scripting Languages	3
	Program Elective	3-4
SPEE 102 or SPEE 104	Fundamentals of Public Speaking or Intro to Human Communication	3
	Total Credits	16-17

Third Semester		
Course ID	*Course Name*	*Credits*
ISYS 227	JAVA Programming I	3
ISYS 276	Mobile Applications	3
ISYS 294	Software Engineering I	3
	Program Elective	3-4
MATH 127 or MATH 150	College Algebra or Statistics	4
	Total Credits	16-17

Fourth Semester		
Course ID	*Course Name*	*Credits*
ISYS 225	C++ Programming	3
ISYS 251	Web Development II	3
ISYS 255	Internship	3
ISYS 290	Systems Analysis	3
ISYS 228	JAVA Programming II	3
	Total Credits	15

Total Program Credits = 62-65
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Information Technology System Administrator
Certificate Program

Faculty Contact:
Randy Flory
(269) 782-1377
rflory@swmich.edu

Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/11.1001-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

This certificate provides individuals with the knowledge, skill, and abilities that provide career opportunities and advancement in the field of System Administration in Information Technology. This certificate provides the foundation for industry certifications from CompTIA, Microsoft, and Cisco. The courses listed for this certificate will apply towards the Information Technology Networking Associate in Applied Science degree at Southwestern Michigan College.

Core Classes	Prerequisites (Minimum Grade of C Required)
□ BUSI 240	Strongly recommended to be taken at the end of the student's program
□ ISYS 207	None
□ ISYS 260	None
□ ISYS 271	ISYS 207 (concurrent enrollment allowed)
□ ISYS 272	ISYS 281
□ ISYS 281	ISYS 207 and ISYS 271
□ ISYS 283	ISYS 281
□ ISYS 284	ISYS 281
□ ISYS 285	ISYS 207
□ ISYS 288	ISYS 271
□ ISYS 289	ISYS 281

First Semester		
Course ID	*Course Name*	*Credits*
ISYS 207	Managing and Maintaining PC's	4
ISYS 271	Networking Essentials	3
ISYS 285	Network Security	3
	Total Credits	10

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 240	Professionalism Workshop	1
ISYS 260	Wireless Communications	3
ISYS 281	Installing Windows Server	3
ISYS 289	Installing and Configuring Windows	3
	Total Credits	10

Third Semester		
Course ID	*Course Name*	*Credits*
ISYS 272	Configuring Windows Devices	3
ISYS 283	Administering Windows Server	3
ISYS 284	Advanced Windows Server	3
ISYS 288	CISCO Routers and Switches	3
	Total Credits	12

Total Program Credits = 32
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Medical Assisting
Associate in Applied Science

Faculty Contact:
Shelley Todd
(269) 783-2148
stodd@swmich.edu

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. Medical assistants perform many administrative duties, which can vary from office to office. They answer telephones, greet patients, schedule appointments, handle insurance and billing and perform basic bookkeeping. Clinical duties vary, but include such things as taking medical histories, recording vital signs, explaining treatments to patients and preparing them for procedures. They may also collect and prepare laboratory specimens or perform basic lab tests. They instruct patients about medication, prepare and administer medication, take electrocardiograms and perform numerous other clinical duties. The average salary for a Medical Assistant is around $25,000 per year.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 101	MATH 098 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisite (Minimum Grade of C Required)**
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ HEED 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 118	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 137	HEED 101, BIOL 110; and CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ISYS 110	None
□ MEDA 210	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 211	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 212	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 220	MATH 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 221	HEED 101, SPEE 104; and MATH 101 or test scores
□ MEDA 240	MEDA 210, MEDA 211 and MEDA 212
□ MEDA 250	MEDA 220 and MEDA 221
□ MEDA 251	Concurrent enrollment in MEDA 240 and/or MEDA 250
□ OADM 137	None (test out option available)
□ OADM 138	OADM 137 or keyboarding competency/test out (test out option available)
□ OADM 142	OADM 138 or keyboard & formatting competency; ISYS 110 (concurrent enrollment allowed)
□ PHED 103 or HEED 163	PHED 103: None HEED 163 (highly recommended): CHEM 100 or BIOL 110

First Semester (Prerequisites)		
Course ID	*Course Name*	*Credits*
BIOL 110	Human Biology	4
HEED 101	Medical Terminology	3
HEED 118	Introduction to Health Care Systems	1
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
SPEE 104	Introduction to Human Communication	3
PSYC 101	General Psychology	3
	Total Credits	17-18

Second Semester		
Course ID	*Course Name*	*Credits*
ISYS 110	Intro to Computer Technology	3
MATH 101	Introductory Algebra	4
ENGL 104	Freshman English III	3
OADM 137	Keyboarding (early end class)	1
OADM 138	Formatting (late start class)	2
PHED 103 or HEED 163	Life Wellness or Nutrition	2
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
MEDA 210	MA Clinical Procedures	5
MEDA 211	MA-Pharmacology	3
MEDA 212	MA-Diagnostic and Lab Procedures	4
	Total Credits	12

Fourth Semester		
Course ID	*Course Name*	*Credits*
MEDA 220	Medical Office Procedures/Administration	3
MEDA 221	Insurance Claims Processing	3
OADM 142	Intermediate Keyboarding	3
HEED 137	Disease Overview	3
	Total Credits	12

Fifth Semester		
Course ID	*Course Name*	*Credits*
MEDA 240	MA Clinical Internship	3
MEDA 250	MA Administration Internship	3
MEDA 251	Medical Assistant Seminar	1
	Total Credits	7

Program Prerequisite Requirement
All first semester program prerequisites must be completed before enrolling in any MEDA courses.

Total Program Credits = 63-64
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Medical Assisting - Clinical
Certificate Program

Faculty Contact:
Shelley Todd
(269) 783-2148
stodd@swmich.edu

Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/51.0801-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

This program is a one year certificate in medical assisting, designed for a person to work in the clinical side of a medical office or clinic. Medical Assistants perform routine clinical tasks to keep the offices and clinics of physicians running smoothly. Clinical duties may include such things as taking medical histories, recording vital signs, explaining treatments to patients and preparing them for procedures. They may also collect and prepare laboratory specimens or perform basic lab tests. They instruct patients about medication, prepare and administer medication, take electrocardiograms and perform numerous other clinical duties. Salary ranges vary depending upon the type of position obtained.

Program Prerequisite Courses	Prerequisites (Minimum Grade of C Required)
□ BIOL 110	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 118	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MATH 101	MATH 098 or test scores
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
**All program prerequisites must be completed before enrolling in any MEDA courses.*	
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ HEED 137	HEED 101; BIOL 110; and CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ISYS 110	None
□ MEDA 210	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 211	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 212	BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104
□ MEDA 240	MEDA 210, MEDA 211 and MEDA 212

Total Program Credits = 39
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Medical Assisting - Office
Certificate Program

Faculty Contact:
Shelley Todd
(269) 783-2148
stodd@swmich.edu

Gainful Employment Information
(https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/51.0801-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

This program is a one year certificate in medical assisting, designed for a person to work in the office/administrative side of a medical office or clinic. Medical Assistants perform routine administrative tasks to keep the offices and clinics of physicians running smoothly. Medical Assistants perform many administrative duties and their duties vary from office to office. They answer telephones, greet patients, schedule appointments, handle insurance and billing, perform basic bookkeeping, handle correspondence and arrange for hospital admission and laboratory services. Salary ranges vary depending upon the type of position obtained.

Program Prerequisite Courses	Prerequisites (Minimum Grade of C Required)
□ HEED 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ HEED 118	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MATH 101	MATH 098 or test scores
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
**All program prerequisites must be completed before enrolling in any MEDA courses.*	
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ HEED 137	HEED 101; BIOL 110; and CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ISYS 110	None
□ MEDA 220	MATH 101, HEED 101, HEED 118, SPEE 104
□ MEDA 221	HEED 101; SPEE 104; MATH 101 or test score
□ MEDA 250	MEDA 220 and MEDA 221
□ MEDA 251	Concurrent enrollment in MEDA 250 required
□ OADM 137	None (test out option available)
□ OADM 138	OADM 137 or keyboarding competency/test out (test out option available)
□ OADM 142	OADM 138 or keyboard & formatting competency; ISYS 110 (concurrent enrollment allowed)
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)

Total Program Credits = 31
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Nursing Assistant (CNA)
Specialty Credential Program

Program Contact:
Student Service Center
(269) 782-1499

This course meets the requirements of the Michigan Department of Public Health and leads to registry in the state of Michigan. You can transfer your registry to another state once registered in Michigan. A CNA provides basic health care to long-term care patients under the direction of a Licensed Practical Nurse (LPN) or a Registered Nurse (RN). Skills include giving baths, making beds, dressing the patient, helping the patient to walk, measuring vital signs and feeding the patient. CNAs work mainly in extended care facilities (nursing homes) but also can be employed by home health care agencies. Employment opportunities locally and nationwide are excellent. Hourly wage starts at approximately $10- $12.

Registry:

- Students must be registered with the state of Michigan within three months of their original employment to stay employed.
- Once registered, it is the student's responsibility to maintain this status.
- Students must complete the mandatory skill and theory testing at the completion of the course to become eligible for the registry.
- The state approved skill and theory testing is held on the Dowagiac campus.

Prerequisites:

- Students are required to complete the Accuplacer exam with a passing test score prior to registering for the course. This is available in the college's testing center.
- No course prerequisites are required but previous knowledge of medical terminology is helpful
- This position requires students to be on their feet for most of the shift. Students should be able to lift more than 20 pounds.
- Students will undergo a criminal background check in the first week of class. Students concerned with possible findings on their background check should take with the Dean of the School of Nursing and Health Sciences before registering for the class.

Program Requirements:

- One 84-hour course is required for this certificate. Students must successfully complete both the theory and lab portions of the course to be eligible for completion and employment.
- Students are expected to demonstrate proof of required immunizations. See program advisor or instructor for specifics.
- Students missing more than four hours of class will be asked to withdraw.

Program Requirements	Prerequisites (Minimum Grade of C Required)
□ HEED 120	Satisfactory test scores

Nursing (LPN to RN)
Associate in Applied Science

Program Contact:
Career Planning Center
(269) 782-1222

Nursing Website:
www.swmich.edu/nhs

This program is specifically for those individuals who are LPNs wanting to become RNs. Registered Nurses (RN) provide total patient care under the jurisdiction of a physician or dentist. Positions are available in hospitals, clinics, nursing homes, physicians' offices and home health care. Employment opportunities are good to excellent depending on geographic area and nursing specialty. National median salary is $57,000. **Licensing**: Students will be eligible to earn their RN license after completing the two-year degree. Students must take the National Licensing Examination to earn the RN designation. A license is required for employment

Program Prerequisite Courses	**Prerequisites (Minimum Grade of C Required; BIOL 214 Requires B)**
□ BIOL 214 (Grade of B Required)	BIOL 098, BIOL 101, BIOL 110, BIOL 202, BISC 111, one year of HS biology with minimum grade of B taken within the last 5 years, or test score
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ NURS 167	MATH 101 or test scores; concurrent enrollment in NURS 166 or permission of Dean of Nursing
□ PSYC 101	CRIT 103 or CRIT 103W (concurrent enrollment allowed)
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 215	BIOL 214 or equivalent; CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years
□ NURS 177 or test out	BIOL 215 and NURS 167 (85%)
□ NURS 178 or test out	BIOL 215 and NURS 167 (85%)
□ NURS 180	BIOL 215, NURS 166, and NURS 167 (85%)
□ NURS 201	NURS 177, NURS 178, and previous or concurrent enrollment in NURS 228
□ NURS 228	NURS 177 and NURS 178
□ NURS 240	NURS 177, NURS 178, and previous or concurrent enrollment in NURS 228
□ NURS 202	NURS 201, NURS 228, NURS 240, and previous or concurrent enrollment in NURS 212
□ NURS 212	NURS 228, NURS 201, and NURS 240
□ NURS 241	NURS 201, NURS 228, NURS 240, and previous or concurrent enrollment in NURS 212

Recommended Electives	**See Course Descriptions for Required Prerequisites**	
□ BIOL 202	□ HEED 101	□ MATH 150
□ CNUR 100	□ HEED 118	□ PHIL 210
□ CNUR 200	□ HEED 170	□ SOCI 201
□ ENGL 104	□ ISYS 110	□ SPEE 102

First Semester (Prerequisites)		
Course ID	*Course Name*	*Credits*
BIOL 214	Basic Human Anatomy	4
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
NURS 167	Principles of Medication Administration	2
PSYC 101	General Psychology	3
	Total Credits	12-13

Second Semester		
Course ID	*Course Name*	*Credits*
BIOL 215	Principles of Human Physiology	4
NURS 177	Psychosocial Nursing	4
NURS 178	Pharmacology I	2
NURS 180	Nursing Care of Adults I	4.5
	Total Credits	14.5

Third Semester		
Course ID	*Course Name*	*Credits*
NURS 201	Maternal & Women's Health Nursing	4
NURS 228	Pharmacology II	2
NURS 240	Nursing Care of Adults II	4.5
	Total Credits	10.5

Fourth Semester		
Course ID	*Course Name*	*Credits*
NURS 202	Child Nursing	4
NURS 212	Nursing Leadership	2
NURS 241	Nursing Care of Adults III	4.5
	Total Credits	10.5

Total Program Credits = 47.5
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Nursing (RN)
Associate in Applied Science

Program Contact:
Career Planning Center
(269) 782-1303

Nursing Website:
www.swmich.edu/nhs

Registered Nurses (RN) provide total patient care under the jurisdiction of a physician or dentist. Positions are available in hospitals, clinics, nursing homes, physicians' offices and home health care. Employment opportunities are good to excellent depending on geographic area and nursing specialty. National median salary is $57,000.

Program Prerequisite Courses	Prerequisites (Minimum Grade of C Required; BIOL 214 Requires B)
□ BIOL 214 (Grade of B Required)	BIOL 098, BIOL 101, BIOL 202 or BISC 111, one year of high school biology with minimum grade of a B taken within the last 5 years or test scores
□ CHEM 100	MATH 101, MATH 102 or test scores. (concurrent enrollment allowed) CRIT 103, CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MATH 101	MATH 098 or test scores
□ PSYC 101	CRIT 103 or CRIT 103W or test scores.
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 215	BIOL 214 or equivalent; CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years
□ NURS 166	Acceptance to the Nursing Program
□ NURS 167	MATH 101 or test scores (concurrent enrollment in NURS 166 or permission of Dean of Nursing)
□ NURS 177	BIOL 215, NURS 166, and NURS 167 (85%)
□ NURS 178	BIOL 215, NURS 166, and NURS 167 (85%)
□ NURS 180	BIOL 215, NURS 166, and NURS 167 (85%)
□ NURS 201	NURS 177, and NURS 178 and NURS 180 and previous or concurrent enrollment in NURS 228
□ NURS 228	NURS 177, NURS 178 and NURS 180
□ NURS 240	NURS 177, NURS 178 and NURS 180 and previous or concurrent enrollment in NURS 228
□ NURS 202	NURS 201 and NURS 228 and NURS 240 and previous or concurrent enrollment in NURS 212
□ NURS 212	NURS 228, NURS 201 and NURS 240
□ NURS 241	NURS 201, NURS 228, NURS 240 and previous or concurrent enrollment in NURS 212

Recommended Electives	See Course Descriptions for Required Prerequisites	
□ BIOL 202	□ HEED 101	□ PHIL 210
□ CNUR 100	□ HEED 118	□ SOCI 201
□ CNUR 200	□ HEED 170	□ SPEE 102
□ EDUC 120	□ ISYS 110	
□ ENGL 104	□ MATH 150	

First Semester (Prerequisites)		
Course ID	*Course Name*	*Credits*
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
BIOL 214	Basic Human Anatomy	4
CHEM 100	Fundamentals of Chemistry	4
MATH 101	Introductory Algebra	4
PSYC 101	General Psychology	3
	Total Credits	18-19

Second Semester		
Course ID	*Course Name*	*Credits*
BIOL 215	Principles of Human Physiology	4
NURS 167	Principles of Medication Administration	2
NURS 166	Foundations in Nursing	9
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
NURS 177	Psychosocial Nursing Care	4
NURS 178	Pharmacology I	2
NURS 180	Nursing Care of Adults I	4.5
	Total Credits	10.5

Fourth Semester		
Course ID	*Course Name*	*Credits*
NURS 201	Maternal & Women's Health Nursing	4
NURS 228	Pharmacology II	2
NURS 240	Nursing Care of Adults II	4.5
	Total Credits	10.5

Fifth Semester		
Course ID	*Course Name*	*Credits*
NURS 202	Child Nursing	4
NURS 212	Nursing Leadership	2
NURS 241	Nursing Care of Adults III	4.5
	Total Credits	10.5

Total Program Credits = 64.5-65.5
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Office Assistant/ Specialist
Certificate Program

Program Contact:
Richard Reynolds
(269) 782-1333
rreynolds03@swmich.edu

Gainful Employment Information
(https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/52.0401-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

Office Administration Assistants compose routine correspondence, edit documents and recommend revisions, operate office equipment, schedule appointments, organize, maintain paper and electronic files, maintain confidentiality, provide information to callers, read and route incoming mail, file correspondence, and use word processing. Employment opportunities include positions as administrative assistants, office assistants, clerks, administrative associates, receptionists, and secretaries. The average salary for students earning an Office Administration Certificate is $27,000 annually, and will improve with an associate degree.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 102	MATH 098 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ BUSI 240	Strongly recommended to be taken at the end of a student's program
□ ISYS 110	None
□ ISYS 181	ISYS 110
□ ISYS 200	OADM 138 or ISYS 110
□ OADM 137	None (test out option available)
□ OADM 138	OADM 137 or keyboarding competency/test out (test out option available)
□ OADM 142	Keyboarding and formatting competency or OADM 138; and ISYS 110 (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
ISYS 110	Intro to Computer Technology	3
MATH 102	Mathematical Literacy	4
OADM 137	Keyboarding (early end class)	1
OADM 138	Formatting (late start class)	2
	Total Credits	16-17

Second Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 214	Business Communications	3
BUSI 240	Professionalism Workshop	1
ISYS 200	Integrated Applications and Technologies	3
ISYS 181	Spreadsheets	3
OADM 142	Intermediate Keyboarding	3
	Total Credits	17

Total Program Credits = 33-34
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Phlebotomy
Specialty Certificate Program

Program Contact:
Student Service Center
(269) 782-1499

A phlebotomist draws blood from the patient so various laboratory work can be performed to aid the physician with treatment. A phlebotomist works mainly in clinics, physician's offices or hospitals. Some home health agencies hire phlebotomists who also have nurse aide skills. Employment opportunities are excellent nationwide. Beginning phlebotomists start at $13.00 per hour. Call the Nursing & Health Sciences office for advising and scheduling.

Certification:

- Certification is not required, but will improve employment opportunities.
- One certification test is given locally.

Prerequisites:

- Students are required to successfully complete the Accuplacer exam prior to admission.
- No course prerequisites are required but previous knowledge of medical terminology is helpful.
- This position requires students to be on their feet for most of the shift. Students should be able to lift more than 50 pounds.
- Students must apply for separate admission in advance by obtaining an application packet in the Student Service Center. Available seats are limited. See the program contact for specifics and application deadlines.
- Students will be required to undergo a criminal background check and drug screening. Students concerned with possible findings on their background check should talk to the Dean of the School of Nursing and Health Sciences before registering for the class.
- Students who have previously failed this class will not be able to repeat the course.

Program Requirements:

- Students must successfully complete both the theory and lab portions of both courses to be eligible for the licensing examination.
- Students must have access to reliable transportation to complete clinical assignments.
- Students are expected to demonstrate proof of required immunizations. See program advisor for specifics.
- This course is offered only spring semester of the Dowagiac campus. An accelerated version of the class is also offered off campus through ABP. Please call (574) 277-0691 for information on ABP classes.

Program Prerequisites	Prerequisite (Minimum Grade of C)
□ HEED 116	Test scores
□ HEED 251	HEED 116

Robotics
Associate in Applied Science

Program Contact:
Larry Wilson
(269) 783-2966
lwilson05@swmich.edu

Robotics integrates electrical, mechanical and computer systems, robotics and programmable logic controllers and provides the graduate with the knowledge and skills required in today's manufacturing environment. They will possess the skills necessary to install, maintain and repair electrical and electronic equipment such as networked process controls, computer controlled machinery three phase motors and variable frequency motor drives, robots, servos, hydraulics, pneumatics and welding. Some courses may not be transferrable. Students interested in pursuing a bachelor's degree through four year institutions should contact their program advisor.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102	None: CRIT 103 or CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 127	MATH 101 or test scores
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ CADD 101	None
□ ELEC 118	MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed); concurrent enrollment in ELEC 119 required
□ ELEC 119	ELEC 118 (concurrent enrollment required); MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 131	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 140	ELEC 118 and ELEC 119 (concurrent enrollment allowed); MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 208	ELEC 119; MATH 127 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 212	ELEC 131; MATH 127 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 218	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 233	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 234	ELEC 233; MATH 127 or test scores (concurrent enrollment allowed)
□ ELEC 255	Completion of all ELEC Certificate Program courses and recommendation of program advisor
□ INTE 126	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 159	MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 227	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 229	INTE 227
□ INTE 245	INTE 159; INTE 227; ELEC 233
□ WELD 159	MATH 098 or test scores (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
ELEC 118	Fundamentals of Electricity I	4
ELEC 119	Fundamentals of Electricity II	4
ELEC 140	Motors and Motor Control Circuits	3
MATH 101	Introductory Algebra	4
	Total Credits	15

Second Semester		
Course ID	*Course Name*	*Credits*
ELEC 131	Digital Electronics	3
ELEC 218	Process Control Instrumentation I	3
ELEC 233	Programmable Logic Controllers	2
INTE 159	Hydraulics & Pneumatics	3
INTE 227	Industrial Robotics	2
WELD 159	Basic Welding	2
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
CADD 101	Introduction to CAD/ Auto CAD	4
ELEC 234	Advanced PLC and Motion Control	2
INTE 126	Introduction to Manufacturing Systems	3
INTE 229	Industrial Robotics Vision	1
MATH 127	College Algebra	4
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	17

Fourth Semester		
Course ID	*Course Name*	*Credits*
ELEC 208	Electronic Communications	3
ELEC 212	Microprocessors	4
ENGL 103	Freshman English II	3
INTE 245	Robot Integration and Automation	2
ELEC 255	Internship	2
	Total Credits	14

Total Program Credits = 61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Robotics
Certificate Program

Program Contact:
Larry Wilson
(269) 783-2966
lwilson05@swmich.edu

Gainful Employment Information
(https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/15.0406-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

Robotics/electronic service technicians install, maintain and repair industrial control and electronic equipment used in offices, factories, homes, hospitals, aircraft and other industries. There are many career opportunities at the entry level, including: electrician, field service technician, maintenance technician, etc. The emphasis is on preparing the student for entry level employment in facilities utilizing industrial equipment, electrical controls, pneumatic/ hydraulic systems and medical diagnostic equipment.

Core Classes	Prerequisites (Minimum Grade of C Required)
□ ELEC 118	MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed); concurrent enrollment in ELEC 119 required
□ ELEC 119	ELEC 118 (concurrent enrollment required); MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 131	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 140	ELEC 118 and ELEC 119 (concurrent enrollment allowed); MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 218	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ ELEC 233	ELEC 118; ELEC 119; MATH 101 or test scores; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 159	MATH 101 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ INTE 227	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ MATH 101	MATH 098 or test scores
□ WELD 159	MATH 098 or test scores (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
ELEC 118	Fundamentals of Electricity I	4
ELEC 119	Fundamentals of Electricity II	4
ELEC 140	Motors and Motor Control Circuits	3
MATH 101	Introductory Algebra	4
	Total Credits	15

Second Semester		
Course ID	*Course Name*	*Credits*
ELEC 131	Digital Electronics	3
ELEC 218	Process Control Instrumentation I	3
ELEC 233	Programmable Logic Controllers	2
INTE 159	Hydraulics & Pneumatics	3
INTE 227	Industrial Robotics	2
WELD 159	Basic Welding	2
	Total Credits	15

Total Program Credits = 30
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Small Business Management/Entrepreneurship
Specialty Certificate Program

Faculty Contact:
Jim Benak
(269) 782-1221
jbenak@swmich.edu

This certificate has been designed to enable students to go right into a small business and become an immediate asset or gives students the opportunity to start their own business. Students will gain a broad overview of running a business as well as the necessary skills to help the accounting and recordkeeping aspects of the business. This specialty certificate will be a benefit for a future small business owner or a current small business owner looking to expand or make their business more successful.

Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ BUSI 200	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 210	None
□ BUSI 220	BUSI 200 or permission of appropriate Dean
□ BUSI 240	Strongly recommended to be taken at end of student's program
Program Electives (Choose 2)	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 212	BUSI 200
□ BUSI 214	BUSI 200 and ENGL 103 or ENGL 103W
□ BUSI 225	BUSI 200
□ BUSI 255	BUSI 240 (concurrent enrollment allowed); permission of Chair
□ ISYS 110	None
□ ISYS 181	ISYS 110

First Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 200	Small Business Management	3
BUSI 210	Personal Finance	3
	Total Credits	10

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 220	Marketing	3
BUSI 240	Professionalism Workshop	1
	Program Elective	3
	Program Elective	3
	Total Credits	10

Total Program Credits = 20
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Social Work
Associate in Applied Science

Faculty Contact:
Christi Young
(269) 783-2106
cyoung@swmich.edu

The profession of social work is one of the projected areas of need in human services over the next several years. This degree will provide students with the opportunity to work in positions such as a Michigan Payment Worker. This person determines an applicant's eligibility for financial assistance programs and maintains ongoing cases. The work involves frequent contact with the clients and others to obtain and verify information needed to approve services under various financial assistance programs, food assistance, medical assistance, and other programs administered by the Michigan Department of Human Services. The average pay for this job is $10 to $14 per hour. This degree transfers well to four-year institutions.

Communications	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENGL 104	ENGL 103 or ENGL 103W
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BIOL 110	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ ENST 112	None
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 215	PSYC 101
□ POSC 201	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 101	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 201	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 203	CRIT or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ PHIL 210 or Approved Humanities Elective	ENGL 103 or ENGL 103W
□ SOCI 240	ENGL 103 or ENGL 103W
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ EDUC 120	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOWK 100	None
□ SOWK 120	SPEE 102
□ SOWK 200	SOWK 100; SOWK 120
□ SOWK 240	SOWK 100; SOWK 120; completion of 45 credit hours including specific SOWK courses; recommendation of program advisor
Program Electives (Choose 1)	**Prerequisites (Minimum Grade of C Required)**
□ ECON 201	MATH 101 or MATH 102 or test score
□ PHED 103	None
□ PSYC 205	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PSYC 260	PSYC 101
□ SOWK 205	SOWK 100 and SOWK 120

First Semester		
Course ID	*Course Name*	*Credits*
EDUC 120	Educational Exploration	2
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
MATH 150	Statistics	4
SPEE 102	Introduction to Public Speaking	3
SOWK 100	Introduction to Social Work	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
BIOL 110	Human Biology	4
ENGL 104	Freshman English III	3
PSYC 101	General Psychology	3
SOCI 201	Principles of Sociology	3
SOWK 120	Social Work/ Interview Skills	3
	Total Credits	16

Third Semester		
Course ID	*Course Name*	*Credits*
EDUC 215	Human Growth and Development	3
ENST 112	Environmental Science	4
PHIL 210 or Elective	Introduction to Ethics or Approved Humanities Elective	3-4
POSC 201	American Government	3
	Total Credits	13-14

Fourth Semester		
Course ID	*Course Name*	*Credits*
SOCI 203	Marriage and Family	3
SOCI 240	Minority Groups in America	3
SOWK 200	Social Welfare	3
SOWK 240	Field Experience	3
	Program Elective	2-3
	Total Credits	14-15

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Sports Management
Associate in Applied Science

Faculty Contact:
Richard Reynolds
(269) 782-1333
rreynolds03@swmich.edu

The AAS in Sports Management provides students with the understanding and skills required for entry-level position. Potential employment opportunities include facility and event management, sports and recreational programming, athletic coaching, sports media, etc. For occupational outlook and wage information, search sports management at: http://online.onecenter.org. Students that graduate are encouraged to continue their education at four-year colleges to further refine their knowledge and abilities. Contact an academic advisor to help determine the specific course requirements at the receiving institution prior to selecting any course options/electives.

Communication Skills	**Prerequisites (Minimum Grade of C Required)**
□ ENGL 103 or ENGL 103W	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SPEE 102	None: CRIT 103, CRIT 103W or test scores, highly recommended
□ SPEE 104	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Mathematics	**Prerequisites (Minimum Grade of C Required)**
□ MATH 150	MATH 101 or MATH 102 or test scores
Natural Science	**Prerequisites (Minimum Grade of C Required)**
□ BISC 111	None
□ CHEM 100	MATH 101 or MATH 102 or test scores (concurrent enrollment allowed); CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Social Science	**Prerequisites (Minimum Grade of C Required)**
□ ECON 202	MATH 101 or MATH 102 or test scores
□ PSYC 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Humanities	**Prerequisites (Minimum Grade of C Required)**
□ HUMA 202	ENGL 103 or ENGL 103W; CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ PHIL 210	ENGL 103 or ENGL 103W
Core Classes	**Prerequisites (Minimum Grade of C Required)**
□ BUSI 101	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 220	BUSI 200 or permission of appropriate Dean
□ BUSI 240	Strongly recommended to be taken at end of a student's program
□ ISYS 110	None
□ PHED 101	None
□ PHED 103	None
□ PHED 111	None
□ PHED 210	None
□ PHED 215	None
□ PHED 280	Permission of faculty

First Semester		
Course ID	*Course Name*	*Credits*
BISC 111	Biological Science	4
ECON 202	Microeconomics	3
ENGL 103 or ENGL 103W	Freshman English II or Freshman English II w/ Workshop	3-4
PHED 103	Life Wellness	2
SPEE 102	Fundamentals of Public Speaking	3
	Total Credits	15-16

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 101	Intro to Business	3
CHEM 100	Fundamentals of Chemistry	4
MATH 150	Statistics	4
PHED 101	Physical Education Activity	1
PHED 215	Introduction to Recreation	3
	Total Credits	15

Third Semester		
Course ID	*Course Name*	*Credits*
BUSI 240	Professionalism Workshop	1
HUMA 202	Introduction to American Pop Culture	3
ISYS 110	Introduction to Computer Technology	3
PHED 210	Organization and Administration of Sports	3
PSYC 101	General Psychology	3
SPEE 104	Introduction to Human Communication	3
	Total Credits	16

Fourth Semester		
Course ID	*Course Name*	*Credits*
BUSI 220	Marketing	3
PHED 111	Introduction to Coaching	3
PHED 280	Practicum	4
PHIL 210	Introduction to Ethics	4
	Total Credits	14

Total Program Credits = 60-61
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Tribal Leadership
Certificate Program

Program Contact:
Student Service Center
(269) 782-1499

Gainful Employment Information
(https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/52.0206-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

This certificate has been designed to enable students to make an immediate contribution to their work in tribal government or tribal enterprise, enhance skills already attained, or to provide a solid foundation for further study and credentials. Students will gain a broad understanding of business as well as specific applications in tribal settings. The certificate will be a benefit for a future tribal leader or a current employee of tribal government or business enterprise.

Core Classes	Prerequisites (Minimum Grade of C Required)
□ ACCO 201	BUSI 200 (concurrent enrollment allowed)
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ BUSI 201	BUSI 200
□ BUSI 207	None; BUSI 200 recommended
□ ENGL 228	ENGL 103 or ENGL 103W
□ HIST 290	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ SOCI 248	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
Program Electives (Choose 2)	**Prerequisites (Minimum Grade of C Required)**
□ BDWI 101	None
□ BDWI 201	BDWI 101
□ BUSI 220	BUSI 200
□ ECON 201	MATH 101 or MATH 102 or test score; concurrent enrollment in ECON 202 not recommended
□ ECON 202	MATH 101 or MATH 102 or test score; concurrent enrollment in ECON 201 not recommended
□ PSYC 215	None

First Semester		
Course ID	*Course Name*	*Credits*
ACCO 201	Principles of Accounting I	4
BUSI 200	Small Business Management	3
SOCI 248	American Indian Studies and Policy	3
	Program Elective	3
	Total Credits	13

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 201	Principles of Management	3
BUSI 207	Business Law I	3
ENGL 228	Proposal Writing	3
HIST 290	Native American History	3
	Program Elective	3
	Total Credits	15

Total Program Credits = 28
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Welding Technology
Certificate Program

Faculty Contact:
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Ferenc Sefcsik
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Gainful Employment Information (https://www.swmich.edu/sites/swmich.edu/files/academics/gainful/2018/48.0508-Gedt.html)
Important information about the educational debt, earnings, and completion rates of students who attended this program.

Every manufacturing industry relies on the welding process in the production and maintenance areas. The Welding Technology program is designed to develop marketable welding skills and includes instruction in such areas as quality control, process control, problem solving, and experience with the newest technological advances. Career opportunities for the certificate program in welding technology include: welder (MIG, TIG, Stick) fitters, welding inspector, production welding, maintenance welding, welding machine setters, and set-up operators. Salary ranges vary depending upon the type of position obtained, field of choice and geographic region. For detailed information concerning occupational outlook and wage information, visit the O*NET Online website at: http://online.onetcenter.org. This certificate is the first year of the Industrial Technology AAS degree. Students may add additional credits in technical and general education courses without losing any earned credits. See your academic advisor for specific details.

Core Classes	Prerequisites (Minimum Grade of C Required)
□ BUSI 240	Strongly recommended to be taken at end of a student's program
□ WELD 159	MATH 098 or test scores (concurrent enrollment allowed)
□ WELD 169	WELD 159 (concurrent enrollment allowed)
□ WELD 170	WELD 159 (concurrent enrollment allowed)
□ WELD 175	WELD 159 (concurrent enrollment allowed)
□ WELD 235	None
□ WELD 265	None
□ BUSI 200	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ CONS 115	MATH 098 or test scores
□ INTE 227	CRIT 103 or CRIT 103W or test scores (concurrent enrollment allowed)
□ WELD 168	WELD 159; WELD 169, 175, or 180; WELD 265; WELD 279 (concurrent enrollment allowed)
□ WELD 180	WELD 159 (concurrent enrollment allowed)
□ WELD 277	WELD 159; WELD 169; WELD 180 (concurrent enrollment allowed)
□ WELD 279	WELD 159 (concurrent enrollment allowed)

First Semester		
Course ID	*Course Name*	*Credits*
BUSI 240	Professionalism Workshop	1
WELD 159	Basic Welding	2
WELD 169	GMAW/MIG Welding	4
WELD 170	Industrial Welding	2
WELD 175	GTAW/TIG Welding	4
WELD 235	Metallurgy for Welders	2
WELD 265	Thermal Cutting Processes	2
	Total Credits	17

Second Semester		
Course ID	*Course Name*	*Credits*
BUSI 200	Small Business Management	3
CONS 115	Construction Math	2
INTE 227	Industrial Robotics	2
WELD 168	Welder Certification Preparation	2
WELD 180	SMAW/Stick Welding	4
WELD 277	Welding Fabrication and Maintenance Repair	2
WELD 279	Welding and Inspection	2
	Total Credits	17

Total Program Credits = 34
Courses taken out of sequence may delay a student's ability to complete the program in a timely manner.

Accounting

ACCO 201 Principles of Accounting I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200, concurrent enrollment allowed.
Semesters Offered: Fall, Spring, Summer.

Covers the principles of accounting with an emphasis on financial accounting for sole proprietorships, also including partnerships and corporations, the accounting cycle, financial statements, worksheets, adjusting and closing entries, service and merchandising enterprises, special journals, subsidiary ledgers, cash, voucher system, receivables, inventory, plant assets, payables, payroll and theory.

ACCO 202 Principles of Accounting II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in ACCO 201.
Semesters Offered: Fall, Spring, Summer.

A continuation of ACCO 201, with emphasis on financial and managerial accounting, corporate accounting stocks, bonds, long-term investments, consolidation, cash flow statements, financial statement analysis, job order and process cost systems, standard cost systems, budgeting, cost-volume-profit relationships, responsibility accounting, differential analysis and capital investments analysis.

ACCO 203 Federal Income Tax
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ACCO 201 or permission of appropriate Dean.
Semesters Offered: Spring.

Places an emphasis on theory and practice on the Federal Income Tax as it applies to individuals. Principles and theory are stressed, but practice is given in realistic problems and the use of correct tax forms.

ACCO 204 Microcomputer Accounting Applications
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ACCO 201 and ISYS 110.
Semesters Offered: Fall.

Uses the operation of a microcomputer-based accounting system to maintain a general ledger, accounts receivable and payable, inventory, and payrolls as well as preparing computerized financial statements and reports.

ACCO 211 Intermediate Accounting I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in ACCO 202.
Semesters Offered: Fall.

A study of the valuation of current assets, current liabilities, plant equipment and depreciation techniques with their effect on income.

ACCO 212 Intermediate Accounting II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in ACCO 211.
Semesters Offered: Spring.

Covers the measurement of liabilities, stockholders' equity and reserves, cash flow, analysis of internal profits, ratios and reserves, and financial statement analysis.

ACCO 214 Cost Accounting
3CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ACCO 202.
Semesters Offered: Fall

Covers elements of cost, materials, labor manufacturing expenses, including job order cost accounting, process cost accounting, and standard cost accounting. For Ferris State University transfer.

ACCO 255 Internship
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ACCO 211, BUSI 240, concurrent enrollment allowed, and approval of chair.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from faculty within the School of Business, for a business or industry related to the program in which he/she is enrolled to complete 144 hours of a specified project or objectives. Once the student has secured a site, the student will be supervised and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

Agricultural Technology

AGRI 190 Agricultural Exploration
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Introduces the agricultural industry from historical and contemporary perspectives. Investigates the broad range of career opportunities in agriculture in the local, regional, and global environment. Explores ethical issues in agriculture, including the environment and sustainability.

Art

ART 100 Introduction to Digital Art and Design
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Basic Computer Literacy
Semesters Offered: Fall, Spring.

This course provides an introduction to the computer graphics environment. The focus of this course is on digital illustration and design using Adobe Illustrator, a vector-based illustration application. Basic digital imaging techniques using Adobe Photoshop will also be introduced.

ART 101 Two Dimensional Design
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring, Summer

This studio-based course focuses on visual literacy by examining the patterns of our environment and the visual systems that we utilize in our daily lives. Emphasis is placed on investigating how processes and materials may communicate about the subjects they address. Coursework consists of studio work in drawing, painting and collage as well as demonstrations, critical dialogue, and research focusing on contemporary design practices.

ART 102 Drawing I
4 CR, 6 CH Lecture: 2 Lab: 4
Prerequisite: None
Semesters Offered: Fall, Spring.

This studio-based course places emphasis on drawing from observation. Focus is placed on compositional strategies and linear perspective. Coursework consists of studio work on individual and collaborative projects as well as demonstrations and critical dialogue, all designed to offer beginning students a comprehensive orientation to drawing tools, materials, and processes.

ART 103 Ceramics I
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: None
Additional Cost: $28.oo
Semesters Offered: Fall, Spring.
The language of art is explored through this hands-on introduction to the basic materials, techniques, processes and concepts involved in ceramics and pottery making.

ART 104 Ceramics II
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 103.
Additional Cost: $28.00
Semesters Offered: Fall, Spring.

A continuation of ART 103 with increased emphasis on problem solving and skill development. Surface treatment and aesthetic concepts are discussed as they apply to pottery and ceramics.

ART 105 Photographic Design
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: None; ART 100 and ART 101 recommended.
Semesters Offered: Fall, Spring.

Introductory course covering the function of both traditional (SLR- single lens reflex) and digital cameras. A strong foundation will be provided in metering, exposure, lenses, B/W film processing and printing. Emphasis is placed upon composition, creative expression aesthetics and the development of technical proficiency. A basic 35mm SLR camera with manually adjustable aperture and shutter speed is needed for this course. A digital camera may be used with permission of the instructor.

ART 106 Art Photography *3 CR, 4 CH Lecture: 2 Lab: 2*
Prerequisite: Minimum grade of C in ART 105 or permission of appropriate Dean.
Semesters Offered: Variable.
Designed for those who have a working knowledge of the photographic process (from exposure through processing the print). Advanced shooting and printing techniques as well as an introduction to other camera formats will be covered. Outside, studio flood, and strobe (flash) lighting will be discussed. In addition to learning more about what it takes to make a fine art photograph, emphasis on improving visual awareness and improved image making will be stressed.

ART 110 Art Appreciation
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

This course examines and questions artistic production in our society. Exploring a broad range of artist projects in diverse communities, environments and media, discussion topics will address and analyze shifting cultural significance, value relationships, materials and meanings of art.

ART 120 Three Dimensional Design
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: None
Semesters Offered: Spring.
This studio-based course places emphasis on three-dimensional problem solving. Focus is placed on conceptualization and visual communication as well as investigations into the materials, methodologies, and processes of contemporary sculptural practices.

ART 148 Direct Encounter with the Arts
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

A course that uses a direct approach to introduce students to their cultural world by guiding them through first-hand experiences in a number of areas: cinema, photography, theatre, sculpture, music, poetry, dance and architecture. Classroom discussions are held following the student's participation in the various art events scheduled each semester, with students expected to write journals and response papers about the major events of the course.

ART 199 Directed Study
1-4 CR, 1-4 CH Lecture:1.0-4.0 Lab: 0
Prerequisite: Permission of Dean.
Semesters Available: Variable.

Available courses in a studio area or a special art interest outside the regular curriculum.

ART 200 Creative Process Through Art
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Available: Spring

This course takes both lecture and studio-based approaches in exposing class members to the possibilities for personal growth through artistic production. Students are provided an orientation to many of the studios and disciplines available through the Department of Visual & Performing Arts as well as our community-at-large. Interactive projects, demonstrations and seminars offer multiple opportunities to model the experiences that student/educators may share with their own learning community, opening further pathways for artistic investigation. This course is designed for Elementary Education majors as well as anyone interested in exploring creative pursuits.

ART 203 Art History I
3 CR, CH 3 Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

Surveying the development of Western Art from prehistory to the French Revolution, this course examines cultural developments through their relationships with art; exploring their processes, materials, and sites of production.

ART 204 Art History II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring

Moving from the French Revolution into the modern world, this course surveys, discusses, and analyzes how artistic production actively reflects a transforming society. Tracing recurrences of aesthetic themes through time, we will explore how artists pay homage to the past while looking towards the future. What is at stake in this historical conversation?

ART 208 Ceramics III
3 CR, 4 CH Lecture: 2 Lab:2
Prerequisite: Minimum grade of C in ART 104.
Additional Cost: $28.00
Semesters Offered: Fall, Spring.

A continuation of ART 104 with emphasis on skill refinement and problem solving. Clay and glaze composition and firing techniques are introduced.

ART 209 Ceramics IV
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 208.
Additional Cost: $28.00
Semesters Offered: Fall, Spring.

A continuation of ART 208 with emphasis on mastery of techniques and development of personal aesthetic portfolio building. Historical contexts are discussed.

ART 210 Drawing II
4 CR, 6CH Lecture: 2 Lab: 4
Prerequisite: Minimum grade of C in ART 102.
Semesters Offered: Spring.

Approaching a successive range of projects through observational drawing, this studio-based course encourages students to investigate what these processes and materials suggest about the subjects they capture. Continuing investigations begun in ART 102 Drawing I, projects will focus on the development of a daily studio practice, designing sequential narratives (graphic novel design—storyboarding, sequencing, layout), and an introduction to working with live models, anatomy and portraiture. Class meetings will include concentrated work on individual projects, informal discussions, technical demonstrations, and research, as students develop a cohesive portfolio of works on paper.

ART 211 Painting I
4 CR, 6 CH Lecture: 2 Lab:4
Prerequisite: None
Semesters Offered: Variable.

This studio-based course is designed for students who may be approaching oil painting for the first time as well as students with some prior experience. Progressive projects explore topics from representation to abstraction, and are designed to encourage a personal investigation of the materials. Contemporary approaches and historical context are explored.

ART 212 Painting II
4CR, 6 CH Lecture: 2 Lab: 4
Prerequisite: Minimum grade of C in ART 211.
Semesters Offered: Variable.

This course continues investigations begun in ART 211 while meeting concurrently with the introductory class. Projects in this curriculum are developed in consultation with the faculty member, and are designed to reflect the individual goals and objectives of the student pursuing a deeper exploration of oil and/or acrylic-based painting. Customized instruction and group feedback complement dedicated studio time in which students develop and present a comprehensive portfolio of works.

ART 213 Typography in Design
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in ART 100; and ART 101, concurrent enrollment allowed. Semesters Offered: Spring.

A brief history of typography, study of type classification, letter forms and typographic principles. Students will use digital publishing software (Adobe InDesign) for text formatting and page layout. This course is required of the Graphic Design Technology AAS program.

ART 215 Watercolor
3 CR, 4 CH Lecture: 1 Lab: 3
Prerequisite: Minimum grade of C in one of the following: ART 101, ART 102, or ART 211 or permission of appropriate Dean.
Semesters Offered: Variable

An introduction to the art of transparent watercolor and the distinctive characteristics of the medium. Color mixing, tools and paper characteristics are examined.

ART 219 Graphic Design I
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 213, concurrent enrollment allowed.
Semesters Offered: Fall.

Covers a brief history of graphic design, basic graphic design principles, terminology and procedures. The focus is on two-dimensional problem solving in the design of logos and promotional graphics. The student will work from the initial problem through design concept to finished presentation. Graphics applications introduced in the previous courses are used along with the digital imaging application, Adobe Photoshop. This course is required for the Graphic Design Technology AAS program.

ART 220 Graphic Design II
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 219.
Semesters Offered: Spring.

Provides additional experience with graphic design skills, digital illustration, digital imaging, and digital publishing to solve complex graphic problems. Students will have experience with clients as the projects include designing for departments in SMC or area organizations. This course is required for the Graphic Design Technology AAS program.

ART 225 Digital Photography
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: None, ART 100 recommended.
Semesters Offered: Fall, Spring.

Covers the basic principles of digital photography including the technical aspects of digital cameras and photographic techniques used with digital photography. The relationship of digital photography to graphic design, publishing and photojournalism will be covered.

ART 230 Digital Publishing
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 100.
Semesters Offered: Fall, Spring.

Addresses the fundamentals of digital publishing. Students will gain experience in creating a variety of publications including business cards, ads, brochures, and magazine spreads (Adobe InDesign).

ART 233 Color
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

An introduction to color theory. Major emphasis will be placed on the development of the students' skills in color perception and analysis. Mixing light and pigments, system of color harmony and dissonance, and subjective color will all be taught. Applications of color to printing and computers will also be covered.

ART 235 Introduction to Digital Animation
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ART 100.
Semesters Available: Variable.

This course provides an introduction to two-dimensional animation using various types of hand drawn and computer generated processes. Basic principles such as timing and staging will be introduced. Biped and quadruped walk cycles will be covered, as well as basic lip syncing.

ART 251 Advanced Studio Art I
1.0-4.0 CR, 1.0-4.0 CH, Lecture: 1.0-4.0
Lab: 1.0-6.0
Prerequisite: Permission of appropriate Dean.
Semesters Available: Variable.

Provides instruction in various studio art techniques and media for the advanced art student.

ART 252 Advanced Studio Art II
2- 4 CR, 3-6 CH, Lecture 1-4 Lab: 1-6
Prerequisite: Minimum grade of C in ART 251.
Semesters Offered: Variable.

A continuation of ART 251.

ART 255 Internship
2 CR, 2CH Lecture: 0 Lab: 2
Prerequisite: Completion of three semesters in the Graphic Design Technology degree program or permission of appropriate instructional Dean.
Semesters Offered: Fall, Spring, Summer.

The student searches independently, with assistance from the Internship Coordinator, for a graphic design environment to complete 96 hours of on-site training. Students will learn about careers in the graphic arts field and how graphic production is dependent on the capabilities and limitations of the offset printing process. This course should be taken in the last semester of coursework to complete the Graphic Design Technology program. This course is required for the Graphic Design Technology AAS program

ART 261 Prepress I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ART 213; concurrent enrollment in ART 219 required.
Semesters Offered: Fall.

Provides a knowledge of Prepress and the basic principles of print design and production, and develops skills in their application. Students will examine and critique existing printed materials. Strong emphasis on terminology. This course is required for the Graphic Design Technology AAS program.

ART 265 Portfolio Production
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ART 219; concurrent enrollment in ART 220 required.
Semesters Offered: Spring.

This course will provide students with experience in finalizing project work that demonstrates acquired skills. Portfolios will be produced and presented in various formats, including PDF-based digital portfolios, online portfolio sites and book-based portfolios. Résumé and cover letter development will also be covered. This course is required for the Graphic Design Technology AAS program.

ART 299 Directed Study
1.0-4.0 CR, 1.0-4.0 CH, Lecture:1.0-4.0 Lab:0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is designed for advanced students who have completed the majority (or all) of the available courses in an area of discipline, or have a special interest in art or visual communication beyond the regular curriculum. Coursework will emphasize conceptual development and may employ additional media specific to the projects. It is an opportunity for the student to work individually on projects that they design collaboratively with faculty supervision, exploring creative possibilities in their own direction.

Automotive Technology

AUTO 103 Intro to Automotive Technology
3 CH, 4 CH Lecture: 2 Lab: 2
Additional Cost $35.00
Prerequisite: None
Semesters Offered: Fall.

This is an introductory course which gives students an overview of the operating systems of the modern automobile. Students will be introduced to the tools and terminology used in the automotive industry as well the EPA, CAFE, NHTSA regulations that govern our industry. Students will learn to perform basic service and maintenance procedure. Students will also study how the automotive repair business is structured.

AUTO 116 Brake Systems
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost $35.00
Prerequisite: None
Semesters Offered: Fall.

This is the first of two courses that teaches theory, service and repair of automotive braking systems. The course provides an overview of various hydraulic and mechanical brake systems used on today's automobiles. In the course students will learn the correct usage of brake machining equipment, precise measuring techniques, and proper procedures in a comprehensive hands-on hydraulic brakes lab environment.

AUTO 119 Electrical I
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost $35.00
Prerequisite: None
Semesters Offered: Fall.

This course will build a solid foundation of electrical theory and principles needed for diagnosis and repair of basic automotive systems. Material covered in this course will include Ohm's law, Kirschhoff's law, electron theory, capacitance, resistance, AC/DC voltage, magnetism, electrical test equipment and circuit design and wiring diagram usage. Basic soldering and wiring repair will be covered

AUTO 122 Steering and Suspension Systems
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: None
Semesters Offered: Fall.

The student will have a good understanding of the theory of operation and service of today's advanced steering and suspension systems upon completion of this course. Topics covered include steering/suspension systems diagnosis and repair, tire and wheel service, component diagnosis and replacement, and introduction to alignment settings. Noise, vibration and harshness issues are also covered in this course. Alignment theory, operation, and service procedures for passenger car, light duty truck suspension systems. Diagnosis, correction and adjustments of alignment systems are covered.

AUTO 131 Manual Transmissions
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103.
Semesters Offered: Fall, Spring.

Design, theory, diagnostics, testing, and proper repair of the following systems are covered: manual transmission/transaxle assemblies and similar drivetrain components. Students will disassemble, inspect, repair and reassemble the following: manual transmissions, manual transaxles, CV joints, half shafts, transfer cases, axle assemblies, drive-shafts, and clutches. Emphasis will be given to clutch performance concerns

AUTO 147 Engine Repair I
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103.
Semesters Offered: Spring.

This course presents engine theory and operation and studies the various engine designs utilized today. This course will focus on repair techniques for today's engines. The course will utilize precision measuring tools, specialized tools and equipment, and emphasize following prescribed procedures needed to properly repair today's modern engine.

AUTO 148 Engine Repair II
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 147.
Semesters Offered: Fall.

Using comprehensive hands-on lab work, correct usage of engine machining equipment, precise measuring techniques, and diagnostic procedures students will disassemble, inspect, repair, and reassemble an automotive internal combustion engine. Emphasis will be given to performing engine machining procedures required for a proper engine overhaul; from valve resurfacing to cylinder boring and restoration. Additional topics covered include hybrid and alternative fuel technology.

AUTO 216 Heating and Air Conditioning
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103.
Semesters Offered: Spring

This class covers theory, operation, diagnostics, and repair of car/light truck heating and cooling systems. Topics include: R134a and future refrigerants, reclaiming and recycling of these refrigerants. Engine cooling and cabin heating component operation is also covered. Proper service procedures and component replacement is covered in detail. Electrical system component operation, sensors and blower motor controls are discussed.

AUTO 222 Electrical II
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grades of C in AUTO 103 and AUTO 119.
Semesters Offered: Spring.

This course will cover battery, starting and charging system, chassis lighting, dash and electrical circuits design and function. Testing and diagnosis skills using meters, test equipment and diagnostic tools will be covered. Hands on component removal/replacement and wiring harness repair procedures will be covered.

AUTO 223 Electrical III
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost:$35.00
Prerequisite: Minimum grade of C in AUTO 222.
Semesters Offered: Spring.

This course is an in-depth study of the theory, diagnosis, and repair of chassis electrical and electronic systems, including the study of electronic dash circuits, security systems, inflatable restraint systems, electronic cruise control and multiplex body electrical systems. The student will be utilizing diagnostic scan tools and advanced lab scope techniques. Module circuit designs, programing procedures and usage is discussed.

AUTO 227 Engine Performance I
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103 and AUTO 119.
Semesters Offered: Spring.

The student will be provided with a basic understanding of the theory and operation of the fuel metering and emission devices found on past and present automobiles and light trucks and how they relate to engine performance. Practical experience will be gained through diagnosing, testing, and servicing the various systems found on these vehicles. Various ignition system designs will also be covered.

AUTO 228 Engine Performance II
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 227.
Semesters Offered: Fall.

The student will expand on the knowledge gained in Auto Engine Performance Systems I course and apply the theories to the more advanced systems found on current vehicles. Systems covered include computer controlled ignition and fuel systems, distributorless ignition, coil-on-plug ignitions, throttle body and port fuel injection, OBD II systems, Mode $06 and other emissions related component systems. Diagnosis includes using scan tools, digital meters and test equipment.

AUTO 229 Engine Performance III
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 228.
Semesters Offered: Spring.

Additional study of automotive advanced fuel and engine systems of modern automobile systems. Direct injection, alternate fuels and advanced mechanical engine control systems will be discussed. Advanced testing of components and systems using lab scopes, pressure transducers and electrical test equipment will be utilized extensively to identify intermittent and difficult drive-ability concerns.

AUTO 232 Advanced Brakes and Chassis Systems
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103, AUTO 116, AUTO 119, and AUTO 122.
Semesters Offered: Fall.

This class is an advanced brakes, steering and chassis systems electrical/electronic component class covering ABS (Anti-lock Braking Systems) components, electronic suspension system components including ride control and stability systems, electronic steering assist systems, traction control systems and other modern systems including collision alert and accident avoidance systems. Component operation, diagnosis and testing and replacement will be performed and discussed.

AUTO 234 Automatic Transmissions
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 103.
Semesters Offered: Spring.

This course guides the student from basic transmission design, through hydraulic operations, including electronic controls as they relate to transmission performance. Theory, construction, diagnosis, and proper repair of automatic transmissions are extensively covered. Students will use transmission test equipment and diagnostic charts to diagnose, disassemble, repair, and reassemble an automatic transmission and a transaxle assembly.

AUTO 246 Alternative Fuel and Hybrid Electric Vehicles
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in AUTO 222.
Semesters Offered: Spring.

This course guides the student from basic carbon-based fuels and alternative fuels, through hybrid vehicle operations, including electronic controls as they relate to hybrid performance. Theory, construction, diagnosis, and proper repair techniques of hybrid vehicle systems are extensively covered. Students will use proper test equipment and diagnostic and repair a hybrid vehicle.

AUTO 255 Internship
CR 5, CH 5 Lecture: 0 Lab: 5
Prerequisite: Completion of all AUTO Certificate Program courses, with a minimum grade of C, and recommendation of the program advisor.
Semesters Offered: Variable.

This is a capstone course in which the student searches independently with assistance from the School of Advanced Technology Faculty, for a business or industry related to the program in which he/she is enrolled to complete 240 hours of a specified project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

Potawatomi Language

BDWI 101 Introductory Potawatomi Language
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

Introduction to Bowéwadmimwen, the Potawatomi Language, covering the basics of pronunciation, grammar, and spelling, as well as the language's role in the culture of the Potawatomi people. The basics of verb construction and sentence construction will be addressed. Instruction will address both speaking and writing the language. Materials from the Wisconsin and Kansas Potawatomi communities will be utilized, as well as materials representing the local Pokagon Band Potawatomi dialect.

BDWI 201 Intermediate Potawatomi Language
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BDWI 101.
Semesters Offered: Spring

Continuation of introductory Bowéwadmimwen, the Potawatomi Language, covering more advance aspects of pronunciation, grammar, and spelling, as well as the language's role in the culture of the Potawatomi people. Instruction will address both speaking and writing the language. Materials from the Wisconsin and Kansas Potawatomi communities will be utilized, as well as materials representing the local Pokagon Band Potawatomi dialect.

Biology

BIOL 098 Cell Biology for Health Careers
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring, Summer.

An introduction to the fundamental biological concepts of cell structural organization and function, including energy metabolism, protein synthesis and genetics. **This course will not count toward graduation requirements.**

BIOL 101 General Biology I
4 CR, 6 CH Lecture: 3 Lab: 3
Prerequisite: Minimum grade of C in CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years, or satisfactory test score; CRIT 103, CRIT 103W, or satisfactory test score, concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

Explores the principles of molecular and cellular biology. Includes the scientific process; chemical principles and biological molecules; cell structure, metabolism, and reproduction; Mendelian, chromosomal, and molecular genetics; and embryo development. Laboratory emphasizes development of lab skills, biological techniques, and instrumentation used in cell biology.

BIOL 102 General Biology II
4 CR, 6 CH Lecture: 3 Lab: 3
Prerequisite: Minimum grade of C in BIOL 101.
Semesters Offered: Spring.

Explores the principles of evolution, diversity, and ecology. Investigates the origins of living organisms and the influence of past interactions on current diversity. Surveys the unity and diversity of life forms such as bacteria, protists, fungi, nonvascular and vascular plants, and invertebrate and vertebrate animals. Introduces principles of and current interactions among populations, communities, and the environment. Laboratory reinforces principles of organismal biology.

BIOL 110 Human Biology
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Introduces basic normal anatomy and physiological processes of humans. Emphasizes functional mechanisms of cells, tissues, organs, organ systems, and their interactions. Laboratory experience provides direct observation and participation in the anatomy and physiology of the human body.

BIOL 118 Plant Biology
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Introduces plants as the model organism for learning about basic biological principles including cell biology, genetics, plant development, anatomy, and ecology. Students work throughout the semester as individuals and as members of collaborative working groups to answer questions, solve problems, develop questions, perform experiments, and conduct research.

BIOL 201 Anatomy and Physiology
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in BIOL 098, BIOL 101, BIOL 110, BIOL 202, or BISC 111, one year of high school biology with minimum grade of B taken within the last 5 years, or satisfactory test score; minimum grade of C in CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years, or satisfactory test score.
Semesters Offered: Variable.

Includes aspects of gross anatomy, body function, and the relationship of organ systems to each other. Dissection of preserved specimens is a lab requirement.

BIOL 202 Microbiology
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years, or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Explores fundamentals of microbial structure, nutrition, metabolism, reproduction, and genetics. Considers the role of microbes in medicine and host defense mechanisms. Laboratory exercises develop skills in culture, identification, and control of microbes.

BIOL 214 Basic Human Anatomy
4 CR, 5 CH, Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in BIOL 098, BIOL 101, BIOL 110, BIOL 202, or BISC 111, one year of high school biology with minimum grade of B taken within the last 5 years, or satisfactory test score
Semesters Offered: Fall, Spring, Summer.

A study of the anatomical structures of the human body, including tissues, organs, and organ systems and their relationship to function. Laboratory experience provides observation and identification of mammalian structures. Dissection of preserved specimens is a lab requirement.

BIOL 215 Principles of Human Physiology
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in BIOL 214 or equivalent; minimum grade of C in CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years.
Semesters Offered: Fall, Spring, Summer.

Provides a study of the normal physiological processes of humans with emphasis on the functional mechanisms of cells, tissues, organs, and systems and their interactions. Laboratory experience provides direct observation and participation in the physiological processes of humans

BIOL 220 Selected Topics in Biology
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: None
Semesters Offered: Variable.

This course is a general overview for students interested in pursuing a career in agriculture, specifically animal science. An introductory understanding of animal nutrition, anatomy, physiology, behavior and genetics, along with animal health will be covered. Visual and non-visual indicators of animal health will be discussed along with the understanding of how to control disease. The impact of animal health on human health will also be reviewed

Biological Sciences

BISC 111 Biological Science
4 CH, 5 CH Lecture: 3 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.

Provides a laboratory course in biological concepts for the liberal arts curriculum. Includes an overview of basic chemistry, cellular form and function, genetic inheritance, molecular genetics, biodiversity, evolution, and ecology.

Business

BUSI 101 Introduction to Business
3 CR, 3CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

This course introduces students interested in the study of business to the business environment. This includes an understanding of the major forms of business institutions, what motivates them and how they maintain a competitive edge. An overview of the major functions within a business is explored including Marketing, Management, Finance, Human Resource Development and Information Systems. Course for Sports Management curriculum only.

BUSI 200 Small Business Management
3 CR, 3CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

This is an introductory course which focuses on creating and maintaining a sustainable competitive advantage with a small business. It gives the students the opportunity to think through and develop their small business idea and dream-with a focus on management of that business.

BUSI 201 Principles of Management
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200.
Semesters Offered: Fall, Spring, Summer-Alternate Years.

In Principles of Management students will learn how businesses accomplish their business objectives including, how they organize the company to be efficient and effective, how they lead and motivate employees and put controls in place to make sure plans are followed and goals are met.

BUSI 207 Business Law I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: BUSI 200 recommended.
Semesters Offered: Fall, Spring, Summer-Alternate Years.

In Business Law I students gain an understanding of business law as it relates to them currently and in their professional future. Included in the material is a review of the evolution of business law at the federal, state and local levels. The course will include an introduction of the court system at the local, state, and national levels and a discussion of the substantive and procedural differences between civil and criminal law. Students will learn about contract law and the law of sales.

BUSI 208 Business Law II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200. BUSI 207 recommended.
Semesters Offered: Fall, Spring, Summer-Alternate Years.

Business Law II continues a discussion of basic principles of civil law from Business Law I. An emphasis is placed on gaining an understanding of the law relating to business structures, the law of commercial paper, the law of security agreements and bankruptcy. The course emphasizes the practical aspect of these legal theories by having students applying them through the use of case studies of actual law suits which framed and clarified the application of those legal principles.

BUSI 210 Personal Finance
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring, Summer-Alternate Years.

Personal finance is the study of the process known as financial planning. Students will learn practical steps to take to evaluate where they are financially today, how to set and meet financial goals, and how to control their finances as opposed to having finances control them. Topics covered include the use of financial services, purchasing insurance, automobiles, homes and other major items, taxation, and planning for the future including career choices, family choices, and retirement.

BUSI 212 Supervision
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200.
Semesters Offered: Variable.

A study of the supervisor's job including: assigning work, decision making, the basics of motivating employees at work, leadership styles, cost control, training employees, communications as a management tool, unions, the supervisor, and the law.

BUSI 214 Business Communications
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200 and ENGL 103 or ENGL 103W.
Semesters Offered: Fall, Spring.

This course introduces students to the principles and methodology used in effective communication within and between business organizations. Methodology includes researching, composing, evaluating and presenting verbal and written communication and the appropriate use of either or both in given situations.

BUSI 220 Marketing
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200 or permission of appropriate Dean.
Semesters Offered: Fall, Spring, Summer-Alternate Years.

Provides an understanding and interpretation of the marketing system and its importance in the economy. Functions, institutions and problems of marketing are examined from the viewpoint of the customer.

BUSI 221 Advertising
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200.
Semesters Offered: Variable.

A study of the procedures, techniques, purposes and media of advertising. Special attention is given to the creation of advertising ideas, market research, and the use of media as tools in solving the problems of sales promotion.

BUSI 225 Human Resource Management
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in BUSI 200.
Semesters Offered: Fall, Spring, Summer-Alternate Years.

An overview of personnel relationships in a business environment, including: a study of personnel systems, staffing and organization, developing human resources, the working environment, management-labor relations, remuneration, and security and career assessment.

BUSI 240 Professionalism Workshop
1 CR, 1 CH Lecture: 1 Lab: 0
Prerequisite: Strongly recommended to be taken at the end of a student's program to derive the most value from the course. Semesters Offered: Fall, Spring, Summer.

Workshop designed to provide professional "polish" for the student. Discussions will include, but are not limited to, employability and job retention skills, professionalism, ethical behavior, and personal habits.

BUSI 255 Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in BUSI 240, concurrent enrollment allowed, and permission of chair.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from faculty within the School of Business, for a business or industry related to the program in which he/she is enrolled to complete 144 hours of a specified project or objectives. Once the student has secured a site, the student will be supervised and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

Computer Aided Drafting & Design

CADD 101 Introduction to CAD/Auto CAD
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

An introduction to the principles of computer aided design using AutoCAD software. This course covers the creation and modification of two dimensional geometry, dimensioning, print creation and drawing management. Three dimensional concepts will be introduced.

CADD 104 Engineering Graphics II
4 CR, 6 CH Lecture: 2 Lab: 4
Prerequisite: Minimum grades of C in INTE 140; Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed; and MATH 098 or satisfactory test score, concurrent enrollment allowed.
Semesters Offered: Spring.

Coverage will consist of assembly, subassembly, and detailed drawings as well as standard components parts. Included will be a series of production type drawings such as forgings, castings, stampings, weldments, developments, precision dimensioning, and geometric dimensioning and tolerancing, industrial designs, as well as vendors' catalogs, provide references and guidance for practical individual design solutions.

Chemistry

CHEM 100 Fundamentals of Chemistry
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in MATH 101, MATH 102, or satisfactory test score, concurrent enrollment allowed; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Provides a basic overview of chemical principles for students with little or no background in chemistry. Includes fundamentals of general chemistry, organic chemistry, and biochemistry.

CHEM 101 General Chemistry I
5 CR, 7 CH Lecture: 4 Lab: 3
Prerequisite: Minimum grade of C in MATH 127, concurrent enrollment allowed; minimum grade of C in CHEM 100, one year of high school chemistry with minimum grade of B taken within the last 5 years, or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

Measurements, atomic structure, ions and nomenclature, chemical equations, equation and solution stoichiometry, thermochemistry, the gaseous state, quantum mechanics, periodic trends, and chemical bonding. Laboratory experiments illustrate key concepts and employ quantitative measurements and calculations.

CHEM 102 General Chemistry II
5 CR, 7 CH Lecture: 4 Lab: 3
Prerequisite: Minimum grade of C in CHEM 101 and MATH 127 or satisfactory test score.
Semesters Offered: Spring, Summer

Second course in a two-semester sequence in general college chemistry. Includes the study of molecular structure, solid and liquid states, solutions, equilibrium, solubility product principle, acid-base theory, kinetics, redox reactions, and electrochemistry. Laboratory experiments illustrate key concepts and employ quantitative measurements and calculations.

CHEM 201 Organic Chemistry I
5 CR, 7 CH Lecture: 4 Lab: 3
Prerequisite: Minimum grade of C in CHEM 102.
Semesters Offered: Fall.

First course in a two-semester sequence in elementary organic chemistry. Investigates the structure, nomenclature, and properties (physical, chemical, spectral, and stereochemical) of aliphatic hydrocarbons and alkyl halides. Explores the chemical reactions of these compounds along with their associated mechanisms, kinetics, and stereochemistry.

CHEM 202 Organic Chemistry II
5 CR, 7 CH Lecture: 4 Lab: 3
Prerequisite: Minimum grade of C in CHEM 201.
Semesters Offered: Spring.

Second course in a two-semester sequence in elementary organic chemistry. Investigates the structure, nomenclature, and properties (physical, chemical, spectral, and stereochemical) of aromatic hydrocarbons, alcohols, ethers, carboxylic acids and derivatives, aldehydes and ketones, amines, heterocyclic compounds, and selected biochemical compounds. Explores the chemical reactions of these organic compounds along with their associated mechanisms, kinetics, and stereochemistry.

Communications

COMM 110 Introduction to Mass Communication
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W, concurrent enrollment allowed.
Semesters Offered: Variable.

An introduction to the history, structure and issues facing major media channels like television, newspaper, radio, and the Internet. Includes communication theory and practice. Designed for students who intend to enter the communication field, and for those who want a broad overview.

COMM 115 Writing for Mass Media
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W, concurrent enrollment allowed.
Semesters Offered: Variable.

Development of writing skills for mass media, including print and broadcast journalism and public relations. Emphasis is on developing news judgment, gathering information, using correct news style and structure, and effectively presenting material for print and electronic news media.

Construction Trades

CONS 114 Intermediate Construction Practices
8 CR, 10 CH Lecture: 6 Lab: 4
Additional Cost: $150.00
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

This course introduces students to the fundamentals of construction including tools & safety, foundations, framing, roofing, insulation, and wall layouts. Students will learn how to lay out a foundation, frame house walls and set engineered trusses. This course will concentrate on Green Building techniques and processes utilized to accomplish these parts of the total construction process.

CONS 115 Construction Math
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.
Semesters Offered: Spring.

This course stresses the use of formulas and mathematics techniques that are used in practical field applications including project set-up, material estimating and ordering, and efficient inventory management and material utilization.

CONS 117 Print Reading for Construction Trades
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: None
Semesters Offered: Fall.

Instruction and practice in methods commonly used to communicate technical ideas through the use of construction prints are emphasized. Students will develop skill in reading and interpreting construction print drawings. Instruments are used to make orthographic drawings that accurately describe design and size, including sketching multi-view, sectional views, auxiliary views and detail drawings of residential buildings.

CONS 130 Interior and Exterior Finishes
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $57.00
Prerequisite: None
Semesters Offered: Spring.

This course is designed to provide students with knowledge of the terminology, components, and skills needed for the application of various types of interior and exterior finishing. Installation practices and material selection for: drywall, paint, interior and exterior doors and trim, floor coverings, cabinets, siding and windows will be covered.

CONS 135 Electrical and Mechanical Systems
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $57.00
Prerequisite: None
Semesters Offered: Spring.

This course will provide an introduction to the electrical, plumbing and HVAC systems used in residential buildings. Emphasis will be placed on the advantages and disadvantages of various systems, including Green Building methods as they apply.

CONS 140 Quantity and Cost Estimating
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ISYS 110.
Semesters Offered: Spring.

This course will introduce students to the elements involved in the preparation of the contractor's bid proposal. Quantity takeoff, crew sizes, daily outputs, unit costs and organization of the bid packages into general contracted and subcontracted work. The development of unit prices for estimating labor, material and equipment unit price development, productivity adjustment factors, overhead and profit, cash flow and interest calculations, conceptual estimating methods, and cost variance analysis.

CONS 145 Administration and Scheduling
3CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Spring.

This course will introduce students to field documentation and report development, including a project logic network, schedule, field reports, contract documents, contract change orders, subcontract agreements, purchase orders, field planning, filing system, ledgers and cost control reports. The student will learn how to utilize various planning methods, procure materials, complete a subcontract agreement, maintain field records and develop progress reports. During this course students will utilize various software packages to learn about advanced construction planning and scheduling techniques, based on the critical path method, including work breakdown, crew analysis and productivity, activity time-cost relationships, project time-cost relationships, resource leveling, overlapping activity relationships and lag, and project cash flow.

CONS 150 Solar Energy Technology
1 CR, 1 CH Lecture: 1 Lab: 0
Prerequisite: None
Semesters Offered: Spring.
This course covers installation and mounting methods of solar photo voltaic panels, energy output calculations, overview of electrical hardware requirements, and connections to electrical systems.

CONS 161 RESCheck Building Energy Codes
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C ISYS 110, concurrent enrollment allowed.
Semesters Offered: Spring.

This course focuses on the proper use and understanding of the U.S. Department of Energy's REScheck Energy Compliance Software to meet current Residential Energy Compliance requirements. Through theory and hands on exercises the student will use the REScheck software to determine energy compliance of new residential structures based on current energy conservation codes and local requirements using a variety of residential building plans. Required knowledge of residential building specifications and mathematics for proper REScheck software utilization will be covered. This course prepares the student to take the U.S. Department of Energy REScheck certification exams. The Michigan Unified Energy Code (MUEC) and International Energy Conservation Code (IECC) will also be discussed, as well as the history of the Michigan Energy Code and the U.S. Department of Energy.

CONS 165 Building Analyst/Envelope
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: None
Semesters Offered: Fall.
This course provides instruction in the analytical review of energy use and conservation in residential construction. Topics will be covered from a building science perspective, and include thermodynamics, heat transfer, heating systems, moisture, and humidity impact. Also covered are ventilation for air flow and health, thermal and pressure envelopes, R-Values and U-Values, building calculations, safety and health, and energy conservation. Students will learn to optimize the installation, operation, maintenance, and performance of building envelope systems. It also addresses their interaction with other building systems, and covers problems related to the building envelope such as moisture, ice dams, mildew and drafts.

CONS 169 Green Professional
2 CR, 2 CH Lecture: 2 Lab: 0
Additional Cost: $150.00
Prerequisite: None
Semesters Offered: Spring.

This course instructs students on the benefits that green homes provide in terms of lower energy costs and long-term value. Strategies for incorporating green-building principles into homes while minimizing added cost of construction will be covered. Small business practices and management including the principals of planning, organizing, staffing/directing and controlling will also be covered. This course prepares students to take the Certified Green Professional Certificate exam.

CONS 175 Non-Residential Construction
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Spring.
This course will examine construction techniques, methods and practices for Non-Residential building projects and how they differ from residential construction. This course will also examine the use and purposes of the 16 Section CSI specifications, construction safeguard requirements, fire resistance and protection, egress, ADA guidelines, energy efficiency, and storm water pollution protection.

CONS 180 Design and Planning
5 CR, 8 CH Lecture: 2 Lab: 6
Prerequisite: Minimum grade of C in CADD 101.
Semesters Offered: Spring.

This course will examine residential exterior styles and interior space planning for use and flow. It will also review design cost impacts, value engineering and affordable construction techniques, the use of materials that are environmentally sustainable and sound, and the utilization of green construction methods. This course also provides students with the opportunity to apply their experiences and develop a set of residential building permit plans in a CAD environment which will include site layout, floor plan, elevation views, and construction details. Community development and infrastructure considerations will be introduced.

CONS 255 Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in all first semester Construction Trades Technology courses.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from the School of Advanced Technology faculty, for a business or industry related to the program in which he/she is enrolled to complete 144 hours per credit of a specified project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student is asked to meet with the Internship Coordinator prior to registering for this course.

Criminal Justice

CRIM 110 Introduction to Criminal Justice
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

This course will provide an overview of the criminal justice system in the United States. It will examine the various components (police, courts, & corrections) of the criminal justice system and provide a perspective on how they are linked and operate. The course will also cover the historical and contemporary issues that challenge and confront these component organizations.

CRIM 111 Introduction to Corrections
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course will provide an overview of the correctional system in the United States. It will explore the history of punishment and provide insight into community corrections and institutional corrections. This course will also examine the prison world and the issues faced in corrections today.

CRIM 112 Introduction to United States Legal Systems
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

This course shall explore the historical development, power/jurisdictions and current issues pertaining to the courts in the United States. Further, this course will analyze the effectiveness of traditional techniques used by the courts, prosecution and defense in the judiciary processes at both the state and federal levels.

CRIM 113 Introduction to Law Enforcement
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course shall explore the historical development, power/jurisdictions and current issues pertaining to law enforcement in the United States. Further, this course will analyze the effectiveness of traditional and non-traditional techniques of law enforcements control of crime in urban and rural settings from a state and federal level.

CRIM 219 Conflict Management in Corrections
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Examines the dynamics involved when dealing with the public and inmates. An in-depth analysis will be conducted of the following: culture and minorities, formation of attitudes and prejudices, understanding human relations, conflict intervention, special needs inmates, domestic situations and suicide. This course meets M.C.O.T.C. certification requirements.

CRIM 220 Supervision and Management in Criminal Justice
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

A study of administration and management of police organizations, including the courts, police and corrections.

CRIM 235 Legal Issues in Corrections
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

The study of Constitutional law as it pertains to the functions, operations, and responsibilities of people involved in the field of corrections, including probation and parole. Course covers the court process in the American legal system, prisoners' rights, and tort law as it pertains to corrections, and an examination of pertinent case law. The decision-making process within the field of corrections and the legal system is also examined. This course meets the M.C.O.T.C. certification requirements.

CRIM 260 Delinquency, Prevention, and Control
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course is a study of juvenile delinquency theories of causation and current prevention programs. It will explore the nature and extent of delinquency and examine suspected causes of delinquent behavior. It will also cover critical issues in juvenile delinquency and examine crucial policies and programs in the Criminal Justice system that address juvenile delinquency.

CRIM 270 Correctional Institutions
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Examines federal, state, county and local correctional facilities. Topical issues include: the purpose of correctional institutions, historical and philosophical developments, management and organizational principles, security operations, treatment issues, classification issues, analysis of women's facilities, types of institutions and the role of staff. This course meets M.C.O.T.C. certification requirements.

CRIM 275 Correctional Clients
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Examines the human behavior process. Topics includes: impact of the environment and psychological influences on behavior, criminal behavior and lifestyles, the role of substance abuse and behavior, the role of the family on behavior, personality development, emotional, social and psychotic disorders and treatment alternatives. This course meets M.C.O.T.C. certification requirements.

Critical Thinking & Analytical Reading

CRIT 103W Critical Thinking and Analytical Reading with Workshop
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $5.00
Prerequisite: Basic skills assessment; students take either CRIT 103 or CRIT 103W based on their assessment results.
Semesters Offered: Fall, Spring, Summer.

Uses content-based approach to teaching students how to effectively read and study textbooks/e-books and prepare for exams typical of college courses. Includes techniques for critical thinking, and evaluating arguments.

CRIT 103 Critical Thinking and Analytical Reading
2 CR, 2 CH Lecture: 2 Lab: 0
Additional Cost: $5.00
Prerequisite: Basic skills assessment; students take either CRIT 103 or CRIT 103W based on their assessment results.
Semesters Offered: Fall, Spring, Summer.

Uses content-based approach to teaching students how to effectively read and study textbooks/e-books and prepare for exams typical of college courses. Includes techniques for critical thinking, and evaluating arguments.

Economics

ECON 201 Macroeconomics
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test score; concurrent enrollment in ECON 202 not recommended.
Semesters Offered: Fall, Spring, Summer Alternate Years.

This course is an introduction to macroeconomic study or the causes of economic behavior at the level of national economic activity, why this level changes over time, and government spending, taxing, and monetary policies which retard or promote economic performance. Further, macroeconomic study looks at the problems of unemployment, inflation/deflation, and other challenges to economic growth on a national level. Students will gain an understanding of concepts and methodology used in macroeconomic analysis, and the necessary conditions for efficiency in free market production and exchange. Taking ECON 202 before ECON 201 is recommended.

ECON 202 Microeconomics
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C MATH 101 or MATH 102 or satisfactory test score; concurrent enrollment in ECON 201 not recommended.
Semesters Offered: Fall, Spring, Summer Alternate Years.

This course is an introduction to microeconomic study or the study of how individuals and individual firms make decisions about the use of scarce resources for unlimited needs and wants. Microeconomic study also looks at the ways that individuals, firms and the public sector interact in the overall allocation of society's resources. Students will gain knowledge of concepts, methodology used in microeconomic analysis and the necessary conditions for efficiency in free market production and exchange. Further, the student will acquire the ability to follow arguments concerning microeconomic theory to select societal problems; ability to follow arguments concerning microeconomic theory, and to distinguish between sound and fallacious reasoning. Taking ECON 202 before ECON 201 is recommended.

Education

EDUC 101 Introduction to the Profession of Teaching
1 CR, 1 CH Lecture:1 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

This course is an introduction to the study and profession of education. Topics include: ethics, MTCC preparation, professional culture, conceptual framework, dispositions, certification pathways and digital portfolios.

EDUC 115 Introduction to Early Childhood Education
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

An orientation to observation skills, basic developmental areas, child guidance, and the creation of appropriate environments for students in the field of early childhood education. This course includes field experience with young children.

EDUC 120 Educational Exploration and Planning
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

Emphasis is on establishing ones own academic and career goals and using those to make a clear Educational Development Plan. Develops the skills and confidence necessary to navigate the various administrative offices and services associated with college.

EDUC 190 Education Exploration I
1 CR, 1 CH Lecture: 1 Lab: 0
Prerequisite: None
Semesters Offered: Fall.
The purpose of this course is to explore the field of education. The student will actively research the various opportunities available in the education profession and some of the current issues that face educators.

EDUC 191 Educational Exploration II
3 CR, 4.5 CH Lecture: 1.50 Lab: 3.0
Prerequisite: Minimum grade of C in EDUC 190.
Semesters Offered: Spring.

The purpose of this course is to continue the exploration of topics pertinent to the field of education. In addition, students will each have a field experience, working in their home districts once a week.

EDUC 208 Infant/Toddler Care
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Fall.

This course focuses on the physical, social, emotional, cognitive, and language development of the child from birth to age two. It includes methods for providing care-giving routines, designing developmentally appropriate curriculum, managing schedules and routines, record-keeping, and establishing relationships between the center, home, and family. This course includes participation in an approved infant/toddler setting weekly.

EDUC 210 Diversity in Early Childhood
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Spring.

This course explores diversity in culture, traditions, gender, the development of children, and identifying children with disabilities. Topics covered include special needs children, multicultural education, family support, and gender bias. Discussion will include strategies for early intervention, the importance of families in the education of the child, anti-bias curriculum, appropriate assessment and community services.

EDUC 215 Human Development and Learning
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in PSYC 101.
Semesters Offered: Fall, Spring, Summer.

A study of human development from birth to death. Special attention is devoted to the factors which affect an individual's physical, social-emotional, and intellectual development.

EDUC 217 Early Childhood Development
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Spring.

Targets physical/motor, socio-emotional, cognitive and language development of children from conception through age eight. There will be a focus on the importance of observation, impact of family relationships, developmental milestones, individual diversity, appropriate environments and strategies to enhance development. Students are expected to observe and record the behaviors of young children.

EDUC 220 Guiding Children's Social Development
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters: Offered: Spring.
Assists students in applying developmental principals to young children's social development. There is a focus on specific strategies and procedures that will enhance growth of internal self-control. These skills include: learning how to listen and talk with young children, methods for effective discipline, and increasing children's ability to make choices. Regular observation of young children is required.

EDUC 221 Early Childhood Curriculum/ Cognitive and Communication
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Fall.

Emphasizing the planning and implementation of developmentally appropriate materials and activities in cognitive and language areas. Students will become knowledgeable of basic skills, developmental sequence and concepts for promoting children's problem solving and communicative abilities. Each student will be responsible for interacting with young children through planned activities, which will be the focus of this course.

EDUC 222 Early Childhood Curriculum/ Physical and Creative
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Spring.

Emphasizing the planning and implementation of developmentally appropriate materials and activities in the physical and creative (music, art, and drama) areas will be the focus. Students will become knowledgeable of basic skills, developmental sequence, and concepts for promoting children's motor abilities and creative process. Each student will be responsible for interacting with young children with planned activities.

EDUC 230 Administration of Early Childhood Programs
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Fall.

This course addresses the roles and responsibilities associated with operating a quality early childhood program, including the knowledge and skills necessary to be a successful program director. Topics include developing a program philosophy, handbook, and budget, choosing a site, designing an environment, staff hiring and supervision, curriculum planning, standards of quality, health, safety, and nutrition, staff development, teamwork and leadership, and relationships with parents.

EDUC 240 Early Childhood Education Internship
4 CR, 4 CH Lecture: 0 Lab: 4
Prerequisite: Permission of appropriate Dean.
Semesters Offered: Fall, Spring, Summer.

This is a course in which the student searches independently, with assistance from the Lead Faculty of Early Childhood Education, for a placement site related to the Early Childhood Education program to complete 192-384 hours of a specified project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student is asked to meet with the Lead Faculty of Early Childhood Education prior to registering for this course.

EDUC 255 Internship
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Permission of program advisor.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from the Internship Coordinator, for a business or industry related to the program in which he/she is enrolled to complete 144 hours of a specific project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student is asked to meet with Internship Coordinator prior to registering for this course.

EDUC 260 Emergent Literacy
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in EDUC 115.
Semesters Offered: Fall.

This course will broaden students' knowledge of the theoretical base, as well as instructional strategies to enhance literacy practices of children ages 0-8. The course will cover developing literacy by emphasizing practices which engage children in integrated, meaningful and functional activities.

Robotics

ELEC 118 Fundamentals of Electricity I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grades of C in MATH 101 or satisfactory test score, concurrent enrollment allowed; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed. Concurrent enrollment in ELEC 119 required.
Semesters Offered: Fall.

Students will learn how electricity is safely generated, distributed, and consumed, and how to safely install and maintain electrical circuits having resistive loads. Students will also learn series and parallel resistive circuits. Activities will include basic tools, instruments, and calculations needed for on-the-job use. The National Electrical Code will be introduced.

ELEC 119 Fundamentals of Electricity II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grades of C in ELEC 118, concurrent enrollment allowed; MATH 101 or satisfactory test score, concurrent enrollment allowed; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

Students will learn how series and parallel RL, RC, LC and RLC circuits are used and how AC is generated, distributed and consumed. Tools, instruments and calculations will be used to safely install and maintain circuits that have inductive and capacitive reactive loads. The National Electrical Code will be used.

ELEC 131 Digital Electronics
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in ELEC 118, ELEC 119; MATH 101 or satisfactory test score; CRIT 103, CRIT 103W, or satisfactory test score, concurrent enrollment allowed.
Semesters Offered: Spring.

This course is an introductory course covering the use of digital electrical logic concepts. Students will construct virtual circuits, test and troubleshoot digital circuits by observing and interpreting digital codes and numbers. Topics covered but not limited to weighted numbering systems, math functions and sequential logic.

ELEC 140 Motor and Motor Control Circuits
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in ELEC 118 and ELEC 119, concurrent enrollments allowed; MATH 101 or satisfactory test score, concurrent enrollment allowed; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

The student will learn to construct and build relay ladder diagrams, install typical motor control circuits in conformance with the National Electrical Code and the use of standard diagrams and wiring plans. Troubleshooting of circuits will be emphasized to allow students to develop critical thinking skills.

ELEC 208 Electronic Communications
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in ELEC 119; MATH 127 or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course covers electronic communications techniques and systems having wide application in business and industry. Topics will include oscillators, modulators, demodulators, high frequency amplifiers, transmission lines, fiber optics and lasers.

ELEC 212 Microprocessors
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grades of C in ELEC 131; MATH 127 or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course provides foundational understanding of computers and industrial controls. Topics include basic operation, memory considerations, connecting peripherals, using an assembler, using a ROM programmer, programming on-chip timers, counters, serial and parallel I/O, and programming interrupts.

ELEC 218 Process Control Instrumentation I
3CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in ELEC 118; ELEC 119; MATH 101 or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course is designed to study solid state devices such as transistors, diodes, and amplifiers. In addition the operation and maintenance of sensors, transducers, controllers and final control elements. Principles and practices relating to many kinds of devices used to control temperature, pressure, flow, level and motion will be studied.

ELEC 233 Programmable Logic Controllers
2 CR, 4 CH Lecture: 1 Lab: 3
Prerequisite: Minimum grades of C in ELEC 118; ELEC 119; MATH 101 or satisfactory test score; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course covers the installation, programming and management of programmable logic controllers (PLC), human machine interfaces (HMI), and motion control. PLC ladder logic utilizing both discrete and analog I/O are covered. Hands-on training focuses on Allen-Bradley devices and Rockwell software.

ELEC 234 Advanced PLC and Motion Control
2 CR, 4 CH Lecture: 1 Lab: 3
Prerequisite: Minimum grades of C in ELEC 233; MATH 127 or satisfactory test score, concurrent enrollment allowed.
Semesters Offered: Fall.

This course covers programming of PID loop, motion control, sensor utilization and open and closed loop control. Also covered are the safe operation and maintenance of sensors, transducers, controllers, and final control elements and other devices used to control industrial processes. Principles and practices relating to many kinds of devices used to control temperature, pressure, flow, level, force and motion will be studied. Hands-on training focuses on Allen-Bradley devices and Rockwell software. There is also an emphasis on troubleshooting PLC programs.

ELEC 255 Internship
2 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Completion of all ELEC Certificate Program courses with a minimum grade of C and recommendation of the program advisor.
Semesters Offered: Variable.

This is a capstone course in which the student searches independently, with assistance from the Internship Coordinator, for a business or industry related to the program in which he/she is enrolled to complete 48 hours per credit of a specified project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

English

ENGL 101 Freshman English I
3 CR, 3 CH Lecture: 3 Lecture: 3
Prerequisite: None
Semesters Offered: Fall, Spring, Summer.

Covers the basic techniques of composition emphasizing the building of writing skills necessary to succeed in college level courses. Reviews basic sentence structure, grammar and editing, plus practice and instruction in essay development and organization.

ENGL 103W Freshman English II with Workshop
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.

Provides instruction in the writing of expository prose. Varied writing strategies are presented for use in the planning and developing of essays. The course includes an introduction to documentation and research procedures. The student must pass all parts of the Communications Department portfolio to earn credit for this course. Supplemental instruction in support of reading, writing, and research skills is provided through specialized workshops which meet in addition to the basic ENGL 103 class.

ENGL 103 Freshman English II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Provides instruction in the writing of expository prose. Varied writing strategies are presented for use in the planning and developing of essays. The course includes an introduction to documentation and research procedures. The student must pass all parts of the Communications Department portfolio to earn credit for this course.

ENGL 104 Freshman English III
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Fall, Spring, Summer.

Extends and elaborates the expository prose strategies introduced in English 103. The writing assignments are analytic and/or argumentative in nature. Readings in varied genres are provided to build critical reading and thinking skills. A formal research paper is assigned. The student must pass all parts of the Communications Department portfolio to earn credit for this course.

ENGL 199 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab 0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

ENGL 228 Proposal Writing
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W. Semesters Offered: Variable.

Provides an overview of the grant proposal process, including developing ideas, locating funding sources, and researching, writing, and presenting a proposal. Students will apply the skills learned throughout the course by creating a fully researched grant proposal.

ENGL 231 American Literature I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

Studies movements and themes in representative works of major American authors from Colonial literature through Romanticism.

ENGL 232 American Literature II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

Presents a study of works by representative American authors from realism and naturalism to the present.

ENGL 235 American Ethnic Literature
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

This course introduces students to significant literature written by ethnic American authors, including African Americans, American Indians, Chicano/as and Latina/os, Asian Americans, and Jewish Americans. As such, it is designed to provide an overview of important works of American ethnic literature across genres and styles. We will explore both the literary and cultural elements that distinguish each work. In addition to discussing each text on its own terms, we will consider how each work functions within a broader context of ethnicity. As we go along, we will be introduced to specific cultural and historical issues related to each work.

ENGL 251 Children's Literature
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Spring.

This course presents a study of the genres of literature for children and young adults. The emphasis is upon the qualities that are inherent in successful literature for this age group. Comparative multicultural readings may include picture books, fairy tales, modern fantasy, realistic fiction, and nonfiction.

ENGL 261 Creative Writing/Fiction
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.
Introduces fundamentals in the writing of short fiction. The course is designed to enhance comprehension of the creative process through directed writing in the short story genre. Workshop approach includes analysis of student as well as professional writings.

ENGL 263 Creative Writing/Poetry
3 CR, 3 CH Lecture: 3 Lab: 0
Semesters Offered: Variable.
Introduces fundamentals in the writing of poetry. The course is designed to enhance comprehension of the creative process through directed writing in poetry. Workshop approach includes analysis of student as well as professional writings.

ENGL 265 Creative Nonfiction Writing
3 CR, 3 CH Lecture: 3 Lab: 0
Semesters Offered: Variable.

Introduces fundamentals in creative nonfiction, a genre that incorporates literary techniques and styles into the crafting of engaging and factual narratives. As a core component of the Professional Communications program, the course is designed to enhance comprehension of the writing process through directed writing and reading in the creative nonfiction genre. Workshop approach includes analysis of student writings as well as professional writings.

ENGL 281 Survey of British Literature I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

Provides a study of British Literature from the Anglo-Saxon period to the Eighteenth Century (Beowulf to Swift) concentrating on major figures and works and on contemporary methods of evaluation.

ENGL 282 Survey of British Literature II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

Provides a study of British Literature from Romanticism to the Modern Period (Blake to Beckett) concentrating on major figures and works and on contemporary methods of evaluation.

ENGL 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

Environmental Science

ENST 112 Environmental Science
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring, Summer.

Explores the relationships between living and nonliving components of the environment and provides insight into man's impact on the natural world. Includes laboratory and field work activities.

Fire Science

FISC 102 Firefighting II
12 CR, 14 CH Lecture: 10 Lab: 4
Prerequisite: None
Semesters Offered: Variable.

Includes basic firefighting skills while utilizing tools and equipment commonly used by municipal fire departments. Hazardous Materials Operation (24 hour) level training is a required component. These credits are available to students who present a valid Firefighter I & II certificate from the Michigan Firefighters training council or the Indiana Public Safety Institute with Hazmat training.

FISC 110 Fire Prevention
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Introduces students to an important function of any progressive fire department - fire prevention. Major topics include fire prevention inspection techniques, the importance of code enforcement procedures and developing public fire education programs.

FISC 111 Building Construction
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Students will explore the methods and materials used to construct buildings, how the design and engineering of a structure can influence smoke and fire travel and how the structural integrity of a building is affected by fire. The safety of building occupants and firefighters is emphasized.

FISC 112 Fire Service Tactics
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Examines modern firefighting techniques used to effectively mitigate a variety of incidents. Students will review different tactics related to general and specific fire situations. This course is designed to prepare firefighters and fire officers to successfully execute strategic assignments from incident managers.

FISC 210 Fire Cause Determination
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Firefighters and Fire Officers will learn how to determine the origin and cause of a fire. Identifying and preserving evidence, recognizing when the assistance of a more highly trained investigator is needed, and courtroom procedures will be discussed.

FISC 211 Instructional Techniques
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

A comprehensive approach to the basics of instructing and presenting. Students will study characteristics of adult learners, learn to identify training needs, develop outlines, and make presentations in class. The operation of audio/visual equipment will be demonstrated.

FISC 213 Introduction to Fire Detection and Suppression Systems
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

This course is the study of basic built-in fire detection, alarm and extinguishing systems.

Geography

GEOG 105 Human Geography
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

A study of the human and cultural elements of geography: population and its distribution, patterns of livelihood, settlements, the nature and distribution of human institutions. (Social Science credit.)

GEOG 110 Physical Geography
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.

Surveys major earth systems (atmosphere, hydrosphere, and lithosphere) that interact to produce the physical environment. Investigates plate tectonics and agents of erosion and deposition (water, ice, wind, gravity) and resulting surface features and landforms. Explores atmospheric heating, pressure, and circulation patterns as a basis for understanding weather, disturbances, and climate. Laboratory and group activities illustrate principles and methods of physical geography.

Health Education

HEED 101 Medical Terminology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Designed to acquaint the student with the basic structure of medical terms (including prefixes, suffixes, roots, and their combining forms and plurals). Proper pronunciation, spelling, definition of medical terms and building a professional medical vocabulary is emphasized.

HEED 116 Phlebotomy
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Satisfactory test scores.
Semesters Offered: Fall, Spring, Summer.

HEED 101 preferred. Provides training to meet today's health care facilities' phlebotomy requirements. Upon successful completion of the course, the individual will be eligible to take the national certification exam. A separate application is required for this course and acceptance into the program is by interview process. NOTE: Students must also successfully complete clinical experience (4 credits) to be eligible for the certification exam. This class is not repeatable after previously failing the course.

HEED 117 ECG Technician
4 CR, 4 CH Lecture: 4 Lab: 0
Semesters Offered: Fall (Dowagiac campus), Spring (ABP off-site).

Designed to provide students with the basics of performing a 12-lead ECG using a multi-channel or single channel machine. The student will learn how to correctly operate equipment, apply and run the leads, obtain a reading, and recognize normal and abnormal rhythms. NOTE: Students are eligible for the national certification examination upon successful completion of this course.

HEED 118 Introduction to Health Care Systems
1 CR, 1 CH Lecture: 1 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.
An introduction to health care structure, licensing, specialties, ethics, legalities, basic financing and professionalism.

HEED 120 Nurses Assistant
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Satisfactory test scores.
Additional Cost: $15.00
Semesters Offered: Fall, Spring, Summer.

Designed to provide the student with the knowledge and skill necessary to perform uncomplicated tasks in the personal care of sick and/or disabled patients and in the maintenance of a safe and healthful environment for those patients. At the conclusion of the course, the student is eligible to complete the nurse's aide certification exam as prepared by OBRA. Students must successfully pass a Michigan state background check proving no history of any felony and most misdemeanors prior to course registration. See specific semester course offerings for details.

HEED 131 Emergency Medical Technician I
5 CR, 7 CH Lecture: 3 Lab: 4
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Additional Cost: $15.00
Semesters Offered: Fall.

The Emergency Medical Technician is an entry level course into the delivery of pre-hospital emergency medical care. This program provides both written and practical instruction emphasizing the knowledge and skills utilized by the EMT as a health care professional. Upon successful completion of both the written and practical components of HEED 131 & 132, students are eligible to take the Michigan Department of Public Health, Division of Emergency Medical Services, and Licensure Examination for Emergency Medical Technicians.

HEED 132 Emergency Medical Technician II
5 CR, 7 CH Lecture: 3 Lab: 4
Prerequisite: Successful completion of both the practical and written components of HEED 131.
Additional Cost: $15.00
Semesters Offered: Spring.

This is a continuation of HEED 131. Upon successful completion of both the written and practical components of HEED 131 & 132, students are eligible to take the Michigan Department of Public Health, Division of Emergency Medical Services, Licensure Examination for Emergency Medical Technicians.

HEED 137 Disease Overview
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in HEED 101, BIOL 110 and minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

A study of common human diseases including prevention, etiology, signs and symptoms, pharmaceutics, diagnostic and treatment modalities, prognoses, and the use of medical references for research verification.

HEED 163 Nutrition
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in CHEM 100 or BIOL 110.
Semesters Offered: Fall, Spring, Summer.

A comprehensive study of the principles of nutrition as applied to healthy people of all ages.

HEED 170 Developing Skilled Learners in Nursing and Allied Health
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed; ISYS 110 or computer competency.
Semesters Offered: Variable.

This course will provide the pre-nursing student with an overview of the nursing curriculum and demonstrate how past, present, and future courses will form the foundation of the nursing curriculum. Learning Style Assessments, critical thinking, problem solving, blending knowledge with application in situations and NCLEX testing will be explored. Students will learn to break old study habits and develop a personal plan for academic success.

HEED 190 Health Career Exploration I
1 CR, 1 CH Lecture: 1 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

The purpose of this course is to explore a variety of health career occupations. The student will actively research these career options and the requirements necessary for each of these allied health professions and have an opportunity to job shadow.

HEED 191 Health Career Exploration II
3 CR, 4.5 CH Lecture: 1.5 Lab: 3
Prerequisite: Minimum grade of C in HEED 190, concurrent enrollment allowed.
Semesters Offered: Spring.

This course is a continuation of HEED 190-Health Career Exploration I. In this course students will continue to explore health career professions and continue with their development of professional skills. A large part of this course will involve job shadowing of various health careers.

HEED 251 Phlebotomy Clinical
4 CR, 4 CH Lecture: 0 Lab: 4
Prerequisite: Minimum grade of C in HEED 116.
Semesters Offered: Fall, Spring, Summer.

This 120 hour, non-paid, clinical experience will offer the student a series of activities that will require on-the-job application of the skills and knowledge acquired in HEED 116. The student must be able to attend the clinical site for a minimum of 20 hours a week. Successful completion of this course will make the student eligible for a national certification examination. Students will be required to undergo a criminal background check and/or urine drug screen.

HEED 290 Clinical Health Career Academy Internship I
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in HEED 101, 120, 190, 191, and valid CNA certification.
Semesters Offered: Fall.

The 30 hour non-paid internship experience will offer students a series of activities and on the job experience of the skills and knowledge acquired in HEED 120. Students must be able to attend the clinical site for a minimum of 2 hours each week. TB test, background check and drug screening required, fee paid by school affiliate.

HEED 291 Clinical Health Career Academy Internship II
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in HEED 290.
Semesters Offered: Spring.

This 30 hour non-paid internship experience will offer the student a series of activities and on the job experience of skills and knowledge acquired both in HEED 120 and HEED 290. The student must be able to attend the clinical site for a minimum of 2 hours each week. TB test, background check and drug screening required, fee paid by school affiliate.

Health Information Technology

HIMS 101 Introduction to Health Information Management Systems
4 CR, 5 CH Lecture: 3 Lab: 2
Additional Cost: $45.00
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course will review the health record definition, content, format and purpose. This will include JCAHO and AOA accreditation standards that are applicable to health information.

HIMS 180 Health Care Law
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
HIMS 101, C or better.
Semesters Offered: Spring.

This course will study legalities as they affect the health care system. Particular attention will be paid to laws governing the release of health information, including specific hospital policies on this topic. Particular attention will be paid to the HIPPA policy. Risk management as it pertains to health care policies will be reviewed.

HIMS 201 ICD Coding
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in BIOL 110, HEED 101, and HEED 137.
Semesters Offered: Fall.

This course reviews the principles of coding diseases, conditions and procedures utilizing the International Classification of Disease system. The course will include lab practice, using both computerized and manual methods.

HIMS 202 CPT Coding
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in BIOL 110, HEED 101, and HEED 137.
Semesters Offered: Fall.

This course reviews the principles of coding using the Current Procedural Terminology (CPT) system. The course will include laboratory practice in the assignment of codes using both computerized and manual methods.

HIMS 203 Advanced Clinical Coding
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $35.00
Prerequisite: Minimum grade of C in HIMS 201 and HIMS 202.
Semesters Offered: Spring.

This course reviews the principles of coding diseases, conditions, procedures, and services utilizing various classification and coding systems presented in earlier courses. Detailed and complex case studies from patient records will be used in exercises to reinforce coding theory and skills. New advancements inclinical coding, not covered in previous course work will also be introduced.

HIMS 205 Health Information Management Science
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in HIMS 101.
Semesters Offered: Fall.

This course will review a variety of procedures that are specific to health information practice, including things such as: release of medical information, calculation and interpretation of health care statistics, and computerized health records. Students will have the opportunity to reinforce the topics through laboratory experiences.

HIMS 210 Quality Assurance
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in HIMS 101.
Semesters Offered: Spring.

This course reviews the concepts and procedures utilized in the performance of quality assurance in the health care system. Emphasis is placed on the role of the health records technician in the utilization review function of the facility. Students will participate in research of QA areas specific to JCAHO and AOA guidelines. Group and individual assignments will be completed in the following areas of study: quality assurance and management, performance improvement, statistical presentation, resource management, and risk management.

HIMS 255 Health Information Technology Internship
4 CR, 4 CH Lecture: 0 Lab: 4
Prerequisite: Minimum grade of C in HIMS 180, HIMS 203, and HIMS 210; concurrent enrollment in HIMS 290 required.
Semesters Offered: Fall, Spring, Summer.

In this course, the student, with assistance from the Program Director, HIT, will be placed in a hospital or other health agency to apply the principles that have been learned in health information technology. The student will be on-site 80 hours and will participate in SMC's Virtual Learning laboratory for an additional 64 hours.

HIMS 290 HIMS Capstone
2 CR, 4 CH Lecture: 0 Lab: 4
Additional Cost: $229.00
Prerequisite: Minimum grade of C in HIMS 180, HIMS 203, and HIMS 210; concurrent enrollment in HIMS 255 required.
Semesters Offered: Fall, Spring, Summer.

Incorporating the Domains, Sub domains, and tasks for the two year HIMS program from the American Health Information Management Association into projects, oral and written presentations, case studies and portfolio development along with completion of at least two mock accreditation exams. Students will be eligible to sit for the national Registered Health Information Technician (RHIT) license after completing the two-year degree. Students will pay for the exam directly to AHIMA.

History

HIST 101 Western Civilization I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

The development of the Western tradition from its origins in antiquity to 1715: emphasizing the nature of history and the essential ideas, individuals and events responsible for shaping the cultural, political and economic institutions of the Western World.

HIST 102 Western Civilization II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring

An orientation and analysis of the major social, economic, political and intellectual forces contributing to the dramatic rise of the West to preeminence from 1715 to the present. Major emphasis is directed to the industrial, intellectual and political revolutions, and their impact upon contemporary western institutions.

HIST 201 United States History I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

An introduction to the development of American institutions and values from European backgrounds through the post-Civil War reconstruction. Emphasis is upon those factors having the greatest impact upon the present.

HIST 202 United States History II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

A continuation of History 201 from the period of rapid industrialization in the Civil War era through the present.

HIST 230 Michigan History
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

This course offers a comprehensive survey of Michigan peoples from the pre-Columbian period to the present. Leading topics include Native American societies, the colonial era and statehood, the Underground Railroad and Michigan in the Civil War, demographic, geographic and cultural transformations as related to the rise of industrialism, and rising challenges in the state's development since the 1950s. Salient social, political and economic issues are addressed, as are developments regarding religion, race and gender. Throughout the course, Michigan's unique identity, demonstrated via its context within U.S. and global events, is revealed.

HIST 290 Special Topics in History
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

This course particularly aims to develop understanding and appreciation for diversity through a rotation of such classes as African American history, Native American history, and the history of Women in America. A second leading task of the course is to introduce practice in historical interpretation and methods. Students may reenroll in this course as given the variety of special topics available.

HIST 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in a this subject area or who have a special interest in this subject area outside the regular curriculum.

Humanities

HUMA 202 Introduction to American Pop Culture
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

An exploration of American popular culture in the post-WWII era. The disciplines of history, anthropology, literature, music and sociology are used as vehicles for the exploration.

HUMA 204 Introduction to Film
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

An introduction to the art of the film via viewing of representative foreign, as well as American films. The course focuses on the content of films (e.g., social, cultural, thematic dimensions) as well as exploring the varied technical aspects of movie making that shape the final artistic product.

HUMA 205 Great American Films
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

An exploration of American cinema from the silent film era to the present. A selection of classic films are viewed in class and then discussed in terms of content and cinematic technique. The course explores how the films viewed reflect themes in American culture.

HUMA 210 Introduction to Non-Western Civilization
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

An exploration of the civilizations of Africa, Asia, and other Non-Western areas. The disciplines of history, anthropology, literature, music and sociology are used as the vehicles for the exploration.

Industrial Technology

INTE 126 Introduction to Manufacturing Systems
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.
Students will learn a broad range of modern manufacturing techniques utilized in industry. Among topics covered will be production methods utilizing a variety of materials including both ferrous and non-ferrous metals and plastics. Students will also learn assembly techniques needed for low and high volume manufacturing and how these meet the requirements of industry. Other topics will include ethics, social and environmental responsibilities, the evolution of modern practices and methods, and the challenges to manufacturing industries competing in a global economy.

INTE 140 Blueprint Reading
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall.

Instruction and practice in methods to communicate technical ideas through the use of blueprints are emphasized. Students will develop skill in reading and interpreting blueprint drawings. Instruments are used to make orthographic drawings that accurately describe shape and size, including sketching multi-view, sectional views, auxiliary views and pictorial illustrations.

INTE 159 Hydraulics and Pneumatics
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grades of C in MATH 101 or satisfactory test score, concurrent enrollment allowed; Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course consists of lectures and laboratory work in the basic laws of physics with an emphasis on hydraulic and pneumatic principles in an industrial environment.

INTE 227 Industrial Robotics
2 CR, 4 CH Lecture: 1 Lab: 3
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course is designed as an introductory course in robot application, programming, and troubleshooting. Simple programs will be written and edited. Students will obtain hands-on experience with common industrial robots and/or training simulators.

INTE 229 Industrial Robotics Vision
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grades of C in INTE 227.
Semesters Offered: Fall.

This course covers the basic tasks and procedures required to work with a vision system on an industrial robot. Topics include set up, teaching, testing, troubleshooting and modifying vision applications.

INTE 240 Precision Inspection
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

This course is designed to teach students the methods of inspecting industrial products with the emphasis on the use of precision instruments.

INTE 245 Robot Integration and Automation
2 CR, 4 CH Lecture: 1 Lab: 3
Prerequisite: Minimum grades of C in INTE 159, INTE 227 and ELEC 233.
Semesters Offered: Spring.

This course covers integration of industrial robots with PLC's, material handling equipment, and stand-alone equipment. Students will design an automated system that uses a robot in a work cell and program, debug, and troubleshoot the system.

INTE 255 Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Completion of 30 technology credits with a minimum grade of C and permission of the program advisor.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from the School of Advanced Technology faculty, for a business or industry related to the program in which he/she is enrolled to complete 144 hours per credit of a specified project or objectives. The student will be placed, supervised, and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

Information Systems

ISYS 110 Introduction to Computer Technology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring, Summer.
This course provides the student with an understanding of the basics of computing operations, key applications, and working in an online environment. More specifically, this course covers operating systems, word processing, spreadsheets, presentation software, electronic mail, networks, using the internet, and the impact of computing and the internet on society.

ISYS 115 Programming Logic and Design
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $127.00
Prerequisite: None
Semesters Offered: Fall.

This is an introductory course in computer programming logic and design. The student will learn concepts applicable to all programming languages. Topics include data types, arrays, logic control structures, algorithms, structured programming methods, report generation, memory addressing schemes, functions and modules. Students will learn to use charts commonly used in business and information processing. Program logic will be developed using flowcharts and pseudocode to create structured solutions to problems. Several integrated lab exercises will be completed using commercial development software.

ISYS 140 Presentations
3 CR, 4CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ISYS 110.
Semesters Offered: Variable.

Students will plan, create and deliver eye-catching computer presentations. Topics include: addressing your audience, developing multi-level slides linked to presentations, incorporating sound, video clips and animation. Current presentation software will be used. This course leads to certification.

ISYS 181 Spreadsheets
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ISYS 110.
Semesters Offered: Fall, Spring .

Offers an introduction to spreadsheet design and application. The use and design of worksheets, templates, databases, charts, and macros will be emphasized to create easy-to-use customized applications. The student will develop a project for a business environment. Current versions of spreadsheet applications will be used. This leads to advanced certification.

ISYS 182 Database I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

Offers an introduction to the relational data base model using common DBMS business software. Relational database design theory, including the normalizing process, will be emphasized. Data definition, entry, updating, retrieval, reporting, and manipulation will be covered. The student will develop a term project using commercial database software such as Oracle or SqlServer. This course leads to advanced study and certification.

ISYS 200 Integrated Applications and Technologies
3 CR, 3 CH Lecture: 3 Lab: 0
*Prerequisite: Minimum grade of C in OADM 138 or ISYS 110***.**
Semesters Offered: Variable.

Introduces students to technological innovations in business and industry. Includes topics such as electronic communication, audio conferencing, video conferencing, and source document automation, including voice recognition.

ISYS 201 IT Support
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

This course covers concepts of support of internal users and external customers. Students will learn self-management skills, communication skills, trouble shooting and problem solving techniques and demonstrate an understanding of the roles and responsibilities of the support specialist. This course will introduce tools and techniques for incident tracking, asset management and change management.

ISYS 207 Managing and Maintaining PC's
4 CR, 5 CH Lecture: 3 Lab: 2
Additional Cost: $197.00
Prerequisite: None
Semesters Offered: Fall.
Teaches students how to isolate and correct minimal hardware problems and is a survey of operating systems. Students will learn to install, use, and troubleshoot internal computer components and support operating systems. This class also provides information on how to maintain a healthy system through preventative maintenance and diagnostic testing. The intent of this course is to prepare students to become better PC support technicians in order to extend the operational life of the PC. This course leads to certification. This course requires students to take two third party assessments.

ISYS 215 Selected Topics in Information Technology
2-3 CR, 2-4 CH Lecture: 2-4 Lab: 0-2
Prerequisite: None
Semesters Offered: Variable

Various topics in computer information systems are addressed.

ISYS 225 C++ Programming
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $295.00
Prerequisite: Minimum grade of C in ISYS 115.
Semesters Offered: Spring.

An intermediate course that introduces features of the "C++" programming language through problem solving, algorithm design, and structured program development. Students will design, code, test and debug several programs using a commercial Integrated Development Environment (IDE). Topics include keyboard and file input, arithmetic, relational, and conditional operators, control structures, pointers, strings, arrays, functions, subroutines, input/output, dynamic allocation principles, and object-oriented design.

ISYS 227 JAVA Programming I
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in ISYS 115 or permission of chair.
Semesters Offered: Fall.

An intermediate course that introduces the Java programming language and object oriented programming. Topics will include: control statements and methods, arrays, classes, inheritance, polymorphism, string handling, graphics generation, file input/output and multi-threading. Students will design, code, test and debug several Java applets using objects in the standard Java libraries.

ISYS 228 JAVA Programming II
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $127.00
Prerequisite: Minimum grade of C in ISYS 227
Semesters Offered: Spring.

A continuation of the Java Programming I course, which will culminate in the certification examination. Topics will include, stacks, queues, exception handling, objected oriented programming, abstract classes, interfaces, JavaFX, animation, binary, recursion, networking, Java Database, and Java Server. Students will design, code, test and debug their applications while gaining an understanding of the Java libraries and building fluency in the Java syntax.

ISYS 229 Scripting Languages
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $127.00
Prerequisite: Minimum grade of C in ISYS 115.
Semesters Offered: Spring.

An intermediate-level course that introduces the powerful JavaScript and Python scripting languages. Topics include language syntax, class definitions, control structures, function definitions, and basic data collections. Students will write stand-alone programs to perform various tasks including interfacing to system libraries, retrieving information from web sites, and connecting to databases.

ISYS 234 Database II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Spring.

An advanced course covering database terminology, data structure design, data retrieval and manipulation. Hands-on laboratory activities cover database server installation, configuration, functional components and architecture, user administration and security, performance monitoring, client application access, and backup and recovery. Lab exercises will focus on how to design and implement SQL database tables and functional structure. Report writing and report applications will also be discussed. The student will develop a term project using commercial database software such as Oracle or SqlServer.

ISYS 241 Introduction to Web Development
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $127.00
Prerequisite: None
Semesters Offered: Fall, Spring.
A beginning website development course that introduces client-side website project planning and design. Graphic techniques will also be discussed and practiced. Commercial web development software will be used to design and implement web pages, which will include forms, tables, embedded media, and responsive design, implemented through cascading style sheets. Web languages used to develop Web sites will be covered, including HTML5, CSS3, PHP, and JavaScript. Students will develop their own ePortfolio as a term project. This course leads to certification.

ISYS 251 Web Development II
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $127.00
Prerequisite: Minimum grade of C in ISYS 115 and ISYS 241.
Semesters Offered: Spring.

A web authoring course focused on the theory, design and construction of the server-side portion of web pages and sites. Windows, MySQL, Apache, PHP, and JavaScript will be used to configure and manage the back end of web-based applications. Topics will include: information architecture concepts, usability, layout, template development, site management, and web project management. This course will provide comprehensive instruction on how to use commercial software to build and publish a web site. This course will also cover security issues as related to Web server application and leads to PHP certification.

ISYS 255 Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in BUSI 240, concurrent enrollment allowed, and approval of chair.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course in which the student searches independently, with assistance from the School of Business faculty, for a business or industry related to the program in which he/she is enrolled to complete 144 hours of a specified project or objectives. Once the student has secured a site, the student will be supervised and evaluated under the direction of a college staff member to insure a meaningful internship experience. The student must meet with the Internship Coordinator prior to registering for this course.

ISYS 260 Wireless Communications
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ISYS 207.
Semesters Offered: Spring.

Introduces skills required to function at the entry level in wireless data communications. Teaches fundamental wireless communications and provides an overview of protocols, transmission methods, and IEEE standards. This course examines the broad range of wireless communications technologies available beginning with the basics of radio frequency and wireless data transmission and progressing to the protocols and mechanisms that every wireless network technician should understand. Topics cover technologies for Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs) giving an overview of the most current cellular and satellite communications.

ISYS 271 Networking Essentials
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $160.00
Prerequisite: Minimum grade of C in ISYS 207; concurrent enrollment allowed
Semesters Offered: Fall, Spring.

Covers the overall physical layouts of various types of local area networks. It will provide information and discussion of network operating systems, file servers, workstations, network topologies, protocols, cabling, network applications, and current topics related to networks. This course requires students to take a third party assessment; there will be an additional charge for the exam.

ISYS 272 Configuring Windows Devices
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $95.00
Prerequisite: Minimum grade of C in ISYS 281.
Semesters Offered: Fall.

This course provides students with the skills and knowledge needed to plan, design, and implement a Windows desktop infrastructure. The course provides guidance on planning and deploying desktops by using several technologies such as User State Migration Tool (USMT), Microsoft Deployment Toolkit (MDT), Virtual Desktop Infrastructure (VDI), and more. Additionally, the course describes how to protect desktops and monitor their health and performance.

ISYS 275 C# / .Net Programming
3 CR, 4 CH Lecture: 2 Lab: 2
Additional Cost: $127.00
Prerequisite: None
Semesters Offered: Spring.

An advanced course for students who have a basic understanding of arrays, pointers, structures and object oriented programming. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. The course focuses on C# program structure, language syntax, and implementation details.

ISYS 276 Mobile Applications
3 CR, 4 CH Lecture: 2 Lab: 2
Semesters Offered: Fall.
Prerequisite: Minimum grade of C in ISYS 115
Semesters Offered: Fall.

An intermediate course that introduces the fundamentals of writing Android applications developed using a customized version of Java. The course will also introduce more advanced techniques and features available in the Android SDK, using development platforms such as Eclipse or Android Studio. Topics will cover a variety of the features commonly used in popular Android applications.

ISYS 281 Installing Windows Server
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $98.00
Prerequisite: Minimum grade of C in ISYS 207 and ISYS 271.
Semesters Offered: Spring.

Introduces students to Windows Server. Students will learn to use Windows commands and utilities to manage a single server network. This course will include hands-on experience to familiarize students with basic installation and administration of Windows Server. This course requires student to take a third party assessment; there will be an additional charge for the exam.

ISYS 282 LINUX
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Spring.

UNIX is considered the operating system of the web. This course will cover basics of UNIX concepts, architecture and administration. Students will develop applications using file processing, shell programming, UNIX utilities, and other UNIX applications. Current versions of UNIX or Linux will be used.

ISYS 283 Administering Windows Server
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $98.00
Prerequisite: Minimum grade of C in ISYS 281.
Semesters Offered: Fall.

Students taking this course will learn how to set up, configure, and maintain a Windows Server Infrastructure. Topics covered include administering, diagnosing, and troubleshooting; Directory Services, DHCP, DNS, network security, outing and remote access, and system performance. This course leads to certification. This course requires students to take a third party assessment; there will be an additional charge for the exam

ISYS 284 Advanced Windows Server
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $98.00
Prerequisite: Minimum grade of C in ISYS 281.
Semesters Offered: Fall.

This course teaches the student skills and knowledge necessary to perform advanced management and provisioning of services within the Windows 2012 environment.

ISYS 285 Network Security
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $210.00
Prerequisite: Minimum grade of C in ISYS 207.
Semesters Offered: Fall.
This course will provide a comprehensive overview of network security. This course is mapped to Comp TIA's Security+ Certification exam. This course will cover general security concepts, communication security, infrastructure security, cryptography, and operational/ organizational security. This course requires students to take a third party assessment; there will be an additional charge for the exam.

ISYS 288 CISCO Routers and Switches
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $310.00
Prerequisite: Minimum grade of C in ISYS 271.
Semesters Offered: Fall.

This course is a comprehensive guide for anyone wishing to obtain a solid background in basic CISCO networking concepts. Students are first introduced to theory-based concepts, which are follow-up with practical hands-on labs. Students learn skills to configure, install, and troubleshoot CISCO routers and switches.

ISYS 289 Installing and Configuring Windows
3 CR, 3 CH Lecture: 3 Lab: 0
Additional Cost: $95.00
Prerequisite: Minimum grade of C in ISYS 281.
Semesters Offered: Spring.

This course teaches the student skills needed to design, deploy, and manage a physical and virtual Windows Server application management infrastructure, and focus on using Microsoft System Center. Students will also learn to design, deploy, and manage Windows Enterprise applications in a physical and virtual environment.

ISYS 290 Systems Analysis
3 CR, 3 CH Lecture: 3 Lab: 0
Semesters Offered: Spring.

An examination of business operations concerned with the design and maintenance of forms, records and office systems to include study of input/output systems, work flow planning, office layout, work measurement and types of business procedure specifications. Information retrieval research will also be included. Basic tools of system analysis are introduced such as the systems flowchart, decision tables, GANTT charts and Dataflow Diagrams.

ISYS 294 Software Engineering I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ISYS 115; ISYS 225 or ISYS 227 or ISYS 275.
Semesters Offered: Fall.

Advanced course covering topics in software design and implementation including development paradigms, project requirements and specifications, object-oriented development, graphical user interface (GUI) design, event-driven systems, CASE tools, and the maintenance and management of systems software. UML will be used to model the phases of the software engineering process, and exercises will emphasize a hands-on approach to Object Oriented software development.

Journalism

JOUR 251 Applied Journalism I/Print
1-3 CR, 1-6 CH Lecture: 1-3 Lab: 1-6
Prerequisite: Permission of instructor.
Semesters Offered: Variable.

Provides an opportunity for students to work on The Southwester under the direction of the journalism instructor.

JOUR 252 Applied Journalism II/Print
1-3 CR, 1-6 CH Lecture: 1-3 Lab: 1-6
Prerequisite: Minimum grade of C in JOUR 251.
Semesters Offered: Variable.

Provides an opportunity for students to work on The Southwester under the direction of the journalism instructor.

Mathematics

MATH 098 College Arithmetic
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Satisfactory test or placement test score.
Semesters Offered: Fall, Spring, Summer.

Provides a review of operations with whole numbers, fractions, decimals, ratios, proportions, percentages, area and perimeter, as well as an introduction to pre-algebra concepts. **This course will not count toward graduation requirements.**

MATH 101 Introductory Algebra
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.
Semesters Offered: Fall, Spring, Summer.

Provides an introduction to one and two variable algebraic equations; linear inequalities; graphing with the rectangular coordinate system; polynomial operations; variation; factoring; an introduction to functions; and solving linear equations, systems of linear equations, and quadratic equations. A review of pre-algebra concepts is included. Recommended for the STEM, Elementary Education, and pre-Nursing Pathways.

MATH 102 Mathematical Literacy
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.
Semesters Offered: Fall, Spring, Summer.

Mathematical Literacy is a one semester course for non-math and non- science majors integrating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Recommended for the Arts/Humanities, Business, Communications, Criminal Justice, and Social Science Pathways.

MATH 127 College Algebra
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 101 or satisfactory test score.
Semesters Offered: Fall, Spring, Summer.
Provides a study of polynomial, quadratic, radical, rational, exponential, and logarithmic functions, their graphs and applications; inverse functions; graph transformations; a review of linear equations and inequalities; systems of linear equations, and an introduction to the theory of equations and complex numbers.

MATH 128 Contemporary Mathematics
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test scores.
Semesters Offered: Fall, Spring, Summer.

Provides the non-science major with an introduction to ideas and applications of topics in traditional and modern mathematics. Explores the nature of problem solving, logic, numeration systems, the history of mathematics, real numbers, classical and modern geometry, applications of algebra and geometry, finance and probability and statistics. Recommended for the Arts/Humanities and Communications Pathways.

MATH 129 Finite Mathematics with College Algebra
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 127 or MATH 150.
Semesters Offered: Spring.

Provides Computer Information Systems and Business curricula with a survey of set theory, graphing, linear equation systems, matrices, linear programming, permutations and combinations, and probability with particular attention to applications in the area of business.

MATH 131 Precalculus Trigonometry
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MATH 127 or satisfactory test score.
Semesters Offered: Fall, Spring, Summer.

Provides an introduction to trigonometry, including trigonometry of triangles and circles, trigonometric functions and inverse functions, identities, trigonometric equations, graphing, Law of Sines and Law of Cosines, polar coordinates, an introduction to vectors, and applications.

MATH 136 Precalculus Algebra
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 127 or satisfactory test scores.
Semesters Offered: Fall, Spring, Summer.
Provides a review of the fundamentals of algebra and analytic geometry. Emphasizes calculus-oriented concepts including functional notation, graphing, and the applications of functions. Explores the behavior of algebraic, exponential, and logarithmic functions.

MATH 141 Analytical Geometry and Calculus I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 131 and MATH 136, or satisfactory test scores.
Semesters Offered: Fall, Spring, Summer.

Provides an introduction to functions, limits and continuity, differentiation of algebraic and transcendental functions, applications of derivatives, definite and indefinite integrals, and the Fundamental Theorem of Calculus.

MATH 142 Analytical Geometry and Calculus II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 141.
Semesters Offered: Fall, Spring.

Provides a study of techniques of integration, applications of integrals, improper integrals, parametric equations, polar coordinates, sequences, and series.

MATH 150 Statistics
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test scores.
Semesters Offered: Fall, Spring, Summer.

This is an introductory course in concepts and methods of statistics with an emphasis on statistical literacy and thinking. Topics include methods of data collection, graphical and numerical descriptive statistics, basic concepts of probability, binomial probability distributions, normal probability distributions, central tendency, confidence intervals and hypothesis tests for proportions, means, and standard deviations, correlation and regression, contingency tables, and analysis of variance. Recommended for the Business, Criminal Justice, and Social Science Pathways.

MATH 153 Mathematics for Elementary Teachers I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 101 or satisfactory test score
Semesters Offered: Fall.

Provides the elementary teacher with a minimum foundation in the structure of arithmetic. Includes problem solving techniques, sets, relations, and bases, the properties of natural numbers, integers, rational, and real numbers. Includes selected topics in number theory and algebra.

MATH 154 Mathematics for Elementary Teachers II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 153 or permission of appropriate Dean.
Semesters Offered: Spring.

Analyzes geometric figures in the plane and space, including investigations into their transformations and symmetries. Considers fundamental concepts in measurement and construction. Emphasizes active participation in discovering and communicating mathematical ideas and an introduction to probability and statistics.

MATH 201 Calculus III
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 142.
Semesters Offered: Spring.

Provides a study of vector algebra, vector functions and their derivatives, partial derivatives, multiple integrals, and line integrals. Presents selected topics in vector analysis.

MATH 203 Introduction to Linear Algebra
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MATH 141 or permission from appropriate Dean.
Semesters Offered: Variable.

Provides a study of systems of linear equations and matrices, determinants, vector spaces, subspaces, basis and dimension, linear transformations, and eigenvalues and eigenvectors.

MATH 205 Differential Equations and Linear Algebra
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 142.
Semesters Offered: Fall.

Provides a study of ordinary differential equations, initial value problems, and linear algebra. Topics include techniques for solving first and second order equations, numerical methods, Laplace transforms, matrix algebra, eigenvalues and eigenvectors, linear independence, vector spaces, solution of systems of linear algebraic and differential equations, applications, and existence and uniqueness theorems.

MATH 265 Probability and Statistics for Teachers
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in MATH 153.
Semesters Offered: Spring.

This course covers basic concepts of statistics and probability appropriate for elementary and middle school teachers. Topics include statistical techniques for organizing, summarizing, presenting and interpreting data sampling techniques; and analytic methods in probability. Computers are used to reinforce major course ideas.

Medical Assisting

MEDA 210 Medical Assistant Clinical Procedures
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101,HEED 118, SPEE 104.
Semesters Offered: Fall.

This course presents theoretical material and clinical skills necessary for the medical assistant in the performance of their role. It includes the theory and clinical skills related to: asepsis, vital signs, history and physical assessment, physical therapy and other technical skills needed to assist the physician in the clinical setting.

MEDA 211 Medical Assistant Pharmacology
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104.
Semesters Offered: Fall.

This course discusses the basic principles of pharmacology. Emphasis is placed on drug classifications, use of those drugs, routes of administration, dosages, interactions, incompatibilities and side effects. A lab component will cover various techniques of medication administration.

MEDA 212 Diagnostic and Lab Procedures
4 CR, 5 CH Lecture: 3 Lab: 2
Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104.
Semesters Offered: Fall.

This course prepares the student to perform basic laboratory and diagnostic procedures, including preparation of patients, appropriate set up for various procedures, collecting and preparing appropriate specimens and expected norms of laboratory test results. This course includes safety and quality control standards.

MEDA 220 Medical Office Administration
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MATH 101, HEED 101, HEED 118 and SPEE 104.
Semesters Offered: Spring.

This course provides an understanding of the administrative duties of the medical assistant in a medical office or clinic. This course helps in the development of communication skills in the medical setting and the role of the medical assistant as a member of the health care team. Included is instruction in medical correspondence and records, filing telephone procedures, appointment scheduling, receptionist duties and general office management.

MEDA 221 Insurance Claims Processing
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MATH 101, HEED 101, HEED 118 and SPEE 104.
Semesters Offered: Fall, Spring.

This course provides an overview of the different types of medical insurance and the methods of handling the various types of insurance forms as they apply to the medical office or clinic.

MEDA 240 Medical Assistant Clinical Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in MEDA 210, MEDA 211, and MEDA 212.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course for the Medical Assisting program. This internship provides the student with the opportunity to observe and perform various clinical competencies under the supervision of a preceptor. This learning experience will be scheduled in physician's offices, clinics or hospitals. The student will complete 48 hours per credit hour (144 clock hours) in the virtual or clinical setting. Student will study for the clinical portion of the RMA exam. The student is asked to meet with the Lead Faculty for the Medical Assisting Program prior to registering for this course.

MEDA 250 Medical Assistant Administration Internship
3 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in MEDA 220 and MEDA 221.
Semesters Offered: Fall, Spring, Summer.

This is a capstone course for the Medical Assisting Program. This internship provides the student with the opportunity to observe and perform various office related competencies under the supervision of a preceptor. This learning experience will be scheduled in physician's offices or clinics. The student will complete 48 hours per credit hour (144 clock hours) in the virtual or medical/clinic setting. Student will study for the administrative portion of the RMA exam. The student is asked to meet with the Lead Faculty of the Medical Assisting Program prior to registering for this course.

MEDA 251 Medical Assistant Seminar
1 CR, 1 CH Lecture: 0 Lab: 1
Prerequisite: Concurrent enrollment in MEDA 240 and MEDA 250.
Semesters Offered: Fall, Spring, Summer.

This course will cover current and relevant topics in medical assisting. Examples of current topics to be discussed are: professionalism, patient-centered medical homes, and studying and taking a practice Registered Medical Assistant Exam.

Music

MUSI 100 Basic Musicianship
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Introduces the student to the fundamentals needed to understand music, including the piano keyboard, time symbols and terms, pitch symbols and terms within the diatonic system, basic harmonic relationships and aural perception. Highly recommended for students who wish to study music.

MUSI 101 Music Theory I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

Provides the student with a basic foundation in musical skills: reading and writing of pitch and rhythmic notation, scales, key signatures, triadic structures. A student enrolling in this class must have a basic knowledge of musical notation. Concurrent enrollment in MUSI 105 required for music majors.

MUSI 102 Music Theory II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MUSI 101 or permission of appropriate Dean.
Semesters Offered: Spring.

A study of the basic harmonic materials of 18th century Western Europe. Emphasis is placed on harmonic analysis, part writing, and harmonizing simple melodies. Some piano skills are required. Concurrent enrollment in MUSI 106 required for music majors.

MUSI 105 Aural Skills I
1 CR, 2 CH Lecture: 1 Lab: 1
Prerequisite: None; concurrent enrollment in MUSI 101 required.
Semesters Offered: Fall.

Skills covered include aural recognition, writing, and singing of scales, intervals, triads and elementary rhythms.

MUSI 106 Aural Skills II
1 CR, 2 CH Lecture: 1 Lab: 1
Prerequisite: Minimum grade of C in MUSI 105 or permission of appropriate Dean; concurrent enrollment in MUSI 102 required.
Semesters Offered: Spring.

Continuation of MUSI 105. Intermediate rhythms, triad inversions, and harmonic dictation are introduced.

MUSI 110 Music Appreciation
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

An introductory course covering significant aspects of music history and music repertoire of the Western European tradition. Music of non-Western traditions is also outlined. Fundamental knowledge through guided listening and descriptive analysis is stressed. No musical background is necessary to take this course. Degree Distribution credit can be given for only one of the following: MUSI 110, MUSI 203, MUSI 204.

MUSI 111 Jazz and Pop Music in America
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

A study of the development of jazz in America & other popular music styles & their importance as an American art form. The course includes a survey of the beginnings of jazz as a blending of the musical cultures of Africa & Europe. The development of jazz from the late 19th century to the present will be traced. Current trends in jazz & rock, as well as, electronic influences in contemporary pop music will be emphasized. Studies will include sociological & cultural trends & their influences on the evolution of the various styles & forms of jazz & pop. Implications for the future will be considered.

MUSI 113 Jazz Ensemble
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Concurrent enrollment in Symphonic Band (MUSI 116) or Brass Band (MUSI 115) is required.
Semesters Offered: Fall, Spring.

Open to students who wish to study and perform works in a wide variety of jazz and pop styles. The ensemble utilizes the standard 18-member "big band" instrumentation. Sight-reading abilities are required. This group performs both on and off campus. The Jazz Ensemble is a primary touring ensemble for SMC. Audition required.

MUSI 116 Symphonic Band
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.

Open to students who wish to study and perform a wide variety of wind band literature. The Symphonic Band gives two performances each semester and performs at the college's Commencement Ceremony each Summer. Audition or permission of instructor is required. Sight-reading abilities are required, and a minimum of four years of previous experience in a wind band (concert band) is expected.

MUSI 118 Concert Choir
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.
Concert Choir is a large, select choral ensemble, open to all students and community members. It is designed for individuals who wish to give serious study to choral music. Concert Choir performs standard choral repertoire from a variety of musical style periods. The ability to read music is encouraged. This group may be called upon to furnish music at graduation, and other functions on and off campus. Repertoire includes one or more major choral works per year. Audition or recommendation from Director of Choral Activities.

MUSI 122 Show Choir
1 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Concurrent enrollment in Concert Choir (MUSI 118) is required.
Semesters Offered: Fall, Spring.

A restricted-entry, top level music ensemble which requires advanced skills in singing, dancing, microphone technique, and stage presence. Sight-reading skills are necessary, and an advanced level of musicianship is required. Ensemble members will be required to participate in performances on and off campus, including performing arts tour. Literature features music from jazz, Broadway, and pop genres. This choir is a primary touring ensemble for SMC. Audition required.

MUSI 123 Chamber Singers
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: Concurrent enrollment in Concert Choir (MUSI 118) is required and Applied Music, Music Theory, and Aural Skills are recommended.
Semesters Offered: Fall, Spring.

This is a highly select vocal ensemble. It is geared for singers with advanced vocal technique and music reading abilities. Ensemble members will be required to participate in performances on and off campus, including tour. This ensemble will perform chamber literature from all stylistic periods, with an emphasis on literature performed acappella. This choir is a primary touring ensemble for SMC. Audition required.

MUSI 125 Men's Ensemble
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.

The SMC Men's Ensemble is a select choral ensemble, open to all students and community members. The choir performs standard choral repertoire from a variety of musical and historical periods. Performances include on and off campus concerts.

MUSI 131 Voice and Diction for Singers
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Concurrent enrollment in MUSI 142 required.
Semesters Offered: Fall, Spring.

This course is a requirement for the student on a vocal music track and concurrently enrolled in Applied Music. The focus of this class is to acquaint the singer with the correct pronunciation of English, Latin, Italian, German and French languages through the use of the International Phonetic Alphabet. This course also provides an overview of the historical development of vocal music from Late Medieval through the 20th Century.

MUSI 141 Class Piano
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Variable.

An introduction to basic skills and techniques involved with playing the piano. Note-reading, scales arpeggios, and basic literature will be components of the course. Group instruction (classroom format) is used in place of the one-on-one format of private instruction.

MUSI 142 Applied Music I
0.50 CR, 0.50 CH Lecture: 0 Lab: 0.50
Additional Cost: $140.00
Prerequisite: None
Semesters Offered: Variable.

Lessons are one half hour each week for 14 weeks. Applied music (private instruction) is available for beginning through advanced students. Applied music at each level may be taken for credit up to two semesters. Student will make arrangements with full-time music faculty before the beginning of the semester to ensure proper placement.

MUSI 143 Applied Music II
0.50 CR, 0.50 CHLecture: 0 Lab: 0.50
Additional Cost: $140.00
Prerequisite: Minimum grade of C in MUSI 142.
Semesters Offered: Variable.

Lessons are one half hour each week for 14 weeks. Applied music (private instruction) is available for beginning through advanced students. Applied music at each level may be taken for credit up to two semesters. Student will make arrangements with full-time music faculty before the beginning of the semester to ensure proper placement.

MUSI 201 Music Theory III
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MUSI 102.
Semesters Offered: Fall.

A study of the evolution of harmonic and melodic materials in Western Europe from the late 16th century through the 18th century. Emphasis is placed on analysis of music composed during this period, as well as short composition assignments. Concurrent enrollment in MUSI 205 required for music majors.

MUSI 202 Music Theory IV
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MUSI 201.
Semesters Offered: Spring.

A study of the evolution of harmonic and melodic materials traced through the 20th century. Emphasis is placed on analysis of music composed during the 19th and 20th centuries in Western Europe and the United States. Short composition assignments will also be required. Concurrent enrollment in MUSI 206 required for music majors.

MUSI 203 Music History I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MUSI 102.
Semesters Offered: Fall.

A study of the history of music in Western Civilization from Antiquity through the Baroque Era. Significant emphasis is on the development of styles, compositional forms, notation, and scales, as well as, social, cultural, political and economic influences. Degree distribution credit can be given for only one of the following: MUSI 110, MUSI 203, MUSI 204.

MUSI 204 Music History II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in MUSI 102.
Semesters Offered: Spring.

A study of the history of music in Western Civilization from the late Baroque Era to Contemporary time. Significant emphasis is on the development of styles, compositional forms, notation, and scales, as well as, social, cultural, political and economic influences. Degree distribution credit can be given for only one of the following: MUSI 110, MUSI 203, MUSI 204.

MUSI 205 Aural Skills III
1 CR, 2 CH Lecture: 0 Lab: 1
Prerequisite: Minimum grade of C in MUSI 106; concurrent enrollment in MUSI 201 is required.
Semesters Offered: Fall.

Continuation of MUSI 106. Two-part melodic dictation and sight-singing, intermediate harmonic dictation including modulation, and more advanced rhythms are introduced.

MUSI 206 Aural Skills IV
1 CR, 2 CH Lecture: 1 Lab: 1
Prerequisite: Minimum grade of C in MUSI 205; concurrent enrollment in MUSI 202 required.
Semesters Offered: Spring.

Continuation of MUSI 205. Three- and four-part melodic dictation, atonal melodic sight-singing and dictation, chromatic harmonies and advanced rhythms are introduced.

MUSI 213 Jazz Ensemble II
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 113.
Semesters Offered: Fall, Spring.

Open to students who wish to study and perform works in a wide variety of jazz and pop styles. The ensemble utilizes the standard 18-member "big band" instrumentation. Sight-reading abilities are required. This group performs both on and off campus. The Jazz Ensemble is a primary touring ensemble for SMC. Audition required.

MUSI 214 Jazz Ensemble III
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 213.
Semesters Offered: Fall, Spring.

Open to students who wish to study and perform works in a wide variety of jazz and pop styles. The ensemble utilizes the standard 18 member "big band" instrumentation. Sight reading abilities are required. This group performs both on and off campus. The Jazz Ensemble is a primary touring ensemble for SMC. Audition required.

MUSI 216 Symphonic Band II
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 216.
Semesters Offered: Fall, Spring.

Open to students and community members who wish to study and perform a wide variety of wind band literature. The Symphonic Band gives two performances and performs at the college's Commencement Ceremony each Summer. Audition or permission of instructor required. Sight-reading abilities are required, and a minimum of four years of previous experience in a wind band (concert band) is expected.

MUSI 217 Symphonic Band III
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 116.
Semesters Offered: Fall, Spring.

Open to students and community members who wish to study and perform a wide variety of wind band literature. The Symphonic Band gives two performances and performs at the college's Commencement Ceremony each summer. Audition or permission of instructor required. Sight reading abilities are required, and a minimum of four years of previous experience in a wind band (concert band) is expected.

MUSI 218 Concert Choir II
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 118.
Semesters Offered: Fall, Spring.

The SMC Concert Choir is a select choral ensemble, open to all students and community members. The choir performs standard choral repertoire from a variety of musical and historical periods. Performances include on and off campus concerts.

MUSI 219 Concert Choir III
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 218.
Semesters Offered: Fall, Spring.

The SMC Concert Choir is a select choral ensemble, open to all students and community members. The choir performs standard choral repertoire from a variety of musical and historical periods. Performances include on and off campus concerts.

MUSI 223 Chamber Singers II
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: Minimum grade of C in MUSI 123.
Semesters Offered: Fall, Spring.

This is a highly select vocal ensemble. It is geared for singers with advanced vocal technique and music reading abilities. Ensemble members will be required to participate in performances on and off campus, including tour. This ensemble will perform chamber literature from all stylistic periods, with an emphasis on literature performed acappella. This choir is a primary touring ensemble for SMC.

MUSI 224 Chamber Singers III
2 CR, 3 CH Lecture: 0 Lab: 3
Prerequisite: Minimum grade of C in MUSI 223.
Semesters Offered: Fall, Spring.

This is a highly select vocal ensemble. It is geared for singers with advanced vocal technique and music reading abilities. Ensemble members will be required to participate in performances on and off campus, including tour. This ensemble will perform chamber literature from all stylistic periods, with an emphasis on literature performed acappella. This choir is a primary touring ensemble for SMC.

MUSI 225 Men's Ensemble II
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 125.
Semesters Offered: Fall, Spring.

The SMC Men's Ensemble is a select choral ensemble, open to all students and community members. The choir performs standard choral repertoire from a variety of musical and historical periods. Performances include on and off campus concerts.

MUSI 226 Men's Ensemble III
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: Minimum grade of C in MUSI 225.
Semesters Offered: Fall, Spring.

The SMC Men's Ensemble is a select choral ensemble, open to all students and community members. The choir performs standard choral repertoire from a variety of musical and historical periods. Performances include on and off campus concerts.

MUSI 240 Music for the Classroom Teacher
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.
Designed for elementary education students without regard to previous musical training. Students are prepared to use music functionally and developmentally in the elementary classroom through singing, through playing the piano and informal instruments, and through responding to music rhythmically. Creative aspects and values of music are emphasized, and materials are studied in relation to their future uses in the classroom.

MUSI 251 Applied Music III
1 CR, 1 CH Lecture: 0 Lab: 1
Additional Cost: $280.00
Prerequisite: None
Semesters Offered: Variable.

Lessons are one hour each week for 14 weeks. Applied music (private instruction) is available for beginning through advanced students. Applied Music at the 200 level is required for Music majors on their major instrument or voice. Applied music at each level may be taken for credit up to two semesters. Student will make arrangements with full-time music faculty before the beginning of the semester to ensure proper placement.

MUSI 252 Applied Music IV
1 CR, 1 CH Lecture: 0 Lab: 1
Additional Cost: $280.00
Prerequisite: Minimum grade of C in MUSI 251.
Semesters Offered: Variable.

Lessons are one hour each week for 14 weeks. Applied music (private instruction) is available for beginning through advanced students. Applied Music at the 200 level is required for Music majors on their major instrument or voice. Applied music at each level may be taken for credit up to two semesters. Student will make arrangements with full-time music faculty before the beginning of the semester to ensure proper placement.

MUSI 253 Applied Music V
1 CR, 1 CH Lecture: 0 Lab: 1
Additional Cost: $280.00
Prerequisite: Minimum grade of C in MUSI 252.
Semesters Offered Variable.

Lessons are one hour each week for 14 weeks. Applied music (private instruction) is available for beginning through advanced students. Applied Music at the 200 level is required for Music majors on their major instrument or voice. Applied music at each level may be taken for credit up to two semesters. Student will make arrangements with full-time music faculty before the beginning of the semester to ensure proper placement.

MUSI 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of the Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

Nursing

NURS 166 Foundations in Nursing
9 CR, 17 CH Lecture: 5 Lab: 12
Additional Cost: $13.00 for insurance and $165.00 for Kaplan.
Prerequisite: Acceptance to the Nursing Program.
Semesters Offered: Fall, Spring.

Introduction to the theoretical and practical application of concepts, principles and skills needed for identifying and meeting basic care needs in a culturally diverse adult client population. Emphasis is placed on utilization of the nursing process, effective communication skills and nursing skills and clinical nursing skills in the well client.

NURS 167 Principles of Medication Administration
2 CR, 3 CH Lecture: 2 Lab: 1
Prerequisite: Minimum grade of C in MATH 101 or satisfactory test score; concurrent enrollment in NURS 166 or permission of Dean of Nursing.
Semesters Offered: Fall, Spring, Summer.

Designed to teach the student the mathematical skills essential for safe administration of medications. Topics include: ratio, proportion, intravenous solution, apothecary and metric systems, and pediatric dosages. In addition, the student will be required to demonstrate proficiency in the administration of medications in a weekly laboratory setting.

NURS 177 Psychosocial Nursing-Theory & Clinical
4 CR, 8 CH Lecture: 2 Lab: 6
Additional Cost: $13.00
Prerequisite: Minimum grade of C in NURS 166, BIOL 215 and NURS 167, (85%).
Semesters Offered: Fall, Spring.

And previous or concurrent enrollment in NURS 177. Theoretical application of concepts, principles, and skills needed for identifying and meeting client care needs. Emphasis is placed on the clinical skills required for the care of the culturally diverse psychosocial client. Clinical experiences with clients experiencing psychosocial challenges will be incorporated into this course.

NURS 178 Pharmacology I
2 CR, 2 CH Lecture: 2 Lab: 0
Additional Cost: $165.00 for Kaplan
Prerequisite: Minimum grade of C in NURS 166, BIOL 215, and NURS 167 (85%).
Semesters Offered: Fall, Spring.

A basic study of drugs, their actions, therapeutic uses and administration, emphasizing the nurse's responsibilities and limitations.

NURS 180 Nursing Care of Adults I-Theory & Clinical
4.5 CR, 9.5 CH Lecture: 2 Lab: 7.5
Additional Cost: $13.00
Prerequisite: Minimum grade of C in NURS 166, BIOL 215, and NURS 167 (85%).
Semesters Offered: Fall, Spring.

Theoretical and Practical application of concepts, principles, and skills needed for identifying and meeting client care needs. Emphasis is placed on the clinical skills required for the intermediate care of the culturally diverse adult medical-surgical, obstetric and pediatric client. Meets Practical Nursing curriculum requirements.

NURS 201 Maternal and Women's Health Nursing Care-Theory & Clinical
4 CR, 8 CH Lecture: 2 Lab: 6
Additional Cost: $13.00
Prerequisite: Minimum grades of C in NURS 177, and NURS 178, and NURS 180 and previous or concurrent enrollment in NURS 228.
Semesters Offered: Fall, Spring.

Theoretical and practical application of the physical and psychological care of the woman of childbearing age and older, including the care of the antepartum, intra-partum, postpartum and newborn in a clinical and simulated environment. Emphasis is placed on the clinical skills required for the care of the culturally diverse maternal and newborn client.

NURS 202 Nursing Care of the Child-Theory & Clinical
4 CR, 8 CH Lecture: 2 Lab: 6
Additional Cost: $13.00
Prerequisite: Minimum grade of C in NURS 201, and NURS 228 and NURS 240 and previous or concurrent enrollment in NURS 212.
Semesters Offered: Fall, Spring.

Theoretical and practical application of physiological and psychological care of the pediatric client and family in a clinical and simulated environment. Emphasis is placed on the clinical skills required for the care of the culturally diverse pediatric client.

NURS 212 Nursing Leadership
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in NURS 201, and NURS 228 and NURS 240 and previous or concurrent enrollment in NURS 212.
Semesters Offered: Fall, Spring.

Theoretical and practical application of physiological and psychological care of the pediatric client and family in a clinical and simulated environment. Emphasis is placed on the clinical skills required for the care of the culturally diverse pediatric client.

NURS 228 Pharmacology II
2 CR, 2 CH Lecture: 2 Lab: 0
Additional Cost: $165.00 for Kaplan
Prerequisite: Minimum grade of C in NURS 177, and NURS 178, and NURS 180.
Semesters Offered: Fall, Spring.

This course is a basic study of drugs, their actions, therapeutic uses and administration emphasizing the nurse's responsibilities and limitations.

NURS 240 Nursing Care of Adults II-Theory & Clinical
4.5 CR, 9.5 CH Lecture: 2 Lab: 7.50
Additional Cost: $ 13.00
Prerequisite: Minimum grade of C in NURS 177, and NURS 178, and NURS 180 and previous or concurrent enrollment in NURS 228.
Semesters Offered: Fall, Spring.

This course focuses on the theoretical and clinical application of concepts, principles, and skills needed for identifying and meeting diverse adult medical-surgical client care needs. Emphasis is placed on the theoretical knowledge of the nurse’s role in caring for those adults experiencing complex and chronic problems including: medical and surgical interventions, holistic care before, during, and after medical or surgical interventions, and health promotion, education and maintenance in relation to complex and chronic health problems.

NURS 241 Nursing Care of Adults III-Theory & Clinical
4.5 CR, 9.5 CH Lecture: 2 Lab: 7.50
Additional Cost: $13.00
Prerequisite: Minimum grade of C in NURS 201, and NURS 228, and NURS 240, and previous or concurrent enrollment in NURS 212.
Semesters Offered: Fall, Spring.

This course focuses on the theoretical and clinical application of concepts, principles, and skills needed for identifying and meeting the needs of the diverse adult client experiencing multisystem and emergent health problems. Emphasis is placed on theoretical and clinical knowledge of the nurse's role in managing and caring for those adults experiencing multisystem and emergent health problems including: medical and surgical interventions, holistic care before, during, and after medical or surgical interventions, and health promotion, education and maintenance in relation to multisystem and emergent health problems.

Office Administration

OADM 137 Keyboarding
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring.
This course is for students with no previous typewriting or keyboarding experience. Students learn to operate a standard keyboard (including 10-key pad).

OADM 138 Formatting
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: None
Prerequisite: Keyboarding competency or minimum grade of C in OADM 137.
Semesters Offered: Fall, Spring.

Students will format a variety of personal and business documents such as letters, reports, memos, and tables. The course is designed to develop a minimum keyboarding skill of 30 words per minute.

OADM 142 Intermediate Keyboarding
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Keyboarding and formatting competency or minimum grade of C in OADM 138; and ISYS 110, concurrent enrollment allowed, or computer competency.
Semesters Offered: Spring.

This is a course for students with previous training but without sufficient skill for advanced work. Intensive skill building, training in job competencies, proofreading, basic office typing problems, advanced project preparation, and fundamentals needed in office employment are included. Prepares the student for Microsoft Office Specialist certification.

Physical Education

PHED 101 Physical Education Activity
1 CR, 2 CH Lecture: 0 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring, Summer.

Designed to develop basic skills, improve physical conditioning, teach rules, tactics, and values of the particular activity involved. All of the individual and team sport activities offered are taught on a beginning basis. Activities include: archery, golf, tennis, weight training, bowling, volleyball, swimming, badminton, soft-ball, handball, canoeing, windsurfing, downhill skiing, cross-country skiing, jogging, aerobic dance, step aerobics, racquetball, bicycling, sport walking, distance running, strength training, Tae Kwon Do and Kickboxing.

PHED 103 Life Wellness
2 CR, 3 CH Lecture: 1 Lab: 2
Prerequisite: None
Semesters Offered: Fall, Spring. Summer.

Designed to teach the skills necessary to obtain a healthy lifestyle. Physical assessment, the elements of wellness, substance abuse, and an introduction to some form of physical activity are included in the course.

PHED 111 Introduction to Coaching
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

This course prepares the student to accept coaching responsibilities at elementary, secondary and collegiate levels. It presents the student with a variety of coaching creeds from which he will develop a logical coaching philosophy and gives practical experience in budgeting and scheduling.

PHED 210 Organization and Administration of Sports
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring.

Historical growth, present status, and the trends in sports programming. Exploring the sports industry management fundamentals, organizational theories, and development of resources. Students will become acquainted with the skills, techniques, ideas, and facts necessary to efficiently organize and administer a sports program at any school level.

PHED 215 Introduction to Recreation
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

This course offers an introductory analysis of the philosophical, economic, political, social and psychological impacts of recreation and sport. The course also offers a contemporary analysis of trends in recreational/sport.

PHED 280 Practicum
1-4 CR, 1-4 CH Lecture: 0 Lab: 1-4
Prerequisite: Permission of program advisor.
Semesters Offered: Fall, Spring, Summer.

A practical field experience in recreation/sport. Enrollment by department approval and acceptance of practicum proposal. Students enroll in 1 to 4 credits (75-300 clock hours to meet course requirements) and are given letter grades based on a review of their employment and a comprehensive presentation to the program advisor.

Philosophy

PHIL 101 Intro to Philosophical Thought
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

An introduction to the basic divisions of the philosophical discipline. The emphasis is upon the study of epistemology and metaphysics; tracing the historical progression of Western thought and comparing major philosophical systems of the West with those of the Non-Western world.

PHIL 201 Introduction to World Religion
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

An introduction to Buddhism, Hinduism, Islam, and Judaism as well as a study of the religions of China, Japan, and the indigenous peoples. This course will assist the student to understand the historical development of these religions and the basic presuppositions including ultimate reality, world view, paths to liberation and ethics.

PHIL 210 Introduction to Ethics
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Variable.

This course serves as an introduction to the study of ethics. Students will read classic texts from the history of ethics: Plato, Aristotle, Hume, Mill, Kant, and Freud. Students will apply ethical theory and moral reasoning to contemporary issues in business, politics, the environment, and/or the health care industry. Students personally will confront the tension between "living the good life" and "living a life in which there is goodness."

PHIL 220 Introduction to Logic
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W; minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

This course is designed to help students to increase their ability to analyze and critically evaluate arguments in ordinary language from a logical point of view. This involves both learning the logical principles which underlie good reasoning and becoming skilled in applying those principles to arguments which are expressed in everyday English.

PHIL 280 Biomedical Ethics
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Bioethics is the philosophical study of the ethical controversies brought about by advances in biology and medicine. Bioethicists are concerned with the ethical questions that arise in the relationships among life sciences, biotechnology, medicine, politics, law, philosophy and theology. This course explores ethical issues arising in medicine, nursing and other health care professions. Issues include truth-telling and confidentiality, informed consent, fetal versus maternal rights, euthanasia, the treatment of AIDS, genetic testing and engineering, scarce medical resources and social health care policy.

PHIL 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Department chairperson or the Dean.
Semesters Offered: Variable.

This course is for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

Physics

PHYS 101 Introductory Physics I
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in MATH 131 and MATH 136
Semesters Offered: Fall.

A non-calculus based college physics course providing an overview of basic principles of kinematics, dynamics, work and energy, rotational dynamics, fluids, heat, thermodynamics and mechanical waves. Not recommended for engineering or physics majors.

PHYS 102 Introductory Physics II
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in PHYS 101.
Semesters Offered: Spring.

A non-calculus based college physics course providing an overview of basic principles of static and dynamic electricity and magnetism, D.C. and A.C. circuits, electromagnetic waves, reflection and refraction of light, interference and diffraction of light, relativity and an introduction to modern physics. Not recommended for engineering or physics majors.

PHYS 104 Technical Physics/Mechanics/ Hydraulics and Pneumatics
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

This course consists of lectures and laboratory work in the basic laws of physics with an emphasis on hydraulic and pneumatic principles in an industrial environment.

PHYS 201 General Physics I
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in MATH 141.
Semesters Offered: Fall.

A calculus based physics course providing an introduction to the principles of kinematics, dynamics, work and energy, rotational dynamics, fluids, heat, thermodynamics, and mechanical waves. Emphasizes problem-solving methods. Recommended for engineering and physics majors.

PHYS 202 General Physics II
5 CR, 6 CH Lecture: 4 Lab: 2
Prerequisite: Minimum grade of C in PHYS 201.
Semesters Offered: Spring.

A calculus based physics course providing an introduction to the principles of static and dynamic electricity and magnetism, D.C. and A.C. circuits, electromagnetic waves, reflection and refraction of light, interference and diffraction of light, relativity and an introduction to modern physics. Emphasizes problem-solving methods. Recommended for engineering and physics majors.

Political Science

POSC 201 American Government
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring. Summer.
A study of how the American political system operates, focusing on governmental policy areas, the enacting of laws and citizen influence and related current events.

Psychology

PSYC 101 General Psychology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

This is the first course in the study of individual human behavior. Subjects addressed include: learning, development, the scientific method, personality, mental health, perception, emotion and motivation.

PSYC 102 Psychology of Adjustment
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in PSYC 101.
Semesters Offered: Fall, Spring.

An exploration of the principles of psychology applied to the individual's adjustment to the stress of normal living and the fulfillment of potentials.

PSYC 205 Child Psychology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Spring.

A study of psychological principles as they apply to the family and the implications on personality development, child growth and development, attitudes, and other important aspects of child rearing.

PSYC 215 Organizational Psychology
3 CR, 3 CH Lecture: 3 Lab: 0
Semesters Offered: Fall.
An introductory course for business and technical students. Basic psychological principles and concepts are taught, as well as how they apply to work situations such as job satisfaction, interpersonal relations, mental health factors, group dynamics, and decision making.

PSYC 260 Abnormal Psychology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in PSYC 101.
Semesters Offered: Fall.

This course is designed for students interested in pursuing careers in psychology, social work or psychiatric nursing. The course will provide an overview of abnormal psychology including clinical assessment, diagnosis, disorders and treatment.

PSYC 296 Educational Psychology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in PSYC 101.
Semesters Offered: Spring.

It is designed to acquaint the student with the study and application of psychological concepts and principles as they relate to the teaching and learning process, classroom management, educational goals and objectives, measurement and evaluation, and diversity awareness.

PSYC 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

Science Education

SCIE 190 Earth Science for Elementary Educators
3 CR, 5 CH Lecture: 2 Lab: 3
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

A laboratory-based course specifically designed for prospective elementary teachers. The objectives of the course are to aid students in developing meaningful and functional understanding of key earth science concepts and their interrelations; to provide students with open-ended problem solving environments that facilitate insight in the nature of science as an intellectual activity; to explore alternate conceptions of scientific phenomena; to help students develop more positive attitudes about science; and increase their confidence in their ability to do science.

Speech Language Pathology

SLP 110 Introduction to Speech Language Pathology
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring.

Introduction to behavioral and social aspects of communication, with emphasis on development, adult, adult functions, and cultural differences, in addition to disorders. Also examines general approaches to rehabilitation of the communicatively disabled and current controversies.

Sociology

SOCI 101 Introduction to Cultural Anthropology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

An exploration of the comparative study of primitive societies. The basic institutions of human society such as kinship, religion, law, politics, and economics are examined in order to provide a comparative background for a better understanding of contemporary societies.

SOCI 201 Principles of Sociology
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

An introduction to the scientific study of human society and social interactions. The course covers basic principles of social structure and process with an analysis of culture, socialization, status, role, stratification, and social change.

SOCI 202 Social Problems
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in SOCI 201.
Semesters Offered: Fall.

Examines the societal framework within which problems arise. The use of scientific inquiry and a consideration of the problems in analyzing social science data in the investigation of representative social problems such as poverty, racism, crime, pollution and alienation are stressed.

SOCI 203 Marriage and Family
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.
Provides an introduction to the sociological and social psychological factors in marriage. The course includes topics such as partner selection, changing marriage patterns, sex roles, and conflict within the modern family structure.

SOCI 240 Minority Groups in America
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in ENGL 103 or ENGL 103W.
Semesters Offered: Fall, Spring, Summer.

Traces the history of several minority groups in the United States and analyzes their current demographic, economic and social situations. Minority/Dominant relationships are examined. Emphasis is placed on the study of prejudice and discrimination.

SOCI 248 American Indian Studies and Policy
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.
This omnibus course discusses dimensions of Native American identity as delineated through demography and history, society and culture, religion and education, politics and economics. Particular attention is given to interpreting Native sovereignty and self-governance as developed in relationship with U.S. national and state authorities. To close, the class will undertake comparative analysis, referencing the indigenous peoples of Alaska and Hawaii, Latin America, and across the world.

SOCI 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in this subject area or who have a special interest in this subject area outside of the regular curriculum.

Social Work

SOWK 100 Introduction to Social Work
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring.

An introduction to the field of Social Work with its diverse settings, client populations and activities as a career choice. This course provides a brief history of the Social Work profession, and then presents an overview of the settings, methods, values and characteristics of the Social Work profession. It includes social work knowledge, skills and value base. This course will contain a component of service
learning to acquaint the student with field experience. Emphasis is placed on class discussion and current events.

SOWK 120 Social Work/Interview Skills
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in SPEE 102.
Semesters Offered: Spring.

This course is an introduction to the types, purposes and stages of interviewing. Basic empathy skills will be covered. Skills in observation, listening, non-verbal communication, rapport-building, information giving and information gathering will be taught. Basic training in recording and documentation will be reviewed. There will be an emphasis on working with culturally diverse, oppressed or maladaptive clients.

SOWK 200 Introduction to Social Welfare
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in SOWK 100 and SOWK 120.
Semesters Offered: Spring.

The main focus of this course is to give students an understanding of the emergence of the institution of social welfare by tracing its historical roots. This course will explore the historical development of social welfare in the Old and New Worlds. Social welfare policies and programs within the United States will be reviewed along with a discussion of the values underlying the existing systems.

SOWK 205 Theories and Methods of Practice I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in SOWK 100 and SOWK 120.
Semesters Offered: Variable.

This course is devoted to theories, methods and values of social work practice. The main focus of this course is on the direct service roles and generalist roles for entry level into the practice. Various theoretical models will be covered in this course. The primary focus will be on individuals and families. A variety of interventions will be addressed that deal with the psychosocial issues faced by the client.

SOWK 240 Field Experience
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in SOWK 100 and SOWK 120; and completion of 45 credit hours including specific SOWK courses; and recommendation of the program advisor.
Semesters Offered: Variable.

This is a capstone course in which the student searches independently, with assistance from the Program Advisor, for a human services agency in which he/she will be placed to complete 96 hours (48 hours per credit)observing the social services roles, assisting in service delivery under close supervision and exploring career interests and aptitude. The student will be placed, supervised, and evaluated under the direction of a college staff member. Students will prepare for a program interview with Program Advisor and Advisory Board. The student is asked to meet with the Program Advisor prior to registering for this course.

Spanish

SPAN 101 Elementary Spanish I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: None
Semesters Offered: Fall.

Designed as the first class in a series of courses for students who want to learn to speak Spanish and who are considering further language instruction at a four-year institution. Presents the fundamentals of pronunciation and basic grammar structure.

SPAN 102 Elementary Spanish II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in SPAN 101 or one year of high school Spanish.
Semesters Offered: Spring.
The second class in a series of courses designed for students who want to learn to speak Spanish and who are considering further language instruction at a four-year institution. Provides a continued emphasis on the spoken language and reading of graded materials in Spanish for comprehension without translation. Requires extensive use of spoken Spanish in the classroom.

SPAN 180 Conversational Spanish I
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: None
Semesters Offered: Fall, Spring.
Teaches students how to converse and read in Spanish. Topics covered emphasize casual conversation pertinent to everyday matters.

SPAN 181 Conversational Spanish II
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in SPAN 180 or permission of appropriate Dean.
Semesters Offered: Variable.

Designed for more advanced students, this course continues mastery of the skills learned in Spanish 180.

SPAN 199 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in this subject area of who have a special interest in this subject outside of the regular curriculum.

SPAN 201 Intermediate Spanish I
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in SPAN 102 or three years of high school Spanish.
Semesters Offered: Fall.

The third class in a series of courses designed for students who want to learn to speak Spanish and who are considering further language instruction at a four-year institution. Reviews and applies essential principles of Spanish grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of the spoken language and reading of Spanish texts.

SPAN 202 Intermediate Spanish II
4 CR, 4 CH Lecture: 4 Lab: 0
Prerequisite: Minimum grade of C in SPAN 201 or 4 years of high school Spanish.
Semesters Offered: Spring.

The fourth class in a series of courses designed for students who want to learn to speak Spanish and who are considering further language instruction at a four-year institution. Reviews and applies essential principles of Spanish grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of the spoken language and reading of Spanish texts.

SPAN 203 Spanish Composition I
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in SPAN 202 or permission of Dean.
Semesters Offered: Variable.

Advanced practice in composition, grammar, and conversation in Spanish by critical analysis of intermediate/advanced selections of Hispanic literature. Grammar is reviewed extensively.

SPAN 204 Spanish Composition II
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in SPAN 203 or permission of Dean.
Semesters Offered: Variable.

Continued advanced level practice in writing, grammar, and conversation in Spanish by critical analysis of contemporary Hispanic literature. Grammar is reviewed extensively.

SPAN 299 Directed Study
1-4 CR, 1-4 CH Lecture: 1-4 Lab: 0
Prerequisite: Permission of Department Chairperson or Dean.
Semesters Offered: Variable.

This course is designed for students who have completed all available courses in this subject area of who have a special interest in this subject outside of the regular curriculum.

Speech

SPEE 102 Fundamentals of Public Speaking
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score, highly recommended.
Semesters Offered: Fall, Spring, Summer.

Develops the skills and confidence necessary to speak effectively in public. Emphasis is on principles and techniques of audience analysis, research, development, organization, and delivery of informative and persuasive speeches. Students apply principles in classroom exercises and speeches.

SPEE 104 Introduction to Human Communication
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Fall, Spring, Summer.

Surveys and examines the communication process in interpersonal, small-group, and organizational settings. The course includes listening and interviewing skills, as well as nonverbal, gender, and inter-cultural communication. Students utilize principles learned in classroom exercises.

Theatre

THEA 110 Theatre Appreciation
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.
An introductory course in theatre designed for the non-theatre major. Students will develop an appreciation and enjoyment of the dramatic arts. This survey of theatrical history, principles and practices includes units on theory, performance, terminology, production, and technical aspects. Students will have the opportunity to become familiar with theatre through hands-on experience, video/film, and reading/performing plays.

THEA 150 Applied Theatre
0.50-3.0 CR, 0.50-3.0 CH Lecture: 0.50-3.0 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Provides variable credit for supervised experience involving one or more aspects of theatrical expression/production through college theatre productions. The nature of involvement is to be determined between the instructor and student. No more than 6 credits may be applied towards graduation requirements.

THEA 180 Play Production
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

Introduces the student to the fundamentals of play production. This course explores the technical aspects involved in performance arts events. Students will work with all production elements including set design, lighting, costume design, makeup and publicity.

THEA 181 Acting I
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Instructs the basic principles for the actor: movement and relaxation exercises, vocal technique, improvisation, character analysis and development. Specific attention will be devoted to auditioning techniques and ensemble performance.

THEA 184 Acting II
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: Minimum grade of C in THEA 181.
Semesters Offered: Variable.

Builds on the knowledge and skills acquired in THEA 181, concentrating on period style acting techniques. Students will be exposed to stage combat, poetry, sonnets, and classic theatrical pieces. Students will learn about scoring, scansion, and interruption of classic works. Students will do intensive work in movement, voice, and diction.

THEA 185 Improvisation
3 CR, 3 CH Lecture: 3 Lab: 0
Prerequisite: None
Semesters Offered: Variable.

Techniques of improvisational performing for the beginning actor. This course includes spontaneous and planned exercises to evoke and inspire the actor's capacity for inventive imagination and sense of ensemble. Emphasis is placed on scene development, monologues, and storytelling.

THEA 210 Musical Theatre Workshop
1 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Audition required.
Semesters Offered: Variable.

Study of Musical theatre role preparation and styles, particularly developing the skills necessary to approach and prepare roles for musical theatre. Acting, movement, singing, musical preparation, and coordination of the above elements are included.

THEA 220 Stagecraft
3 CR, 4 CH Lecture: 2 Lab: 2
Prerequisite: Minimum grade of C in CRIT 103, CRIT 103W, or satisfactory test score; concurrent enrollment in CRIT 103 or CRIT 103W allowed.
Semesters Offered: Variable.

This is an introduction to theatre arts of design, acting, direction and business through laboratory experience mixed with lecture. Students will work on construction and operating crews, handle business details under supervision and generally participate in the operation of college theatre.

Welding Technology

WELD 159 Basic Welding
2 CR, 3 CH Lecture: 1 Lab: 2
Additional Cost: $42.00
Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score, concurrent enrollment allowed.
Semesters Offered: Fall, Spring.

This course is a survey of the hands on application of the oxy/acetylene and plasma cutting processes; the shielded metal arc, gas metal arc and gas tungsten arc welding processes.

WELD 168 AWS Welder Certification Preparation
2 CR, 4 CH Lecture: 1 Lab: 3
Additional Cost: $42.00
Prerequisite: Minimum grade of C in WELD 159; WELD 169 or WELD 175 or WELD 180; WELD 265; WELD 279, concurrent enrollment allowed
Semesters Offered: Spring.

This course will administer the written examinations and performance testing in accordance with requirements of AWS SENSE QC10 and AWS EG2.0, for each student's choice of welding process. All individuals that meet the specified performance criteria will be awarded an AWS SENSE Program Welder certification. The successful completion of this course does not necessarily result in AWS (American Welding Society) Certification. AWS Welder certification is dependent upon written test scores and weld/layout conformance of the workmanship sample, per desired process. AWS welder certification is independent of the letter grade received in this course. All students who achieve certification are individually responsible for the $15.00 processing fee, paid directly to the American Welding Society. Students seeking multiple process specific certifications may enroll for this course multiple times with the recommendation of the program advisor.

WELD 169 GMAW/MIG Welding
4 CR, 6 CH Lecture: 2 Lab: 4
Additional Cost: $42.00
Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.
Semesters Offered: Fall.

This course covers the application of the Gas Metal Arc Welding, both Short Circuit and Axial Spray Transfer process for different joints in all positions on carbon steel as well as pulsed and pulse on pulse aluminum welding.

WELD 170 Industrial Welding
2 CR, 3 CH Lecture: 1 Lab: 2
Additional Cost: $42.00
Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.
Semesters Offered: Fall.

This course covers the application of the welding processes used in industry and manufacturing with an emphasis on the flux cored arc welding process on heavy plate in all positions.

WELD 175 GTAW/TIG Welding
4 CR, 6 CH Lecture: 2 Lab: 4
Additional Cost: $42.00
Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.
Semesters Offered: Fall.

This course covers the application of the gas tungsten arc welding process for different joints in all positions. Includes welding of non-ferrous metals using both regular and pulsed current.

WELD 180 SMAW/STICK Welding
4 CR, 6 CH Lecture: 2 Lab: 4
Additional Cost: $42.00
Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.
Semesters Offered: Spring.

This course covers the application of SMAW Shielded Metal Arc Welding processes in all positions with multiple electrode classes and polarities.

WELD 235 Metallurgy for Welders
2 CR, 2 CH Lecture: 2 Lab: 0
Additional Cost: $42.00
Prerequisite: None
Semesters Offered: Fall.

Provides welders with an understanding that special attention is needed when welding certain types of metal. Recognition of different metal types and welding techniques involved will be covered.

WELD 279 Welding and Inspection
2 CR, 2 CH Lecture: 2 Lab: 0
Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.
Semesters Offered: Spring.

This course provides the fundamental principles of weld testing and inspection. Proper procedures of destructive and non-destructive testing of welds along with knowledge of codes and standards are studied.

WELD 265 Thermal Cutting Processes
2 CR, 3 CH Lecture: 1 Lab: 2
Additional Cost: $42.00
Prerequisite: None
Semesters Offered: Fall.

This course will cover an in-depth study, and hands on practice of Oxy-Fuel, Plasma, and Air Carbon Arc cutting, gouging, and scarfing.

WELD 277 Welding Fabrication and Maintenance Repair
2 CR, 4 CH Lecture: 1 Lab: 3
Additional Cost: $42.00
Prerequisite: Minimum grade of C WELD 159, WELD 169; WELD 180, concurrent enrollment allowed.
Semesters Offered: Spring.

This course will cover the fundamentals of layout and fabrication from a blueprint, cost estimation, and material selection. It will also outline the maintenance repair process and provide hands on use of these skills.

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Southwestern Michigan College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
www.higherlearningcommission.org