

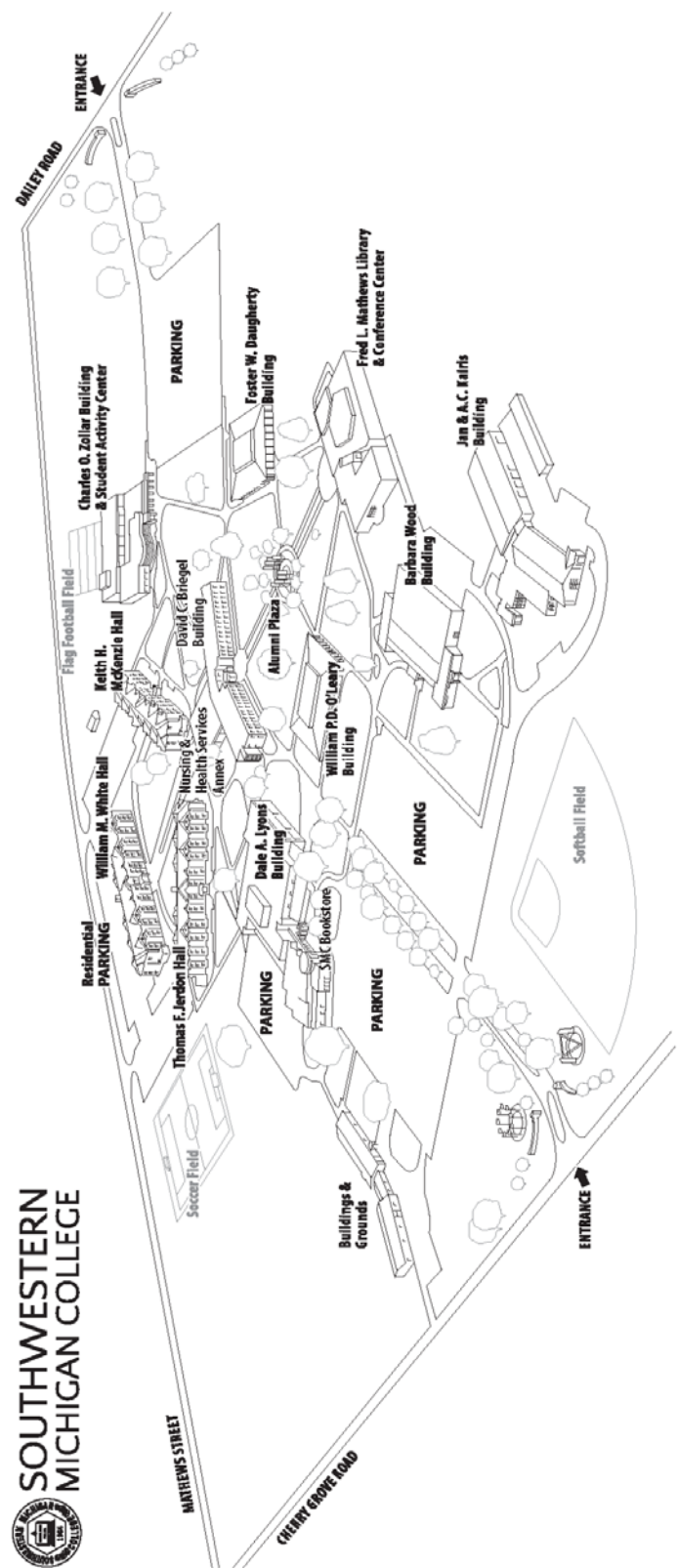
# 2016 – 2017

# COLLEGE CATALOG



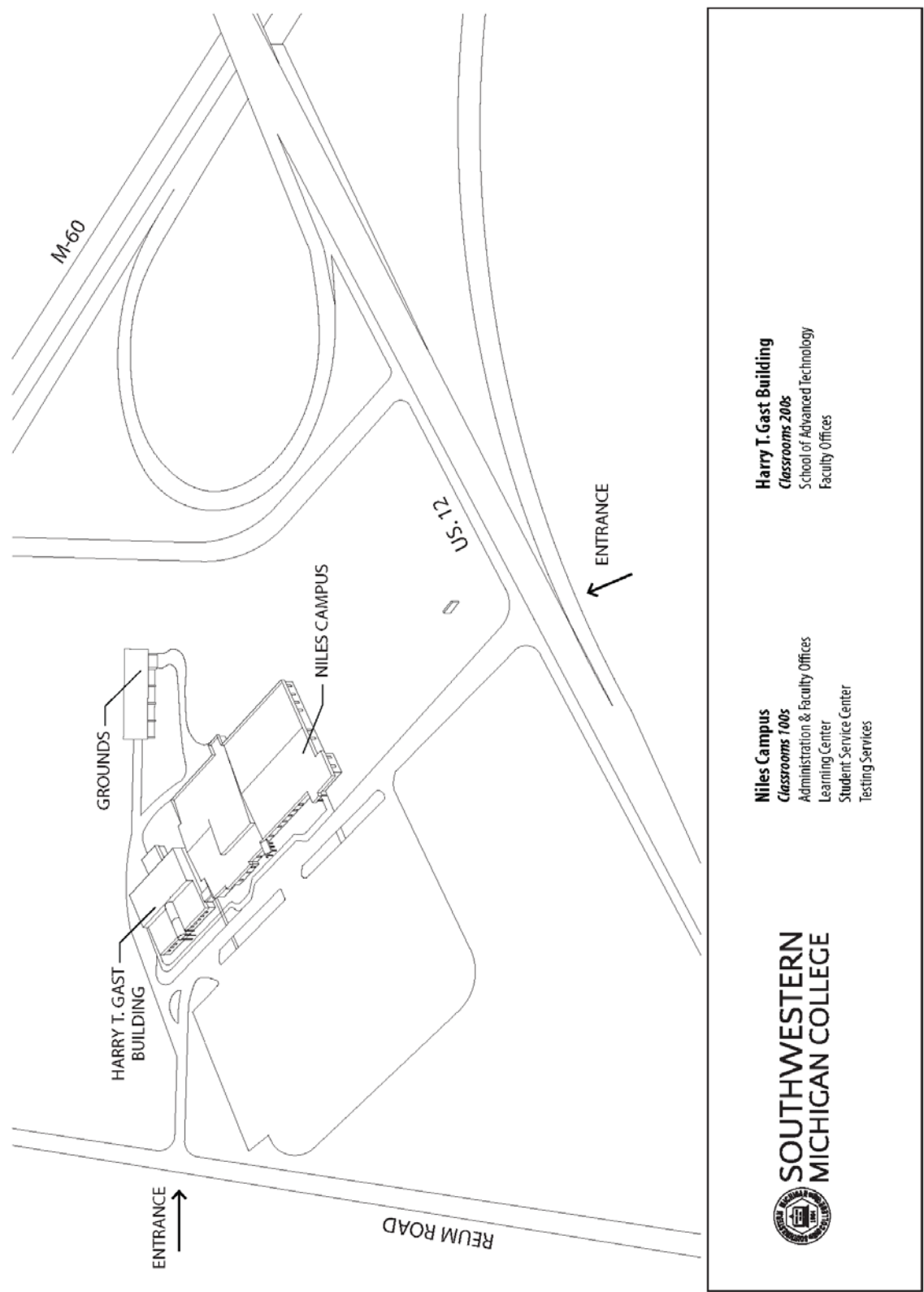
## SOUTHWESTERN MICHIGAN COLLEGE

# Dowagiac Campus Map



|  |  |  |   |   |
|--|--|--|---|---|
| <b>David C. Briegel Building</b><br><i>Classrooms - 1000 &amp; 2000 Series</i><br>Academic Assessment and Testing Services<br>Administration<br>Business Office<br>Cafeteria<br>Career Planning Center<br>Communications<br>EXCEL<br>Financial Aid<br>Records<br>Student Service Center/Admissions | <b>Foster W. Daugherty Building</b><br><i>Classrooms - 700 Series</i><br>Closed for Renovations<br><b>Thomas F. Jordon Hall</b><br>Student Housing | <b>Dale A. Lyons Building</b><br><i>Classrooms - 100 &amp; 200 Series</i><br>Art Gallery<br>Collaboration Station<br>Social Sciences and Humanities<br>Visual & Performing Arts<br>Theatre | <b>Nursing and Health Services</b><br><b>Annex to the David C. Briegel Building</b><br><i>Classrooms - 1600 Series</i><br>School of Nursing and Health Services<br><b>William P.D. O'Leary Building</b><br><i>Classrooms - 300 Series</i><br>Math & Science<br><b>SMC Bookstore</b><br>Bookstore<br>Foundation & Development<br>History Gallery | <b>William M. White Hall</b><br>Student Housing<br><b>Barbara Wood Building</b><br><i>Classrooms - 400 Series</i><br>Computer Services<br>Ferris State University Information<br>Technology Center<br>School of Business<br><b>Charles O. Zollar Building</b><br><i>Classrooms - 800 Series</i><br>Student Activity Center<br>Fitness Center<br>Zollar Cafe |
|--|--|--|---|---|

# Niles Campus Map



# Academic Calendar

## 2016 Fall Semester

September 6, 2016 through December 18, 2016

|   |   |
|---|---|
| Monday, March 28, 9 a.m.  | Priority Registration begins for students with 40+ earned credits |
| Wednesday, March 30, 9 a.m.   | Regular Registration begins for all students                      |
| Tuesday, September 6  | Classes Begin   |
| Monday, September 12  | Last Day to Add Semester Length and Early End Classes             |
| Friday, September 16  | Last Day to Drop Semester Length and Early End Classes            |
| Wednesday, October 26   | Last Day to Add and Drop Mid Semester Classes                     |
| Wednesday, November 23 – 10:00 p.m.   | Thanksgiving Recess Begins  |
| Monday, November 28 – 8:00 a.m.   | Classes Resume  |
| Monday, December 12– 10:00 p.m.   | Classes End   |
| Tuesday, December 13  | Prep Day for Final Exams  |
| Wednesday, Thursday, Friday, Saturday & Sunday,<br>December 14, 15, 16, 17 & 18 | Final Examinations  |
| Sunday, December 18 – 5:00 p.m.   | Fall Semester Ends  |

## 2017 Spring Semester

January 9, 2017 through May 6, 2017

|   |   |
|---|---|
| Monday, October 24, 2016, 9 a.m.                    | Priority Registration begins for students with 40+ earned credits |
| Wednesday, October 26, 2016, 9 a.m.                 | Regular Registration begins for all students                      |
| Monday, January 9                                   | Classes Begin   |
| Monday, January 16                                  | Martin Luther King Day, no classes, College open                  |
| Monday, January 16                                  | Last Day to Add Semester Length and Early End Classes             |
| Thursday, January 19                                | Last Day to Drop Semester Length and Early End Classes            |
| Wednesday, March 8                                  | Last Day to Add and Drop Mid Semester Classes                     |
| Monday, April 3 – 8:00 a.m.                         | Spring Break Begins   |
| Monday, April 10 – 8:00 a.m.                        | Classes Resume  |
| Thursday, April 13 – 10:00 p.m.                     | Easter Recess Begins  |
| Monday, April 17– 8:00 a.m.                         | Classes Resume  |
| Friday, April 28 – 10:00 p.m.                       | Classes End   |
| Monday, May 1                                       | Prep Day for Final Exams  |
| Tuesday, Wednesday, Thursday, Friday May 2, 3, 4, 5 | Final Examinations  |
| Saturday, May 6                                     | Spring Semester Ends  |
| Saturday, May 6 – 11:00 a.m.                        | Commencement  |

## 2017 Summer Semester

June 5, 2017 through August 2, 2017

|  |   |
|--|---|
| Monday, March 13, 9 a.m.                             | Priority Registration begins for students with 40+ earned credits |
| Wednesday, March 15, 9 a.m.                          | Regular Registration begins for all students                      |
| Monday, June 5                                       | Classes Begin   |
| Wednesday, June 7                                    | Last Day to Add Semester Length and Early End Classes             |
| Monday, June 12                                      | Last Day to Drop Semester Length and Early End Classes            |
| Tuesday, July 4                                      | No Classes/College Offices Closed (Independence Day)              |
| Monday, Tuesday, & Wednesday, July 31, August 1, & 2 | Final Examinations  |
| Wednesday, August 2 – 10:00 p.m.                     | Summer Semester Ends  |

# General Education Requirements

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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

ENGL 103, 104

## Communications

SPEE 102, 104

## Mathematics

MATH 127 or above

## Natural Science

BISC 111

BIOL 101, 102, 110, 202, 214, 215

CHEM 100, 101, 102, 201, 202

ENST 112

GEOG 110

PHYS 101, 102, 201, 202

## Social Science

ECON 201, 202

EDUC 215

GEOG 105

HIST 201, 202, 290

POSC 201

PSYC 101, 102, 260, 296

SOCI 101, 201, 202, 203, 204

## Humanities

ART 110, 148, 200, 203, 204

ENGL 223, 231, 232, 235, 241, 251, 256, 261, 263, 264, 265, 281, 282, 291, 292

GERM 201, 202

HIST 101, 102

HUMA 202, 204, 205, 210, 225

MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240

PHIL 101, 201, 210 220

SOCI 240

SPAN 201, 202, 203, 204

THEA 110



# Michigan Transfer Agreement (MTA)

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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 or 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

## English Composition or Communications (1 course)

ENGL 104  
SPEE 102, 104

## Mathematics (1 course)

MATH 127 or above

## Natural Science (2 courses)

*Coursework must be from more than one subject area. This group must contain a lab science course.*

BISC 111  
BIOL 101, 102, 110, 202, 214, 215  
CHEM 100, 101, 102, 201, 202  
ENST 112  
GEOG 110  
PHYS 101, 102, 201, 202

## Social Science (2 courses)

*Coursework must be from more than one subject area.*

ECON 201, 202  
EDUC 215  
GEOG 105  
HIST 201, 202, 290  
POSC 201  
PSYC 101, 102, 260, 296  
SOCI 101, 201, 202, 203, 204

## Humanities

*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, 291, 292  
GERM 201, 202  
HIST 101, 102  
HUMA 202, 204, 205, 210, 225  
MUSI 101, 102, 110, 111, 201, 202, 203, 204, 240  
PHIL 101, 201, 210 220  
SOCI 240  
SPAN 201, 202, 203, 204  
THEA 110

# General Graduation Requirements (AA and AS Degrees)

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- ◆ 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. See your advisor to complete a degree audit and a graduation application; submit both during the semester you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation:
  - A. Complete degree requirements in effect during the academic year in which you will graduate
  - B. Complete degree requirements in effect the academic year you first entered Southwestern Michigan College or a subsequent academic year in which you were enrolled, provided that the academic year is no more than seven academic 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 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.

## Multiple Associate Degrees

- ◆ If you intend to simultaneously complete the requirements for two different degrees, plan on completing 75 semester hours and meeting all requirements. In all other circumstances, a candidate for a second Associate degree needs to earn at least 15 additional credits in residence after completing all requirements for the first Associate degree and, in addition, meeting all the requirements for the second Associate degree as well as all the requirements for any related, declared program.

# General Graduation Requirements (AAS Degree)

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- ◆ 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. See your advisor to complete a degree audit and a graduation application; submit both during the semester you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation:
  - ❖ **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 certifications 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 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 you complete all of the requirements, you will be awarded an Associate in Applied Science degree. This degree will be identified with the name of the specific curriculum after the degree, for example: Associate in Applied Science – Automotive Technology.

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

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

## Multiple Associate Degrees

If you intend to simultaneously complete the requirements for two different degrees, plan on completing 75 semester hours and meeting all requirements. In all other circumstances, a candidate for a second Associate degree needs to earn at least 15 additional credits in residence after completing all requirements for the first Associate degree and, in addition, meeting all the requirements for the second Associate degree as well as all the requirements for any related, declared program.

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# General Graduation Requirements (Certificate)

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- ◆ 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 both during the semester 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 academic 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)

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- ◆ 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 sheet 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 both during the semester you wish to graduate. You have the option of adhering to one of the following guidelines when applying for graduation:

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

# Associate in Arts

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## Communications (6 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.....                          | 3 credits |
| ENGL 104 or SPEE 102 or SPEE 104 ..... | 3 credits |

## Mathematics (4 credits)

A minimum grade of C is required in the following course:

|                           |           |
|---------------------------|-----------|
| MATH (127 or above) ..... | 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, 202, 214, 215 ..... | Variable  |
| CHEM 100, 101, 102, 201, 202 .....      | Variable  |
| ENST 112.....                           | 4 credits |
| GEOG 110 .....                          | 4 credits |
| PHYS 101, 102, 201, 202 .....           | 5 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, 290.....            | 3 credits |
| POSC 201.....                      | 3 credits |
| PSYC 101, 102, 260, 296 .....      | 3 credits |
| SOCI 101, 201, 202, 203, 204 ..... | 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, 291, 292 ..... | 3 credits |
| FREN 201, 202.....   | 4 credits |
| GERM 201, 202.....   | 4 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  |
| SPAN 201, 202, 203, 204 .....  | 4 credits |
| THEA 110.....  | 3 credits |

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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 credit 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.*

# Associate in Arts: Communications

## Recommended Curriculum

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### Highly Recommended Courses (4 credits):

EDUC 120 (1<sup>st</sup> or 2<sup>nd</sup> semester)

PHED 103 (general education requirement at some transfer institutions)

### Communications (6 credits)

*A minimum grade of C is required in the following courses:*

ENGL 103

Choose at least one of the following (strongly recommended to take both ENGL 104 and a SPEE)

ENGL 104, SPEE 102 or SPEE 104

### Mathematics (4 credits)

*A minimum grade of C is required in the following course:*

MATH 128

### Natural Science (8-9 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

BISC 111

ENST 112

GEOG 110

### Social Science (6 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

GEOG 105

PSYC 101

SOCI 201

### Humanities (6-8 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

ART 110

ENGL 261, 263

HUMA 204, 210

PHIL 101, 210

### General Electives (27-30 credits)

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.

NOTE: These courses are the ones most frequently offered and recommended by the department. For a fuller list of course options, please see the general Associate in Arts Curriculum Guide in the catalog.

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## Associate in Arts: Education

### Recommended Curriculum

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#### Highly Recommended Courses (4 credits):

EDUC 120 (1<sup>st</sup> or 2<sup>nd</sup> semester)

PHED 103 (general education requirement at some transfer institutions)

#### Communications (6 credits)

*A minimum grade of C is required in the following courses:*

ENGL 103

Choose at least one of the following (strongly recommended to take both ENGL 104 and a SPEE)

ENGL 104, SPEE 102 or SPEE 104

#### Mathematics (4 credits)

*A minimum grade of C is required in the following courses:*

Elementary Education: MATH 153, MATH 154

Secondary Education: MATH 127

#### Natural Science (8-9 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

BISC 111

ENST 112

GEOG 110

#### Social Science (6 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

EDUC 215

HIST 202

PSYC 101

SOCI 201

#### Humanities (6-8 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

ART 148, 200

HUMA 202, 210

PHIL 101

#### General Electives (27-30 credits)

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.

NOTE: These courses are the ones most frequently offered and recommended by the department. For a fuller list of course options, please see the general Associate in Arts Curriculum Guide in the catalog.

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## Associate in Arts: Music

### Recommended Curriculum

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#### Highly Recommended Courses (4 credits):

EDUC 120 (1<sup>st</sup> or 2<sup>nd</sup> semester)

PHED 103 (general education requirement at some transfer institutions)

#### Communications (6 credits)

*A minimum grade of C is required in the following courses:*

ENGL 103

Choose at least one of the following (strongly recommended to take both ENGL 104 and a SPEE)

ENGL 104, SPEE 102 or SPEE 104

#### Mathematics (4 credits)

*A minimum grade of C is required in the following courses:*

MATH 128

#### Natural Science (8-9 credits)

*A minimum grade of C is required in the following courses:*

Choose two of the following:

BISC 111

ENST 112

GEOG 110

#### Social Science (6 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

EDUC 215

GEOG 105

PSYC 101

SOCI 201

#### Humanities (6-8 credits)

*A minimum grade of C is required in the following courses:*

*Coursework must be from more than one subject area.*

Choose two of the following:

ENGL 261, 263

HUMA 204, 210

MUSI 101, 102, 111

THEA 110

#### General Electives (27-30 credits)

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.

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## Associate in Arts: Music – Page 2

### Recommended Curriculum

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Each semester music majors should select a mix of both music and general education requirements. During the first semester we recommend that students take MUSI 101 and MUSI 105. In subsequent semesters, all music majors should select from the following courses: MUSI 102, MUSI 106, MUSI 110, MUSI 201, MUSI 202, MUSI 203, MUSI 204, MUSI 205 and MUSI 206.

In addition, choir emphasis students take 8-9 credits from the following: MUSI 118, MUSI 122, MUSI 123, MUSI 131, MUSI 141, MUSI 142, MUSI 218, MUSI 223, and MUSI 251.

Instrumental emphasis students take 8-9 credits from the following: MUSI 113, MUSI 116, MUSI 141, MUSI 142, MUSI 213, MUSI 216, and MUSI 251.

**NOTE:** *These courses are the ones most frequently offered and recommended by the department. For a fuller list of course options, please see the general Associate in Arts Curriculum Guide in the catalog.*

# Psychology

## Degree: Associate in Arts

**Program Advisor:** Christi Young  
(269) 783-2106  
cyoung@swmich.edu

The Associate in Arts in Psychology will provide students a well-rounded general education foundation with a concentration in Psychology courses that prepare a student to transfer to many local 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 a student to gain valuable field experience.

This degree can be adapted for various transfer institutions. Please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.

### Prerequisites

- ♦ You will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended classes.
- ♦ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.

### General Education Requirements

- ♦ In order to graduate with a college degree, all students are required to take, and pass with a C or better, certain general education courses that meet the Michigan Transfer Agreement. These include communication, mathematics, natural sciences, social sciences and humanities. These are included in the following listing of courses.

### Course Sequence

- ♦ Some of the courses in this curriculum must be taken in a prescribed sequence because of prerequisite requirements. The listing that follows is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should plan to complete the courses listed under Semester I before taking the courses listed under Semester II and so forth.

| Course                                   | Credits |
|--|---------|
| <b>Semester I</b>                        |         |
| ENGL 103 Freshman English II             | 3       |
| PSYC 101 General Psychology              | 3       |
| MATH 150 Statistics                      | 4       |
| EDUC 120 Educational Exploration         | 2       |
| SPEE 102 Introduction to Public Speaking | 3       |
| <b>Semester II</b>                       |         |
| ENGL 104 Freshman English III            | 3       |
| EDUC 215 Human Development & Learning    | 3       |
| BIOL 110 Human Biology                   | 4       |
| PHED 103 Life Wellness                   | 2       |
| Suggested Program Elective               | 3       |
| <b>Semester III</b>                      |         |
| ART 110 Art Appreciation                 | 3       |
| ENST 112 Environmental Science           | 4       |
| PSYC 260 Abnormal Psychology             | 3       |
| Suggested Program Elective               | 3       |
| Suggested Program Elective               | 3       |
| <b>Semester IV</b>                       |         |
| PHIL 210 Introduction to Ethics          | 4       |
| PSYC 205 Child Psychology                | 3       |
| Suggested Program Elective               | 3       |
| Suggested Program Elective               | 3       |
| Suggested Program Elective               | 1-4     |

(Continued on next page)

| Course | Credits |
|--------|---------|
|--------|---------|

**Suggested Program Electives**

|          |                                |     |
|----------|--------------------------------|-----|
| PSYC 102 | Psychology of Adjustment       | 3   |
| PSYC 215 | Organizational Psychology      | 3   |
| PSYC 296 | Educational Psychology         | 3   |
| PSYC 299 | Independent Study              | 1-4 |
| SOCI 203 | Marriage and the Family        | 3   |
| SPAN 170 | Spanish in the Workplace       | 2   |
| SOWK 100 | Introduction to Social Work    | 3   |
| SOWK 120 | Social Work/Interview Skills   | 3   |
| SOWK 200 | Introduction to Social Welfare | 3   |

|                              |               |
|------------------------------|---------------|
| <b>Total Program Credits</b> | <b>60-63*</b> |
|------------------------------|---------------|

\*NOTE: A minimum of 60 credits is required to graduate.

## Associate in Arts: Social Science

### Recommended Curriculum

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#### Highly Recommended Courses (4 credits)

EDUC 120 (1<sup>st</sup> or 2<sup>nd</sup> semester)

PHED 103 (general education requirement at some transfer institutions)

#### Communications (6 credits)

*A minimum grade of C is required in the following courses:*

ENGL 103

Choose at least one of the following (strongly recommended to take both ENGL 104 and a SPEE)

ENGL 104, SPEE 102 or SPEE 104

#### Mathematics (4 credits)

*A minimum grade of C is required in the following courses:*

MATH 150

#### Natural Science (8-9 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

BISC 111

ENST 112

GEOG 110

#### Social Science (6 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

EDUC 215

HIST 202

PSYC 101

SOCI 201

#### Humanities (6-8 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

ART 148

HUMA 202, 210

PHIL 101, 201, 210

#### General Electives (27-30 credits)

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.

NOTE: These courses are the ones most frequently offered and recommended by the department. For a fuller list of course options, please see the general Associate in Arts Curriculum Guide in the catalog

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# Associate in Arts: Visual Arts

## Recommended Curriculum

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### Highly Recommended Courses (4 credits)

EDUC 120 (1<sup>st</sup> or 2<sup>nd</sup> semester)

PHED 103 (general education requirement at some transfer institutions)

### Communications (6 credits)

*A minimum grade of C is required in the following courses:*

ENGL 103

Choose at least one of the following (strongly recommended to take both ENGL 104 and a SPEE)

ENGL 104, SPEE 102 or SPEE 104

### Mathematics (4 credits)

*A minimum grade of C is required in the following courses:*

MATH 128

### Natural Science (8-9 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

BISC 111

ENST 112

GEOG 110

### Social Science (6 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

EDUC 215

GEOG 105

PSYC 101

SOCI 201

### Humanities (6-8 credits)

*A minimum grade of C is required in the following courses: Coursework must be from more than one subject area.*

Choose two of the following:

ART 148, 200

ENGL 261, 263

HUMA 204

PHIL 101

THEA 110

### General Electives (27-30 credits)

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.

*Continued on next page*

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## Associate in Arts: Visual Art - Page 2

### Recommended Curriculum

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Each semester art majors should select a mix of both art courses and general education requirements. During your first semester we recommend that students take ART 101 and ART 102. In your second and third semesters, choose two courses each semester from the following list. In your fourth semester choose one course from the following list. After you decide on a transfer institution, meet with your academic advisor to discuss any adjustments to this recommended curriculum.

In addition to ART 101 and ART 102, select five (5) courses from this recommended list for Fine Arts Majors:

ART 103: Ceramics I  
ART 105: Photographic Design  
ART 120: Three-Dimensional (3D) Design  
ART 210: Drawing II  
ART 211: Painting I  
ART 215: Watercolor  
ART 225: Digital Photography

Additional ART electives may be selected (such as ART 299 Directed Study)

*NOTE:* These courses are the ones most frequently offered and recommended by the department. For a fuller list of course options, please see the general Associate in Arts Curriculum Guide in the catalog.

# Associate in Science

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## Communications (6 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.....                          | 3 credits |
| ENGL 104 or SPEE 102 or SPEE 104 ..... | 3 credits |

## Mathematics (4 credits)

A minimum grade of C is required in the following course:

MATH 131 or above (excluding MATH 150, 153, & 154)

## Natural Science and/or Mathematics (21 credits\*)

A minimum grade of C is required in the following courses:

This group must contain two science courses from more than one subject area.

*\*At least 15 of the credits must come from this first block of courses.*

|  |             |
|--|-------------|
| BIOL 101, 102, 202, 214, 215 .....           | Variable    |
| 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 .....          | 4 credits |
| MATH 127, 128, 129, 150 .....     | 4 credits |

## Social Science (6 credits) Coursework must be from more than one subject area.

A minimum grade of C is required in the following courses:

|                                   |           |
|-----------------------------------|-----------|
| ECON 201, 202 .....               | 3 credits |
| EDUC 215 .....                    | 3 credits |
| GEOG 105.....                     | 3 credits |
| HIST 201, 202, 290.....           | 3 credits |
| POSC 201 .....                    | 3 credits |
| PSYC 101, 102, 260, 296 .....     | 3 credits |
| SOCI 101, 201, 202, 203, 204..... | 3 credits |

## Humanities (6-8 credits) Coursework must be from more than one subject area.

A minimum grade of C is required in the following courses:

|   |           |
|---|-----------|
| ART 110, 148, 200, 203, 204 .....   | Variable  |
| ENGL 223, 231, 232, 235, 241, 251, 256, 261, 263, 264, 265, 281, 282, 291, 292..... | 3 credits |
| FREN 201, 202 .....   | 4 credits |
| GERM 201, 202.....  | 4 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 |
| SPAN 201, 202, 203, 204.....  | 4 credits |
| THEA 110.....   | 3 credits |

*Continued on next page*

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 credit hours and a cumulative GPA of 2.0 "C" or higher is required for an Associate in Science degree. A maximum of 12 credits from transitional courses will be used toward graduation requirements.*

# Accounting

## Associate in Applied Science

Leading to a Baccalaureate degree in Accounting through Ferris State University

**Career Pathway:** *Business, Management, Marketing & Technology* **Career Cluster:** *Finance*

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**Program Advisor:** Clifford "Chip" Weeks  
(269) 782-1216  
cweeks@swmich.edu

- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

**Ferris Contact:** Lisa Topping  
(800) 456-8675 Ext. 1214  
FerrisSW@ferris.edu

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and a full listing of all general education courses.

**NOTE:** 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.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies prior to graduation in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirement. These are described in the course descriptions.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before taking courses listed under Semester II and so forth.
- ◆ Please be sure to consult the course descriptions, as some courses may not be offered every semester.

*(Continued on next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester I

|          |                                 |   |
|----------|---------------------------------|---|
| ACCO 201 | Principles of Accounting I      | 4 |
| BUSI 101 | Introduction to Business        | 3 |
| ENGL 103 | Freshman English II             | 3 |
| ISYS 110 | Intro to Computer Technology    | 3 |
| SPEE 102 | Fundamentals of Public Speaking | 3 |

### Semester II

|          |                             |   |
|----------|-----------------------------|---|
| 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 |

### Semester III

|          |                                       |   |
|----------|---------------------------------------|---|
| 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 |

### Semester IV

|          |                            |   |
|----------|----------------------------|---|
| ACCO 212 | Intermediate Accounting II | 4 |
| ACCO 255 | Internship                 | 3 |
| BUSI 207 | Business Law I             | 3 |
| ECON 201 | Macroeconomics             | 3 |
|          | Program Elective           | 3 |

### Program Electives (Choose One)

|          |                                   |   |
|----------|-----------------------------------|---|
| ACCO 203 | Federal Income Tax                | 3 |
| ACCO 214 | Cost Accounting (Ferris transfer) | 3 |
| BUSI 225 | Human Resource Management         | 3 |

## Total Program Credits **\*63**

\*NOTE: A minimum of 60 credits is required to graduate.

# Agricultural Technology

## Associate in Applied Science

**Career Pathway:** Agriculture, Food and Natural Resources

**Career Cluster:** Food Products and Processing Systems, Plant Systems, Animal Systems

**Program Advisor:** Admissions  
(269) 782-1499

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>

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirement. These are described in the course descriptions.
- ◆ Students will need to demonstrate proficiencies prior to graduation in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Students in this program will take SMC classes and classes offered by Michigan State University Institute of Agricultural Technology concurrently.

- ◆ Some of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students enrolled in any of the Michigan State University Certificate Programs at SMC.
- ◆ Please see the Michigan State University Advisor for the course sequence for each particular certificate.

| Course                             | Credits      |
|------------------------------------|--------------|
| <b>Semester I</b>                  |              |
| ENGL 103 Freshman English II       | 3            |
| MATH 127 College Algebra           | 4            |
| POSC 201 American Government       | 3            |
| <b>Semester II</b>                 |              |
| CHEM 100 Fundamentals of Chemistry | 4            |
| <b>OR</b>                          |              |
| CHEM 101 General Chemistry I       | 5            |
| BUSI 101 Intro to Business         | 3            |
| Humanities Elective                | 3            |
| <b>Semester III</b>                |              |
| BIOL 101 General Biology I         | 4            |
| ECON 202 Microeconomics            | 3            |
| <b>Semester IV</b>                 |              |
| ENGL 104 Freshman English III      | 3            |
| <b>OR</b>                          |              |
| SPEE 104 Intro Human Communication | 3            |
| Humanities Elective                | 3            |
| <b>Total SMC Credits</b>           | <b>33-34</b> |
| <b>MSU Credits</b>                 |              |
| AGRI EEE Agriculture Elective      | 28           |

**Total Program Credits 61-62**



# Automotive Technology

## Associate in Applied Science

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Transportation, Distribution and Logistics*

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**Program Advisor:** Jeff Robson  
(269) 783-2967  
jrobson01@swmich.edu

Enrique Reyes  
(269) 783-2123  
ereyes@swmich.edu

**NOTE:** This program is certified by the National Institute for Automotive Excellence for ASE Master Technician certification. Individuals possessing ASE certifications 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>

Students interested in pursuing a Bachelor's degree through Ferris State University or other four year institutions should contact their program advisor for specifics. For further information on the Ferris State University Bachelor's degree programs contact the Ferris State University Coordinator at SMC at (269) 782-1214.

### Certification

- ◆ Students prepare for mechanic certification at various points in the curriculum. Please see the program advisor for certification specifications.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in mathematics, reading, English and basic computer literacy based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and a full listing of all general education courses.

*(Continued on next page)*

## Course Sequence

- ♦ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ♦ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.

## Course

## Credits

### Semester IV

|           |                                     |     |
|-----------|-------------------------------------|-----|
| AUTO 226  | Engine Performance II               | 5   |
| AUTO 245  | Alternative Fuels and Hybrids       | 3   |
| AUTO 255  | Internship                          | 3   |
| BUSI 240  | Professionalism Workshop            | 1   |
| SPEE 102  | Fundamentals of Public Speaking     | 3   |
| <b>OR</b> |                                     |     |
| SPEE 104  | Introduction to Human Communication | (3) |

### Total Program Credits

**65**

## Course

## Credits

### Semester I

|          |                                       |   |
|----------|---------------------------------------|---|
| AUTO 115 | Brakes and Chassis                    | 4 |
| AUTO 130 | Manual Transmissions and Transaxles   | 4 |
| AUTO 212 | Suspension and Steering               | 5 |
| PHYS 103 | Technical Physics – Basic Electricity | 4 |

### Semester II

|          |                            |   |
|----------|----------------------------|---|
| AUTO 168 | Heating & Air Conditioning | 4 |
| AUTO 202 | Automotive Engines         | 5 |
| AUTO 220 | Electrical Systems         | 7 |

### Semester III

|           |  |     |
|-----------|--|-----|
| AUTO 225  | Engine Performance I                   | 5   |
| AUTO 230  | Automatic Transmissions and Transaxles | 5   |
| ENGL 103  | Freshman English II                    | 3   |
| MATH 101  | Introductory Algebra                   | 4   |
| <b>OR</b> |  |     |
| MATH 102  | Mathematical Literacy                  | (4) |

# Automotive Technology

## Certificate Program

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Transportation, Distribution, and Logistics*

**Gainful Employment Information** ([www.swmich.edu/employment](http://www.swmich.edu/employment))

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**Program Advisor:** Jeff Robson  
(269) 783-2967  
[jrobson01@swmich.edu](mailto:jrobson01@swmich.edu)

Enrique Reyes  
(269) 782-2123  
[ereyes@swmich.edu](mailto:ereyes@swmich.edu)

### Prerequisites

- ◆ Students will need to demonstrate proficiency in mathematics and reading, based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is available at the Testing Center for a number of courses.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.

**NOTE:** This program is certified by the National Institute for Automotive Excellence for ASE Master Technician certification. Individuals possessing ASE certifications should consult with 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 program to broaden and increase your 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>

### Certification

- ◆ Students prepare for mechanic certification at various points in the curriculum. Please see the program advisor for certification specifications.

*(Continued on next page)*

## Associate Degree Option

- ◆ This certificate is the first year of the Automotive Technology AAS degree. Students may add additional credits in technical and general education courses without losing any earned credits. See your program advisor for specific details.

| Course   | Credits   |
|--|-----------|
| <b>Semester I</b>                                |           |
| AUTO 115 Brakes and Chassis                      | 4         |
| AUTO 130 Manual Transmissions<br>and Transaxles  | 4         |
| AUTO 212 Suspension and Steering                 | 5         |
| PHYS 103 Technical Physics-<br>Basic Electricity | 4         |
| <b>Semester II</b>                               |           |
| AUTO 168 Heating & Air Conditioning              | 4         |
| AUTO 202 Automotive Engines                      | 5         |
| AUTO 220 Electrical Systems                      | 7         |
| <b>Total Program Credits</b>                     | <b>33</b> |

# Business

## Associate in Applied Science or Associate in Arts

Leading to a Baccalaureate degree in Business through Ferris State University

**Career Pathway:** *Business, Management, Marketing & Technology*

**Career Cluster:** *Business*

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**Program Advisor:** Jane Mitchell  
(269) 782-1218  
jmittchell@swmich.edu

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

**Ferris Contact:** Lisa Topping  
(800) 456-8675  
Ext. 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.

### Prerequisites

- ♦ You will need to demonstrate proficiencies prior to graduation in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirement. These are described in the course descriptions.

### General Education Requirements

The general education courses listed for this degree required a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ♦ If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before taking courses listed under Semester II and so forth.
- ♦ Please be sure to consult the course descriptions, as some courses may not be offered every semester.

*(Continued on next page)*

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| Course | Credits |
|--------|---------|
|--------|---------|

### Semester I

|          |                                 |   |
|----------|---------------------------------|---|
| ACCO 201 | Principles of Accounting I      | 4 |
| BUSI 101 | Introduction to Business        | 3 |
| ENGL 103 | Freshman English II             | 3 |
| ISYS 110 | Intro to Computer Technology    | 3 |
| SPEE 102 | Fundamentals of Public Speaking | 3 |

### Semester II

|          |                             |   |
|----------|-----------------------------|---|
| ACCO 202 | Principles of Accounting II | 4 |
| BUSI 201 | Principles of Management    | 3 |
| BUSI 220 | Marketing                   | 3 |
| MATH 150 | Statistics                  | 4 |

### \*\*ASSOCIATE IN APPLIED SCIENCE Track\*\*

**NOTE:** This degree is for students who specifically want a two-year degree or plan to transfer to Ferris State University. If you wish to transfer to a different four-year program (other than FSU) please refer to the Associate in Arts degree track and contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.

### Semester III

|          |                        |   |
|----------|------------------------|---|
| 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 |

### Semester IV

|          |                                   |   |
|----------|-----------------------------------|---|
| BUSI 225 | Human Resources Management        | 3 |
| BUSI 240 | Professionalism Workshop          | 1 |
| BUSI 255 | Internship                        | 3 |
| ECON 201 | Macroeconomics                    | 3 |
| HUMA 210 | Intro to Non-Western Civilization | 4 |

**Total Program Credits \*60**

### \*\*ASSOCIATE IN ARTS Track\*\*

**NOTE:** Students following the Associate in Arts degree track will be eligible to go on and complete their Bachelor's degree in Business or a related field at various four-year institutions. Please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester III

|          |                         |   |
|----------|-------------------------|---|
| BUSI 207 | Business Law I          | 3 |
| BUSI 210 | Personal Finance        | 3 |
| BUSI 214 | Business Communications | 3 |
| ECON 202 | Microeconomics          | 3 |
| ENST 112 | Environmental Science   | 4 |

### Semester IV

|          |                                   |   |
|----------|-----------------------------------|---|
| ART 110  | Art Appreciation                  | 3 |
| ECON 201 | Macroeconomics                    | 3 |
| GEOG 110 | Physical Geography                | 4 |
| HUMA 210 | Intro to Non-Western Civilization | 4 |

**Total Program Credits \*60**

\*NOTE: A minimum of 60 credits is required to graduate.



# Construction Trades Green Technology

## Associate in Applied Science

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

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**Program Advisor:** 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. For detailed information concerning occupational outlook and wage information, visit the O\*NET Online website at:

<http://online.onetcenter.org>

### Prerequisites

- ◆ Students will need to demonstrate proficiency in mathematics, reading, and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available in the Testing Center for a number of courses.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and a full listing of all general education courses.

*(Continued on next page)*

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| Course       |                                       | Credits | Course                |   | Credits |
|--------------|---------------------------------------|---------|-----------------------|---|---------|
| Semester I   |                                       |         | Semester IV           |   |         |
| BUSI 101     | Introduction to Business              | 3       | CONS 169              | Green Professional  | 2       |
| BUSI 240     | Professionalism Workshop              | 1       | CONS 175              | Non-Residential Construction  | 3       |
| CONS 114     | Intermediate Construction Practices   | 8       | CONS 180              | Design and Planning   | 5       |
| CONS 117     | Print Reading for Construction Trades | 2       | SPEE 102              | Fundamentals of Public Speaking   | 3       |
| ISYS 110     | Introduction to Computer Technology   | 3       |                       |   |         |
|              |                                       |         | Total Program Credits |   | 65      |
| Semester II  |                                       |         | Recommended Elective: |   |         |
| CONS 115     | Construction Math                     | 2       | CCON 155              | Residential Builders and Maintenance and Alterations Contractors Prelicensure Education | 4       |
| 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       |                       |   |         |
| Semester III |                                       |         |                       |   |         |
| CADD 101     | Introduction to CAD/Auto CAD          | 4       |                       |   |         |
| CONS 150     | Solar Energy Technology               | 1       |                       |   |         |
| CONS 161     | REScheck Building Energy Codes        | 2       |                       |   |         |
| CONS 165     | Building Analyst/Envelope             | 4       |                       |   |         |
| ENGL 103     | Freshman English II                   | 3       |                       |   |         |
| MATH 102     | Mathematical Literacy                 | 4       |                       |   |         |

# Construction Trades Green Technology

## Certificate Program

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

**Gainful Employment Information** ([www.swmich.edu/employment](http://www.swmich.edu/employment))

---

**Program Advisor:** Larry Wilson  
(269) 783-2966  
[lwilson05@swmich.edu](mailto: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 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 tools 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. For detailed information concerning occupational outlook and wage information, visit the O\*NET Online website at:

<http://online.onetcenter.org>

### Prerequisites

- ◆ Students will need to demonstrate proficiency in mathematics and reading based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.

- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available in the Testing Center for a number of courses.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

### Associate Degree Option

- ◆ This certificate is the first year of the Construction Trades Green Technology AAS degree or the Industrial Technology AAS degree. See your program advisor for specific details.

*(Continued on next page)*

| Course            |                                       | Credits | Course                       |   | Credits |
|-------------------|---------------------------------------|---------|------------------------------|---|---------|
| <b>Semester I</b> |                                       |         | <b>Semester II</b>           |   |         |
| BUSI 101          | Introduction to Business              | 3       | CONS 115                     | Construction Math   | 2       |
| BUSI 240          | Professionalism Workshop              | 1       | CONS 130                     | Interior & Exterior Finishes  | 3       |
| CONS 114          | Intermediate Construction Practices   | 8       | CONS 135                     | Electrical & Mechanical Systems   | 3       |
| CONS 117          | Print Reading for Construction Trades | 2       | CONS 140                     | Quantity and Cost Estimating  | 3       |
| ISYS 110          | Introduction to Computer Technology   | 3       | CONS 145                     | Administration & Scheduling   | 3       |
|                   |                                       |         | CONS 255                     | Internship  | 3       |
|                   |                                       |         | <b>Recommended Elective:</b> |   |         |
|                   |                                       |         | CCON 155                     | Residential Builders and Maintenance and Alterations Contractors Prelicensure Education | 4       |
|                   |                                       |         | <b>Total Program Credits</b> |   |         |
|                   |                                       |         | <b>34</b>                    |   |         |

# Criminal Justice

**Degree:** Associate in Applied Science

**Leading to a Baccalaureate degree in Criminal Justice through Ferris State University**

**Career Pathway:** Police and Detectives, Correctional Officers

**Career Cluster:** Protective Services

**Program Advisor:** Don Ricker  
(269) 782-1396  
dricker@swmich.edu

**Ferris Contact:** Lisa Topping  
(800) 456-8675  
Ext. 1214  
FerrisSW@ferris.edu

student or have transferred courses from another college, you should plan to complete the courses listed under Semester I before taking the courses listed under Semester II and so forth.

**NOTE:** This degree is for students 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 requirements at 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.

## Prerequisites

- ♦ You will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended classes.
- ♦ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.

## General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

## Course Sequence

- ♦ Some of the courses in this curriculum must be taken in a prescribed sequence because of prerequisite requirements. The listing that follows is a suggested sequence of courses for full-time students. If you are a part-time

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester I

|           |                           |     |
|-----------|---------------------------|-----|
| BUSI 101  | Intro to Business         | 3   |
| CRIM 110  | Intro to Criminal Justice | 3   |
| ENGL 103  | Freshman English II       | 3   |
| MATH 128  | Contemporary Mathematics  | 4   |
| <b>OR</b> |                           |     |
| MATH 150  | Statistics                | (4) |
| SOCI 201  | Principles of Sociology   | 3   |

### Semester II

|          |                      |   |
|----------|----------------------|---|
| BIOL 110 | Human Biology        | 4 |
| CRIM 111 | Intro to Corrections | 3 |
| ENGL 104 | Freshman English III | 3 |
| POSC 201 | American Government  | 3 |

### Semester III

|          |                              |   |
|----------|------------------------------|---|
| CRIM 112 | Intro to U.S. Legal Systems  | 3 |
| CRIM 220 | Supervision-Management in CJ | 3 |
| ENST 112 | Environmental Science        | 4 |
| PSYC 101 | General Psychology           | 3 |
| SOCI 240 | Minority Groups in America   | 3 |

### Semester IV

|          |                                   |   |
|----------|-----------------------------------|---|
| CRIM 113 | Intro to Law Enforcement          | 3 |
| CRIM 260 | Delinquency Prevention-Control    | 3 |
| ISYS 110 | Intro to Computer Technology      | 3 |
| HUMA 210 | Intro to Non-Western Civilization | 4 |
| SPEE 102 | Fundamentals of Public Speaking   | 3 |

## Total Program Credits **\*61**

\*NOTE: A minimum of 60 credits is required to graduate.

# Early Childhood Education

## Associate in Applied Science with Associate in Arts Option

Career Pathway: *Human Services*

Career Cluster: *Education and Training*

**Program Advisor:** Heather Merrill  
(269) 783-2106  
hmerrill@swmich.edu

available at the Testing Center for a number of courses.

### General Education Requirements

The general education courses listed for this degree required a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ A few of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for the first two semesters.
- ♦ If you are a part-time student or have transferred courses from another school, you should complete the courses listed under Semester I before taking those listed under Semester II.
- ♦ The courses listed under the heading "Non-sequential courses" may be taken at any time during your program.
- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.

**NOTE:** *This degree is for students who specifically want a two-year degree. If you wish to transfer to a four-year program please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.*

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 directed 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 and classes are available both days and evenings.

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ♦ ACE Testing, which grants students credit for demonstration of skills mastery, is

*(Continued on next page)*

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

### Semester I

|          |   |   |
|----------|---|---|
| EDUC 115 | Introduction to Early Childhood Education | 3 |
| ENGL 103 | Freshman English II                       | 3 |
| ISYS 110 | Introduction to Computer Technology       | 3 |
| MATH 128 | Contemporary Mathematics                  | 4 |
| PSYC 101 | General Psychology                        | 3 |

### Semester II

|          |  |   |
|----------|--|---|
| BIOL 110 | Human Biology                                    | 4 |
| EDUC 220 | Guiding Children's Social Development            | 4 |
| EDUC 222 | Early Childhood Curriculum-Physical and Creative | 3 |
| PHED 103 | Life Wellness                                    | 2 |
| SPEE 104 | Introduction to Human Communication              | 3 |

### \*\*ASSOCIATE IN APPLIED SCIENCE Track\*\*

**NOTE:** This degree is for students who specifically want a two-year degree. If you wish to transfer to a four-year program please refer to the Associate in Arts degree track and contact your advisor to determine specific course requirements at the transfer institution prior to selecting options/electives.

### Semester III

|          |  |   |
|----------|--|---|
| EDUC 208 | Infant/Toddler Care                                      | 3 |
| EDUC 215 | Human Development & Learning                             | 3 |
| EDUC 221 | Early Childhood Curriculum – Cognitive and Communication | 3 |
| EDUC 223 | Issues in Early Childhood Ed                             | 3 |
| EDUC 230 | Administration of Early Childhood Programs               | 3 |

### Semester IV

|          |                                      |   |
|----------|--------------------------------------|---|
| EDUC 210 | Diversity in Early Childhood         | 3 |
| EDUC 217 | Early Childhood Development          | 3 |
| EDUC 240 | Early Childhood Education Internship | 4 |
| PSYC 205 | Child Psychology                     | 3 |

### Total Program Credits \*60

\*NOTE: A minimum of 60 credits is required to graduate.

### \*\*ASSOCIATE IN ARTS Track\*\*

**NOTE:** Students with this degree will be eligible to go on and complete their Bachelor's degree in Early Childhood Education or a related field at various four year institutions. Please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

### Semester III

|          |  |   |
|----------|--|---|
| EDUC 215 | Human Development & Learning                             | 3 |
| EDUC 221 | Early Childhood Curriculum – Cognitive and Communication | 3 |
| EDUC 223 | Issues in Early Childhood Ed                             | 3 |
| EDUC 230 | Administration of Early Childhood Programs               | 3 |
| ENGL 251 | Children's Literature                                    | 3 |

### Semester III

|          |                                      |   |
|----------|--------------------------------------|---|
| ART 110  | Art Appreciation                     | 3 |
| EDUC 210 | Diversity in Early Childhood         | 3 |
| EDUC 240 | Early Childhood Education Internship | 4 |
| GEOG 110 | Physical Geography                   | 4 |

### Total Program Credits \*60

\*NOTE: A minimum of 60 credits is required to graduate.



# Electrocardiogram (ECG) Technician

## Specialty Credential Program

Career Pathway and Career Cluster: *Health Sciences*

---

Program Advisor: Admissions  
(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 skill is combined with another such as phlebotomist or CNA. Hourly wage starts at \$10.00.

### Certification

- ◆ Certification is not required for employment, but it will improve your options for employment.
- ◆ One certification test is given locally.

### Prerequisites

- ◆ No 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 be required to undergo a criminal background check.

### Program Requirements

- ◆ One four-credit course is required for this certificate.
- ◆ This course is offered fall semester on the Dowagiac campus. Accelerated offerings are held through the year off campus through ABP. Please call (574) 277-0691 for more information on ABP offerings.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|                         |   |
|-------------------------|---|
| HEED 117 ECG Technician | 4 |
|-------------------------|---|

|                              |          |
|------------------------------|----------|
| <b>Total Program Credits</b> | <b>4</b> |
|------------------------------|----------|



# Elementary Education

## Certificate Program

Career Pathway and Career Cluster: *Human Services*

Program Advisor: Admissions  
(269) 782-1499

This certificate provides individuals with the foundation courses necessary for a degree in Elementary Education. Most or all of the courses in this certificate can be applied toward an Associate in Arts degree from Southwestern Michigan College, or they can serve as transfer classes toward a baccalaureate degree in elementary education through Western Michigan University.

### Prerequisites

- ♦ You will need to demonstrate proficiencies in reading and English based on SMC Assessment tests, ACT or SAT scores, or by taking the recommended classes.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.

### Course Sequence

- ♦ The listing that follows is a suggested sequence of courses for full-time students.
- ♦ Please be sure to consult the course descriptions, as some courses may not be offered every semester.
- ♦ Students may continue taking courses and earn a two-year Associate in Arts degree without losing any earned credits.

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|           |                                       |     |
|-----------|---------------------------------------|-----|
| EDUC 120  | Educational Exploration and Planning  | 2   |
| ENGL 103  | Freshman English II                   | 3   |
| MATH 153  | Mathematics for Elementary Teachers I | 4   |
| PSYC 101  | General Psychology                    | 3   |
| SPEE 102  | Fundamentals of Public Speaking       | 3   |
| <b>OR</b> |                                       |     |
| SPEE 104  | Introduction to Human Communication   | (3) |

#### Semester II

|          |  |   |
|----------|--|---|
| EDUC 215 | Human Development & Learning           | 3 |
| MATH 154 | Mathematics for Elementary Teachers II | 4 |
| PHED 103 | Life Wellness                          | 2 |

### Non-Sequential Classes

Select **two** of the following classes:

|          |                                   |   |
|----------|-----------------------------------|---|
| ART 200  | Creative Process Through Art      | 3 |
| HIST 201 | United States History I           | 3 |
| HIST 202 | United States History II          | 3 |
| HUMA 210 | Intro to Non-Western Civilization | 4 |
| POSC 201 | American Government               | 3 |

|                              |              |
|------------------------------|--------------|
| <b>Total Program Credits</b> | <b>30-31</b> |
|------------------------------|--------------|

# Emergency Medical Technician

## Specialty Certificate Program

Career Pathway and Career Cluster: *Health Sciences*

---

Program Advisor: Admissions  
(269) 782-1499

An Emergency Medical Technician (EMT) is trained in all aspects of Basic Life Support and responds to emergency calls. An EMT works for hospitals in the emergency room or for emergency ambulance services, bringing the victim to the hospital. Employment opportunities increase when you earn the EMT-Specialist ranking. Beginning EMTs start at \$10.00 per hour.

### Licensing

- ♦ Licensing by the Michigan Department of Public Health is required for employment.
- ♦ Students must be 18 years or older and must have proof of high school diploma or GED prior to enrolling in the program.

### Prerequisites

- ♦ Students will need to demonstrate proficiency in reading based on SMC assessment tests, ACT or SAT scores, or by taking the recommended course.
- ♦ No course prerequisites are required but previous knowledge of medical terminology is helpful.
- ♦ A passing grade in HEED 131 can only be used to apply for HEED 132 for one year.
- ♦ Students need to be able to lift more than 20 pounds.

- ♦ Students will be required to undergo a criminal background check and drug screening. Students concerned with possible findings on their background check should talk with the Dean of the School of Nursing before registering for these classes.

### Program Requirements

- ♦ Students must successfully complete both the theory and lab portions of both courses to be eligible for the licensing examination.
- ♦ Students are expected to demonstrate proof of required immunizations. See program advisor or instructor for specifics.

| Course                                   | Credits   |
|--|-----------|
| <b>Semester I</b>                        |           |
| HEED 131 Emergency Medical Technician I  | 5         |
| <b>Semester II</b>                       |           |
| HEED 132 Emergency Medical Technician II | 5         |
| <b>Total Program Credits</b>             | <b>10</b> |

# Engineering Technology

## Associate in Applied Science

Leading to a Baccalaureate degree in Engineering Technology through WMU

**Career Pathway:** Engineering/Manufacturing and Industrial Technology

**Career Cluster:** Manufacturing

**Program Advisor:** Andrew C. 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 operation, sales, and production. They are often the "implementers" of designs and plans. Engineering technicians usually work as part of a team with the craftsman and the engineer, working closest to the engineer in duties and responsibilities. Graduates with an associate's degree often continue on to complete a bachelor's degree and become engineering technologists. Technologists tend to hold more supervisory and managerial positions due to their advanced degree. For detailed information concerning occupational outlook and wage information, visit the O\*NET online website at:

<http://online.onetcenter.org>

\*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). Electives should be chosen based on the curriculum you select. For more information about WMU's degrees, consult their website at <http://www.wmich.edu/engineer/academics>

### Prerequisites

- ♦ You will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

| Course | Credits |
|--------|---------|
|--------|---------|

### Prerequisite Courses

|          |  |   |
|----------|--|---|
| CHEM 100 | Fundamentals of Chemistry<br>(or competency) | 4 |
| MATH 127 | College Algebra<br>(or competency)           | 4 |

### Semester I

|          |                               |   |
|----------|-------------------------------|---|
| CADD 101 | Intro to CAD/Auto CAD         | 4 |
| ENGL 103 | Freshman English II           | 3 |
| INTE 140 | Blueprint Reading             | 2 |
| MATH 136 | Precalculus Algebra           | 4 |
| SPEE 104 | Intro to Human Communications | 3 |

### Semester II

|                   |                          |     |
|-------------------|--------------------------|-----|
| CADD 104          | Engineering Graphics II  | 4   |
| CHEM 101          | General Chemistry I      | 5   |
| MATH 131          | Precalculus Trigonometry | 3   |
| POSC 201          | American Government      | 3   |
| <b>OR</b>         |                          |     |
| AREA III Elective |                          | (3) |

*(Continued on next page)*

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

### Semester III

|          |                                   |     |
|----------|-----------------------------------|-----|
| INTE 126 | Intro to Manufacturing Systems    | 3   |
| MATH 141 | Analytical Geometry/Calculus I    | 4   |
| PHYS 101 | Introductory Physics I            | 5   |
| HUMA 210 | Intro to Non-Western Civilization | 4   |
|          | <b>OR</b>                         |     |
|          | AREA I Elective                   | (3) |

### Semester IV

|          |                         |   |
|----------|-------------------------|---|
| PHYS 102 | Introductory Physics II | 5 |
| ECON 202 | Microeconomics          | 3 |
| PHED 103 | Life Wellness           | 2 |
|          | AREA II Elective        | 3 |
|          | WMU Elective            | 3 |

### GENERAL EDUCATION COURSES ACCEPTED BY WMU.

|          |  |
|----------|--|
| AREA I   | ART 110, 148, 203, 204<br>ENGL 223<br>HUMA 204, 205<br>MUSI 110, 111               |
| AREA II  | ENGL 231, 232, 241, 251, 256, 282, 291, 292<br>HIST 101, 102<br>PHIL 101, 201, 210 |
| AREA III | HIST 201, 202<br>HUMA 202<br>POSC 201  |
| AREA IV  | HUMA 210<br>SOCI 101   |

**WMU ELECTIVES** – Choose based on curriculum selected at WMU

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

|          |   |  |
|----------|---|--|
| ACCO 201 | Principles of Accounting I (UEM)          |  |
| CADD 110 | Descriptive Geometry (EDT)                |  |
| MATH 142 | Analytical Geometry and Calculus II (EDT) |  |

### Total Program Credits **\*62-63**

\*NOTE: A minimum of 60 credits is required to graduate.

# Fire Science

## Associate in Applied Science

Career Pathway and Career Cluster: *Health Sciences*

Program Advisor: Admissions  
(269) 782-1499

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

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ♦ The program can recognize a limited number of training certifications issued by the states of Michigan and Indiana.
- ♦ Students must possess a valid Firefighter II certificate with Haz Mat operations from the Michigan Fire Fighters Training Council or the Indiana Public Safety Training Institute by graduation.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ The listing that follows is a suggested sequence of courses for full-time students. Part-time options are available.
- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.
- ♦ ACE Testing, which grants students credit for demonstration of skills mastery, is available at the Testing Center for a number of courses.
- ♦ The FISC classes as scheduled below are offered in the evenings

| Course                  | Credits |
|-------------------------|---------|
| FISC 102 Firefighter II | 12      |

### Semester I

|          |                              |   |
|----------|------------------------------|---|
| ENGL 103 | Freshman English II          | 3 |
| HEED 131 | Emergency Medical Technician | 5 |
| MATH 101 | Introductory Algebra         | 4 |

### Semester II

|          |                                 |   |
|----------|---------------------------------|---|
| CHEM 100 | Fundamentals of Chemistry       | 4 |
| ENGL 104 | Freshman English III            | 3 |
| HEED 132 | Emergency Medical Technician II | 5 |
| PHED 103 | Life Wellness                   | 2 |

*(Continued on next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

**Semester III**

|           |                                     |     |
|-----------|-------------------------------------|-----|
| FISC 210  | Fire Cause Determination            | 3   |
| FISC 211  | Instructional Techniques            | 3   |
| PSYC 101  | General Psychology                  | 3   |
| <b>OR</b> |                                     |     |
| SOCI 201  | Principles of Sociology             | (3) |
| SPEE 104  | Introduction to Human Communication | 3   |

**Semester IV**

|          |                              |   |
|----------|------------------------------|---|
| FISC 112 | Service Tactics              | 3 |
| FISC 212 | Incident Management          | 3 |
| ISYS 110 | Intro to Computer Technology | 3 |
| POSC 201 | American Government          | 3 |

**Semester V**

|          |                       |   |
|----------|-----------------------|---|
| FISC 110 | Fire Prevention       | 3 |
| FISC 111 | Building Construction | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>68</b> |
|------------------------------|-----------|

# Fire Science

## Certificate Program

**Career Pathway and Career Cluster:** *Health Sciences*

**[Gainful Employment Information](http://www.swmich.edu/employment)** ([www.swmich.edu/employment](http://www.swmich.edu/employment))

**Program Advisor:** Admissions  
(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.

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ♦ The program can recognize a limited number of training certifications issued by the states of Michigan and Indiana.
- ♦ Students must possess a valid Firefighter II certificate with Haz Mat operations from the Michigan Fire Fighters Training Council or the Indiana Public Safety Training Institute by completion of the program.

### Course Sequence

- ♦ The listing that follows is a suggested sequence of courses for full-time students. Part-time options are available.
- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Associate Degree Option

- ♦ Students can continue taking courses and earn a two-year degree in Fire Science without losing any earned credits. See the program advisor for specifics.

| Course                  | Credits |
|-------------------------|---------|
| FISC 102 Firefighter II | 12      |

#### Semester I

|          |                              |   |
|----------|------------------------------|---|
| ENGL 103 | Freshman English II          | 3 |
| HEED 131 | Emergency Medical Technician | 5 |
| MATH 101 | Introductory Algebra         | 4 |

#### Semester II

|          |                                 |   |
|----------|---------------------------------|---|
| CHEM 100 | Fundamentals of Chemistry       | 4 |
| ENGL 104 | Freshman English III            | 3 |
| HEED 132 | Emergency Medical Technician II | 5 |

**Total Program Credits** **36**

# Certificate in General Education

The purpose of this certificate is to provide a credential that better meets the needs of transfer students than do other SMC Certificates or Associate Degrees. This certificate provides a credential for transfer students who complete the course requirements stipulated in the Michigan Transfer Agreement (MTA). **A minimum grade of C is required in each course.** Completion of these requirements allows the student to transfer into most Michigan colleges and universities having met the general education requirements for the first two years of college.

The following are the requirements for a "Certificate in General Education."

## Communications (6 credits)

|                                       |           |
|---------------------------------------|-----------|
| ENGL 103.....                         | 3 credits |
| ENGL 104 OR SPEE 102 OR SPEE 104..... | 3 credits |

## Mathematics (4 credits)

|                           |           |
|---------------------------|-----------|
| MATH (127 or above) ..... | 4 credits |
|---------------------------|-----------|

## Natural Science (8-9 credits)

*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, 202, 214, 215 ..... | Variable  |
| CHEM 100, 101, 102, 201, 202 .....      | Variable  |
| ENST 112.....                           | 4 credits |
| GEOG 110 .....                          | 4 credits |
| PHYS 101, 102, 201, 202 .....           | 5 credits |

## Social Science (6 credits)

*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, 290.....           | 3 credits |
| POSC 201 .....                    | 3 credits |
| PSYC 101, 102, 260, 296 .....     | 3 credits |
| SOCI 101, 201, 202, 203, 204..... | 3 credits |

## Humanities (6-8 credits)

*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, 291, 292..... | 3 credits |
| FREN 201, 202 .....   | 4 credits |
| GERM 201, 202.....  | 4 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.....  | Variable  |
| SOCI 240 .....  | 3 credits |
| SPAN 201, 202, 203, 204.....  | 4 credits |
| THEA 110.....   | 3 credits |

**Total Credits Required: 30-35 credits**



# Graphic Design Technology

## Associate in Applied Science or Associate in Arts Option

**Career Pathway:** *Arts and Communication*

**Career Cluster:** *Arts, AV Technology and Communications*

**Program Advisor:** William Rothwell  
(269) 783-2109  
wrothwell@swmich.edu

An Associate in Arts degree transfer option of this program is also available. Students planning to obtain a Baccalaureate degree in this field should plan their program of study in consultation with the Program Advisor.

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.

### Prerequisites

- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ♦ Students will need to demonstrate proficiencies in reading, English and mathematics based on SMC assessment tests, ACT or SAT scores or by taking the recommended courses.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ♦ If you are a part-time student or have transferred courses from another school, you should generally complete the courses listed under Semester I before taking courses listed under Semester II and so forth.
- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|          |  |   |
|----------|--|---|
| ART 100  | Introduction to Digital Art and Design | 3 |
| ART 101  | Two-Dimensional Design                 | 3 |
| ART 102  | Drawing I                              | 4 |
| ENGL 103 | Freshman English II                    | 3 |
| PSYC 101 | General Psychology                     | 3 |

#### Semester II

|           |                          |     |
|-----------|--------------------------|-----|
| ART 105   | Photographic Design      | 3   |
| <b>OR</b> |                          |     |
| ART 225   | 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   |

*(Continued on next page)*

## **\*\*ASSOCIATE IN APPLIED SCIENCE Track\*\***

**NOTE:** This degree is for students who specifically want a two-year degree. If you wish to transfer to a four-year program please refer to the Associate in Arts degree track and contact your advisor to determine specific course requirements at the transfer institution prior to selecting options/electives.

| Course | Credits |
|--------|---------|
|--------|---------|

### **Semester III**

|          |                          |   |
|----------|--------------------------|---|
| ART 219  | Graphic Design I         | 3 |
| ART 230  | Digital Publishing       | 3 |
| ART 261  | Prepress I               | 3 |
| BUSI 101 | Introduction to Business | 3 |
|          | Art Elective             | 3 |

### **Semester IV**

|          |                          |   |
|----------|--------------------------|---|
| ART 220  | Graphic Design II        | 3 |
| ART 255  | Internship               | 2 |
| ART 265  | Portfolio Production     | 3 |
|          | Art Elective             | 3 |
| ISYS 241 | Intro to Web Development | 3 |

|                              |            |
|------------------------------|------------|
| <b>Total Program Credits</b> | <b>*61</b> |
|------------------------------|------------|

\*NOTE: A minimum of 60 credits is required to graduate.

## **\*\*ASSOCIATE IN ARTS Track\*\***

**NOTE:** Students following the Associate in Arts degree track will be eligible to go on and complete their Bachelor's degree in Graphic Design or a related field at various four-year institutions. Please contact your advisor to determine specific course requirements at the transfer institution prior to selecting options/electives.

### **Semester III**

|          |                               |   |
|----------|-------------------------------|---|
| ART 203  | Art History I                 | 3 |
| ART 219  | Graphic Design I              | 3 |
| ART 230  | Digital Publishing            | 3 |
| GEOG 110 | Physical Geography            | 4 |
| HUMA 202 | Intro to American Pop Culture | 3 |

### **Semester IV**

|          |                         |   |
|----------|-------------------------|---|
| ART 220  | Graphic Design II       | 3 |
| ART 265  | Portfolio Production    | 3 |
| ENST 112 | Environmental Science   | 4 |
| SOCI 201 | Principles of Sociology | 3 |

|                              |            |
|------------------------------|------------|
| <b>Total Program Credits</b> | <b>*60</b> |
|------------------------------|------------|

\*NOTE: A minimum of 60 credits is required to graduate.

# Health Information Technology

## Associate in Applied Science

Career Pathway and Career Cluster: *Health Sciences*

Program Advisor: Admissions  
(269) 782-1499

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.

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ♦ Students may be required to undergo a criminal background check.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|          |                                    |   |
|----------|------------------------------------|---|
| BIOL 110 | Human Biology                      | 4 |
| EDUC 120 | Educational Exploration & Planning | 2 |
| ENGL 103 | Freshman English II                | 3 |
| HEED 101 | Medical Terminology                | 3 |

#### Semester II

|          |                              |   |
|----------|------------------------------|---|
| 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 |

*(Continued on next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester III

|          |  |   |
|----------|--|---|
| HIMS 201 | ICD Coding                               | 4 |
| HIMS 202 | CPT Coding                               | 3 |
| HIMS 205 | Health Information<br>Management Science | 3 |
| MEDA 221 | Insurance Claims Processing              | 3 |

### Semester IV

|          |                          |   |
|----------|--------------------------|---|
| BUSI 101 | Introduction to Business | 3 |
| HIMS 180 | Health Care Law          | 3 |
| HIMS 203 | Advanced Clinical Coding | 3 |
| HIMS 210 | Quality Assurance        | 3 |

### Semester V

|          |   |   |
|----------|---|---|
| HIMS 255 | Health Information Technology<br>Internship | 4 |
| HIMS 290 | Health Information Technology<br>Capstone   | 2 |
| PHED 103 | Life Wellness                               | 2 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>62</b> |
|------------------------------|-----------|

# Industrial Technology

## Associate in Applied Science

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

---

**Program Advisor:** Admissions  
(269) 687-4811

**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 30-33 credits in any of the following Technology Programs:

Construction Trades Green Technology  
Mechatronics/Robotics and Automation  
Precision Machining Technology  
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.

Students interested in pursuing a Bachelor's degree through Ferris State University or other four year institutions should contact their program advisor. For further information on the Ferris State University Bachelor's degree programs contact the Ferris State University Coordinator at SMC at (269) 782-1214.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in mathematics, reading, and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of classes.

*(Continued on next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

### Certificate Program

|         |                            |       |
|---------|----------------------------|-------|
| CREDITS | SMC Technology Certificate | 30-33 |
|---------|----------------------------|-------|

### Semester III

|           |                                     |     |
|-----------|-------------------------------------|-----|
| ISYS 110  | Introduction to Computer Technology | 3   |
| ENGL 103  | Freshman English II                 | 3   |
| SPEE 102  | Fundamentals of Public Speaking     | 3   |
| <b>OR</b> |                                     |     |
| SPEE 104  | Introduction to Human Communication | (3) |
| ELECTIVE  | Approved Program Electives          | 3-4 |

### Semester IV

|           |                           |     |
|-----------|---------------------------|-----|
| ENGL 104  | Freshman English III      | 3   |
| INTE 227  | Industrial Robotics       | 2   |
| INTE 255  | Internship                | 4   |
| MATH 101  | Introductory Algebra      | 4   |
| <b>OR</b> |                           |     |
| MATH 102  | Mathematical Literacy     | (4) |
| ELECTIVE  | Approved Program Elective | 2-4 |

*Students may choose any CADD, CONS, ELEC, INTE, MACH, WELD course or PHYS 103 for a minimum of 6 credits as their program electives. Other courses may be taken with the approval Dean of School of Business and Advanced Technologies.*

|                              |            |
|------------------------------|------------|
| <b>Total Program Credits</b> | <b>*60</b> |
|------------------------------|------------|

\*A minimum of 60 credits is required to graduate.

# Information Technology Application Development

## Associate in Applied Science

**Career Pathway:** Business, Management, Marketing and Technology

**Career Cluster:** Information Technology

**Program Advisor:** Christine Stiles  
(269) 782-1422  
cstiles@swmich.edu

Kyle Kelly  
(269) 782-1245  
kkelly01@swmich.edu

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

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ◆ Students will need to demonstrate proficiencies in reading, English, and mathematics based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and a full listing of all general education courses.

### Course Sequence

- ◆ Many courses in this curriculum must be taken in a prescribed sequence. Contact an advisor if you choose not to follow the suggested sequence.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|           |                                     |     |
|-----------|-------------------------------------|-----|
| BUSI 101  | Introduction to Business            | 3   |
| ENGL 103  | Freshman English II                 | 3   |
| ISYS 110  | Intro to Computer Technology        | 3   |
| ISYS 115  | Programming Logic and Design        | 3   |
| SPEE 102  | Fundamentals of Public Speaking     | 3   |
| <b>OR</b> |                                     |     |
| SPEE 104  | Introduction to Human Communication | (3) |

#### Semester II

|          |                          |   |
|----------|--------------------------|---|
| BUSI 240 | Professionalism Workshop | 1 |
| ENGL 104 | Freshman English III     | 3 |
| ISYS 227 | JAVA Programming         | 3 |
| ISYS 229 | Scripting Languages      | 3 |
| ISYS 241 | Web Development I        | 3 |

#### Semester III

|           |                                   |     |
|-----------|-----------------------------------|-----|
| ISYS 225  | C++ Programming                   | 3   |
| ISYS 276  | Mobile Applications               | 3   |
| ISYS 294  | Software Engineering I            | 3   |
| MATH 127  | College Algebra                   | 4   |
| <b>OR</b> |                                   |     |
| MATH 150  | Statistics                        | (4) |
|           | Directed Elective (see next page) | 3   |

*(Continued on next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester IV

|          |                         |   |
|----------|-------------------------|---|
| ISYS 251 | Web Development II      | 3 |
| ISYS 255 | Internship              | 3 |
| ISYS 275 | C# /.NET Programming    | 3 |
| ISYS 296 | Software Engineering II | 3 |
| ISYS 290 | Systems Analysis        | 3 |
|          | Directed Elective       | 3 |

### Directed Electives

(select two from one option)

#### Database Option

|          |                       |   |
|----------|-----------------------|---|
| ISYS 182 | Database I            | 3 |
| ISYS 234 | Database II           | 3 |
| ISYS 215 | Selected Topics in IT | 3 |

OR

#### Support Option

|          |  |   |
|----------|--|---|
| ISYS 200 | Integrated Applications & Technologies | 3 |
| ISYS 201 | IT Support                             | 3 |
| ISYS 215 | Selected Topics in IT                  | 3 |

OR

#### Networking Option

|          |                           |   |
|----------|---------------------------|---|
| ISYS 271 | Networking Essentials     | 3 |
| ISYS 281 | Installing Windows Server | 3 |
| ISYS 282 | LINUX                     | 3 |
| ISYS 215 | Selected Topics in IT     | 3 |

OR

#### Accounting Option

|          |                             |   |
|----------|-----------------------------|---|
| ACCO 201 | Principles of Accounting I  | 4 |
| ACCO 202 | Principles of Accounting II | 4 |

|                              |              |
|------------------------------|--------------|
| <b>Total Program Credits</b> | <b>62-64</b> |
|------------------------------|--------------|



# Information Technology Help Desk

## Certificate Program

**Career Pathway:** Business, Management, Marketing and Technology

**Career Cluster:** Information Technology

**[Gainful Employment Information](http://www.swmich.edu/academics/employment)** ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

**Program Advisor:** Kyle Kelly  
(269) 782-1245  
kkelly01@swmich.edu

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

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 Degree in either Application Development or Networking at Southwestern Michigan College.

**Note:** Upon completion of this certificate, students will be ideally positioned to advance to an associate degree in Application Development OR Networking, from which they could then transfer to Ferris State University to complete a four year business degree. If you wish to transfer to another four-year program, please contact your advisor to determine specific course requirements at the receiving institution.

## Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ Students will need to demonstrate proficiencies in reading and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for some courses.

## General Education Requirements

- ◆ The general education course listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

## Course Sequence

- ◆ Many courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students. Contact an advisor if you choose not to follow the suggested sequence.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

### Course

### Credits

#### Semester I

|           |                                      |     |
|-----------|--------------------------------------|-----|
| BUSI 101  | Introduction to Business             | 3   |
| BUSI 240  | Professionalism Workshop             | 1   |
| ENGL 103  | Freshman English II                  | 3   |
| ISYS 110  | Intro to Computer Technology         | 3   |
| ISYS 115  | Programming Logic and Design         | 3   |
| SPEE 102  | Fundamentals of Public Speaking      | 3   |
| <b>OR</b> |                                      |     |
| SPEE 104  | Introduction to Human Communications | (3) |

#### Semester II

|          |  |   |
|----------|--|---|
| 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 |
|          | Directed Elective                        | 3 |

*(Continued on next page)*

### Directed Electives (select one)

|          |                           |   |
|----------|---------------------------|---|
| ISYS 215 | Selected Topics in IT     | 3 |
| ISYS 241 | Web Development I         | 3 |
| ISYS 260 | Wireless Communications   | 3 |
| ISYS 276 | Mobile Applications       | 3 |
| ISYS 281 | Installing Windows Server | 3 |

**Total Program Credits** **32**

# Information Technology Networking

## Associate in Applied Science

**Career Pathway:** Business, Management, Marketing and Technology

**Career Cluster:** Information Technology

---

| Program Advisor: |  | Course            | Credits |
|------------------|--|-------------------|---------|
|                  | Randy Flory<br>(269) 782-1377<br>rflory@swmich.edu | <b>Semester I</b> |         |

Kyle Kelly  
(269) 782-1245  
kkelly01@swmich.edu

|          |                               |   |
|----------|-------------------------------|---|
| ENGL 103 | Freshman English II           | 3 |
| ISYS 110 | Intro to Computer Technology  | 3 |
| ISYS 207 | Managing and Maintaining PC's | 4 |
| ISYS 271 | Networking Essentials         | 3 |
|          | Directed Elective             | 3 |

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

### Semester II

|          |                                 |   |
|----------|---------------------------------|---|
| BUSI 101 | Introduction to Business        | 3 |
| ENGL 104 | Freshman English III            | 3 |
| ISYS 260 | Wireless Communications         | 3 |
| ISYS 281 | Installing Windows Server       | 3 |
| SPEE 102 | Fundamentals of Public Speaking | 3 |

|          |                                     |     |
|----------|-------------------------------------|-----|
|          | <b>OR</b>                           |     |
| SPEE 104 | Introduction to Human Communication | (3) |

### Semester III

|          |                              |   |
|----------|------------------------------|---|
| ISYS 272 | Desktop Infrastructure       | 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 |

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ◆ Students will need to demonstrate proficiencies in reading, English, and mathematics based on SMC assessment tests, ACT or SAT scores or by taking the recommended courses.

### General Education Requirements

- ◆ The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Many courses in this curriculum must be taken in a prescribed sequence. Contact an advisor if you choose not to follow the suggested sequence.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

*(Continued on next page)*

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

### Semester IV

|          |  |   |
|----------|--|---|
| BUSI 240 | Professionalism Workshop                 | 1 |
| ISYS 200 | Integrated Applications and Technologies | 3 |
| ISYS 255 | Internship                               | 3 |
| ISYS 289 | Implementing Desktop Environments        | 3 |
| MATH 150 | Statistics                               | 4 |
|          | Directed Elective ( <i>see below</i> )   | 3 |

### Directed Electives (select one option)

#### Database Option

|          |             |   |
|----------|-------------|---|
| ISYS 182 | Database I  | 3 |
| ISYS 234 | Database II | 3 |

**OR**

#### Support Option

|          |   |   |
|----------|---|---|
| ISYS 201 | IT Support                                | 3 |
| ISYS 215 | Selected Topics in Information Technology | 3 |

**OR**

#### MIS Option

|          |                  |   |
|----------|------------------|---|
| ISYS 282 | Linux            | 3 |
| ISYS 290 | Systems Analysis | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>63</b> |
|------------------------------|-----------|

# Information Technology System Administrator

## Certificate Program

**Career Pathway:** Business, Management, Marketing and Technology

**Career Cluster:** Information Technology

**Gainful Employment Information** (<http://www.swmich.edu/academics/employment>)

---

**Program Advisor:** Randy Flory  
(269) 782-1377  
rflory@swmich.edu

Kyle Kelly  
(269) 782-1245  
kkelly01@swmich.edu

This certificate provides individuals with the knowledge, skills, 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 Associate in Applied Science degree at Southwestern Michigan College.

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ Students will need to demonstrate proficiencies in reading and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

### Course Sequence

- ◆ Many courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.

- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

| Course                       |                                   | Credits   |
|------------------------------|-----------------------------------|-----------|
| <b>Semester I</b>            |                                   |           |
| ISYS 207                     | Managing and Maintaining PC's     | 4         |
| ISYS 271                     | Networking Essentials             | 3         |
| ISYS 285                     | Network Security                  | 3         |
| <b>Semester II</b>           |                                   |           |
| BUSI 240                     | Professionalism Workshop          | 1         |
| ISYS 260                     | Wireless Communications           | 3         |
| ISYS 281                     | Installing Windows Server         | 3         |
| ISYS 289                     | Implementing Desktop Environments | 3         |
| <b>Semester III</b>          |                                   |           |
| ISYS 272                     | Desktop Infrastructure            | 3         |
| ISYS 283                     | Administering Windows Server      | 3         |
| ISYS 284                     | Advanced Windows Server           | 3         |
| ISYS 288                     | CISCO Routers and Switches        | 3         |
| <b>Total Program Credits</b> |                                   | <b>32</b> |

# Mechatronics/Robotics & Automation Technology

## Associate in Applied Science

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

---

**Program Advisor:** Mike McGowan  
(269) 687-4812  
mmcgowan01@swmich.edu

The emerging discipline of Mechatronics 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.

Graduates of this program 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.

The emphasis is on diagnosing and maintaining complex integrated systems. Subject matter covers hydraulics, pneumatics, and welding, as well as networked controllers and interactive web-based asset management. Digital principles are presented in the context of programmable logic devices and microcontrollers.

For detailed information concerning occupational outlook and wage information, visit the O\*NET Online website at:

<http://online.onetcenter.org>

Some courses may not be transferrable. Students interested in pursuing a Bachelor's degree through four year institutions should contact their program advisor.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in mathematics, reading, and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites and corequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ◆ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.

*(Continued on next page)*

| Course              |  | Credits | Course                       |                                     | Credits |
|---------------------|--|---------|------------------------------|-------------------------------------|---------|
| <b>Semester I</b>   |  |         | <b>Semester IV</b>           |                                     |         |
| ELEC 118            | Fundamentals of Electricity I            | 4       | ELEC 208                     | Electronic Communications           | 3       |
| ELEC 119            | Fundamentals of Electricity II           | 4       | ELEC 212                     | Microprocessors                     | 4       |
| ELEC 140            | Motors and<br>Motor Control Circuits     | 3       | ENGL 103                     | Freshman English II                 | 3       |
| MATH 101            | Introductory Algebra                     | 4       | INTE 245                     | Robot Integration and<br>Automation | 2       |
| <b>Semester II</b>  |  |         | <b>Internship</b>            |                                     |         |
| ELEC 131            | Digital Electronics                      | 3       | ELEC 255                     | Internship                          | 2       |
| ELEC 218            | Process Control<br>Instrumentation I     | 3       | <b>Total Program Credits</b> |                                     |         |
| ELEC 233            | Programmable Logic Controllers           | 2       | <b>61</b>                    |                                     |         |
| INTE 159            | Hydraulics & Pneumatics                  | 3       |                              |                                     |         |
| INTE 227            | Industrial Robotics                      | 2       |                              |                                     |         |
| WELD 159            | Basic Welding                            | 2       |                              |                                     |         |
| <b>Semester III</b> |  |         |                              |                                     |         |
| CADD 101            | Introduction to CAD/Auto CAD             | 4       |                              |                                     |         |
| ELEC 234            | Advanced PLC<br>and Motion Control       | 2       |                              |                                     |         |
| INTE 126            | Introduction to Manufacturing<br>Systems | 3       |                              |                                     |         |
| INTE 229            | Industrial Robotics Vision               | 1       |                              |                                     |         |
| MATH 127            | College Algebra                          | 4       |                              |                                     |         |
| SPEE 102            | Fundamentals of Public Speaking          | 3       |                              |                                     |         |

# Mechatronics/Robotics & Automation Technology

## Certificate Program

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

**Gainful Employment Information** ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

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**Program Advisor:** Mike McGowan  
(269) 687-4812  
[mmcgowan01@swmich.edu](mailto:mmcgowan01@swmich.edu)

Mechatronics/Electronic service technicians install, maintain, and repair industrial control and electronic equipment used in offices, factories, homes, hospitals, aircraft and other industries.

Career opportunities include entry level:

Calibration and Instrumentation Technician  
Electronics Engineering Technician  
Electrician  
Field Service Technician  
Maintenance Technician

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.

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>

### Prerequisites

- ♦ Students will need to demonstrate proficiency in mathematics and reading based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ♦ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

### Course Sequence

- ♦ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ♦ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.

### Associate Degree Option

- ♦ This certificate is the first year of either the Mechatronics Technology AAS degree or the Industrial Technology AAS degree. Students may add additional credits in technical and general education courses without losing any earned credits. See your program advisor for specific details.

| Course             |                                      | Credits |
|--------------------|--------------------------------------|---------|
| <b>Semester I</b>  |                                      |         |
| ELEC 118           | Fundamentals of Electricity I        | 4       |
| ELEC 119           | Fundamentals of Electricity II       | 4       |
| ELEC 140           | Motors and<br>Motor Control Circuits | 3       |
| MATH 101           | Introductory Algebra                 | 4       |
| <b>Semester II</b> |                                      |         |
| ELEC 131           | Digital Electronics                  | 3       |
| ELEC 218           | Process Control<br>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 Program Credits** **30**



# Medical Assisting

## Associate in Applied Science

Career Pathway and Career Cluster: *Health Services*

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Program Advisor: Admissions  
(269) 782-1499

Medical Assistants perform routine administrative and clinical 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 and perform basic bookkeeping. Clinical duties may 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.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Students will be required to pay for and undergo a criminal background check and drug screening. Students concerned with possible findings on their background check should talk with the Dean of the School of Nursing before registering for these classes.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is available at the Testing Center for a number of courses.

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Students must complete the prerequisites for the program before they can enroll in the core medical assistant courses.
- ◆ The courses listed under the heading "Non-sequential" may be taken at any time during the program.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

*(Continued on next page)*

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| Course | Credits |
|--------|---------|
|--------|---------|

Prerequisites

|          |                                     |     |
|----------|-------------------------------------|-----|
| BIOL 110 | Human Biology                       | 4   |
| HEED 101 | Medical Terminology                 | 3   |
| HEED 118 | Introduction to Health Care Systems | 1   |
| ISYS 110 | Intro to Computer Technology        | 3   |
| OADM 137 | Keyboarding (or competency)         | (1) |
| OADM 138 | Formatting (or competency)          | (2) |
| MATH 101 | Introductory Algebra                | 4   |
| PSYC 101 | General Psychology                  | 3   |
| SPEE 104 | Introduction to Human Communication | 3   |

**NOTE:** Prerequisites of the program must be completed before the Medical Assistant courses can be taken.

Non-sequential Courses

|          |                            |   |
|----------|----------------------------|---|
| ENGL 103 | Freshman English II        | 3 |
| ENGL 104 | Freshman English III       | 3 |
| HEED 137 | Disease Overview           | 3 |
| OADM 111 | Editing and Grammar Skills | 2 |
| OADM 142 | Intermediate Keyboarding   | 3 |

| Course | Credits |
|--------|---------|
|--------|---------|

Choose (1) one of the following:

|          |                                |   |
|----------|--------------------------------|---|
| HEED 163 | Nutrition (Highly Recommended) | 2 |
| PHED 103 | Life Wellness                  | 2 |

Program Requirements

|          |   |   |
|----------|---|---|
| MEDA 210 | M.A. Clinical Procedures                    | 5 |
| MEDA 211 | M.A. Pharmacology                           | 3 |
| MEDA 212 | Diagnostic/Lab Procedures                   | 4 |
| MEDA 220 | Medical Office Procedures/Administration    | 3 |
| MEDA 221 | Insurance Claims Processing                 | 3 |
| MEDA 240 | Medical Assisting Clinical Internship       | 3 |
| MEDA 250 | Medical Assisting Administrative Internship | 3 |

|                       |            |
|-----------------------|------------|
| Total Program Credits | <b>*61</b> |
|-----------------------|------------|

# Medical Assisting – Clinical

## Certificate Program

Career Pathway and Career Cluster: *Health Sciences*

[Gainful Employment Information](http://www.swmich.edu/academics/employment) ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

Program Advisor: Admissions  
(269) 782-1499

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.

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ Students will be required to pay for and undergo a criminal background check and drug screening.

### Course Sequence

- ◆ Students must complete the prerequisites for the program before they can enroll in the core medical assistant courses.

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

| Course                                       | Credits |
|--|---------|
| <b>Prerequisites</b>                         |         |
| BIOL 110 Human Biology                       | 4       |
| HEED 101 Medical Terminology                 | 3       |
| HEED 118 Introduction to Health Care Systems | 1       |
| ISYS 110 Intro to Computer Technology        | 3       |
| MATH 101 Introductory Algebra                | 4       |
| PSYC 101 General Psychology                  | 3       |
| SPEE 104 Introduction to Human Communication | 3       |

**NOTE:** *Prerequisites of the program must be completed before the Medical Assistant courses can be taken.*

### Program Requirements

|  |   |
|--|---|
| HEED 137 Disease Overview                      | 3 |
| MEDA 210 M.A. Clinical Procedures              | 5 |
| MEDA 211 M.A. Pharmacology                     | 3 |
| MEDA 212 Diagnostic/Lab Procedures             | 4 |
| MEDA 240 Medical Assisting Clinical Internship | 3 |

**Total Program Credits** **39**

# Medical Assisting – Office

## Certificate Program

**Career Pathway and Career Cluster:** *Health Sciences*

**[Gainful Employment Information](http://www.swmich.edu/academics/employment)** ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

**Program Advisor:** Admissions  
(269) 782-1499

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.

### Prerequisites

- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ♦ Students will need to demonstrate competency through testing, keyboarding and formatting. If unable to demonstrate, appropriate classes must be taken (OADM 137 and OADM 138).
- ♦ Students will be required to pay for and undergo a criminal background check and drug screening.

### Course Sequence

- ♦ Students must complete the prerequisites for the program before they can enroll in the core medical assistant courses.

The courses listed under the heading "Non-sequential" may be taken at any time during the program.

- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.

- ♦ ACE Testing, which grants students credit for demonstration of skills mastery, is available at the Testing Center for a number of courses.

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

| Course  | Credits |
|---|---------|
| <b>Prerequisites</b>                          |         |
| HEED 101 Medical Terminology                  | 3       |
| HEED 118 Introduction to Health Care Systems  | 1       |
| ISYS 110 Intro to Computer Technology         | 3       |
| MATH 101 Introductory Algebra                 | 4       |
| OADM 137 Keyboarding ( <i>or competency</i> ) | (1)     |
| OADM 138 Formatting ( <i>or competency</i> )  | (2)     |
| PSYC 101 General Psychology                   | 3       |
| SPEE 104 Introduction to Human Communication  | 3       |

**NOTE:** *Prerequisites of the program must be completed before the Medical Assistant courses can be taken.*

### Non-sequential Courses

|                                     |   |
|-------------------------------------|---|
| OADM 111 Editing and Grammar Skills | 2 |
| OADM 142 Intermediate Keyboarding   | 3 |

### Program Requirements

|  |   |
|--|---|
| MEDA 220 Medical Office Procedures/Administration    | 3 |
| MEDA 221 Insurance Claims Processing                 | 3 |
| MEDA 250 Medical Assisting Administration Internship | 3 |

**Total Program Credits** **31**

# Nursing Assistant (CNA)

## Specialty Credential Program

Career Pathway and Career Cluster: *Health Sciences*

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**Program Advisor:** Admissions  
(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 successfully complete the Test of Adult Basic Education (TABE) 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 talk with the Dean of the School of Nursing and Health Services 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.

| Course                       | Credits  |
|------------------------------|----------|
| <b>Semester I</b>            |          |
| HEED 120 Nurse's Assistant   | 4        |
| <b>Total Program Credits</b> | <b>4</b> |

# Nursing (LPN to RN)

## Associate in Applied Science

**Career Pathway and Career Cluster:** *Health Sciences*

**Program Advisor:** Admissions  
(269) 782-1425  
**Nursing Website:** [www.swmich.edu/nhs](http://www.swmich.edu/nhs)

**NOTE:** *This program is specifically for those individuals who are LPNs wanting to become RNs.*

Students will be given credit for the first semester of nursing courses plus the first medical-surgical nursing course based upon a current LPN license. Credits for NURS 177, Psychosocial Nursing, NURS 178, Pharmacology I, can be earned by examination. Students passing the NLN Pharmacology and Psychosocial exams will be exempt from NURS 177 and NURS 178. Please see the program advisor for specifics.

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.

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, English and mathematics based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions.

- ♦ Students will be required to undergo a criminal background check and drug screening.
- ♦ Students will need to demonstrate competency in Fundamentals of Chemistry and Introductory Algebra. If unable to demonstrate, appropriate courses must be taken (CHEM 100, MATH 101).

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Students must be admitted to the nursing program to enroll in any NURS course. See the program advisor for admission specifics.
- ♦ The nursing program starts both fall and spring semesters. Visit the nursing program website, [www.swmich.edu/nursing](http://www.swmich.edu/nursing) for application deadlines and admission requirements.
- ♦ The nursing program must be completed in sequence. The listing that follows is the mandatory sequence of classes for a full-time student. Part-time options are available but not advised.
- ♦ There are a number of non-sequential courses that can be taken prior to admission or during the nursing sequence of courses.

*(Continued on next page)*

- ♦ Please be sure to consult the course descriptions as some courses may not be offered every semester.
- ♦ Students will be required to retake physiology (BIOL 215) if not taken within 5 years.

| <b>Course</b> | <b>Credits</b> |
|---------------|----------------|
|---------------|----------------|

### Semester III

|          |                            |     |
|----------|----------------------------|-----|
| NURS 202 | Child Nursing              | 4   |
| NURS 212 | Nursing Leadership         | 2   |
| NURS 241 | Nursing Care of Adults III | 4.5 |

| <b>Course</b> | <b>Credits</b> |
|---------------|----------------|
|---------------|----------------|

### Program Prerequisites

|          |                     |   |
|----------|---------------------|---|
| BIOL 214 | Basic Human Anatomy | 4 |
| ENGL 103 | Freshman English I  | 3 |
| HEED 107 | Math for Meds       | 2 |

### Semester I

|          |                                |   |
|----------|--------------------------------|---|
| BIOL 215 | Principles of Human Physiology | 4 |
| NURS 177 | Psychosocial Nursing           | 4 |
| NURS 178 | Pharmacology I                 | 2 |

### Semester II

|          |                                   |     |
|----------|-----------------------------------|-----|
| NURS 201 | Maternal & Women's Health Nursing | 4   |
| NURS 228 | Pharmacology II                   | 2   |
| NURS 240 | Nursing Care of Adults II         | 4.5 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>40</b> |
|------------------------------|-----------|

### Recommended Program Electives

|          |  |   |
|----------|--|---|
| BIOL 202 | Microbiology   | 4 |
| CNUR 100 | RN Licensure Prep 1                                      | 1 |
| CNUR 200 | RN Licensure Prep 2                                      | 1 |
| ENGL 104 | Freshman English III                                     | 3 |
| HEED 101 | Medical Terminology                                      | 3 |
| HEED 118 | Introduction to Health Care Systems                      | 1 |
| HEED 170 | Developing Skilled Learners in Nursing and Allied Health | 3 |
| MATH 150 | Statistics   | 4 |
| SPAN 170 | Spanish in the Workplace                                 | 3 |



# Nursing (RN)

## Associate in Applied Science

Career Pathway and Career Cluster: *Health Sciences*

[Gainful Employment Information](http://www.swmich.edu/academics/employment) (<http://www.swmich.edu/academics/employment>)

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Program Advisor: Admissions  
(269) 782-1499

Nursing Website: [www.swmich.edu/nhs](http://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.

### 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. Students do not retake the licensing examination when completing the BSN degree.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the degree requirements. These are described in the course descriptions
- ◆ Students are expected to be college prepared and have had high school chemistry, biology and math within the past 5 years. Students who have been out of high school for more than five years must take CHEM 100 and MATH 101 or test out.

- ◆ Students will be required to undergo a criminal background check and drug screening.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Students must be admitted to the nursing program to enroll in any NURS course. See the program advisor for admission specifics.
- ◆ The nursing program starts both fall and spring semesters. Visit the nursing program website, [www.swmich.edu/nursing](http://www.swmich.edu/nursing) for application deadlines and admission requirements.
- ◆ The nursing program must be completed in sequence. The listing that follows is the mandatory sequence of classes for a full-time student. Part-time options are available but not advised.
- ◆ There are a number of non-sequential courses that can be taken prior to admission or during the nursing sequence of courses.
- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.
- ◆ Students in good academic standing may choose the option to complete NURS 185, Capstone Practical Nursing Throughout the Lifespan, Lecture and Lab and sit for the PN-NCLEX® and work while completing the AAS degree in Nursing.

*(Continued on next page)*

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| Course                                    |   | Credits | Course                       |   | Credits |
|---|---|---------|------------------------------|---|---------|
| <b>Semester I - Program Prerequisites</b> |   |         | <b>Semester IV</b>           |   |         |
| ENGL 103                                  | Freshman English II                                   | 3       | NURS 201                     | Maternal & Women's Health Nursing                           | 4       |
| BIOL 214                                  | Basic Human Anatomy                                   | 4       | NURS 228                     | Pharmacology II   | 2       |
| CHEM 100                                  | Fundamentals of Chemistry<br>(or competency)          | 4       | NURS 240                     | Nursing Care of Adults II                                   | 4.5     |
| MATH 101                                  | Introductory Algebra<br>(or competency)               | 4       | <b>Semester V</b>            |   |         |
| <b>Semester II</b>                        |   |         | NURS 202                     | Child Nursing   | 4       |
| BIOL 215                                  | Principles of Human Physiology                        | 4       | NURS 212                     | Nursing Leadership  | 2       |
| HEED 107                                  | Math for Meds   | 2       | NURS 241                     | Nursing Care of Adults III                                  | 4.5     |
| NURS 164                                  | Foundations of Nursing                                | 4.5     | <b>Total Program Credits</b> |   |         |
| NURS 165                                  | Geriatric Nursing                                     | 4.5     | <b>61.5</b>                  |   |         |
| <b>Semester III</b>                       |   |         | <b>Recommended Electives</b> |   |         |
| NURS 177                                  | Psychosocial Nursing Care                             | 4       | BIOL 202                     | Microbiology  | 4       |
| NURS 178                                  | Pharmacology I  | 2       | CNUR 100                     | RN Licensure Prep 1   | 1       |
| NURS 180                                  | Nursing Care of Adults I                              | 4.5     | CNUR 200                     | RN Licensure Prep 2   | 1       |
| <b>Optional</b>                           |   |         | EDUC 120                     | Educational Exploration<br>And Planning                     | 2       |
| NURS 185                                  | Capstone Practical Nursing<br>Throughout the Lifespan | 8       | ENGL 104                     | Freshman English III  | 3       |
|   |   |         | HEED 101                     | Medical Terminology   | 3       |
|   |   |         | HEED 118                     | Introduction to Health Care<br>Systems                      | 1       |
|   |   |         | HEED 170                     | Developing Skilled Learners in<br>Nursing and Allied Health | 3       |
|   |   |         | MATH 150                     | Statistics  | 4       |
|   |   |         | PHED 101                     | Physical Education Activity                                 | 1       |
|   |   |         | PHED 103                     | Life Wellness   | 2       |
|   |   |         | SPAN 170                     | Spanish in the Workplace                                    | 3       |

# Office Assistant/Specialist

## Certificate Program

**Career Pathway:** *Business, Management, Marketing, and Technology*

**Career Cluster:** *Business, Management, and Administration*

**Gainful Employment Information** ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

**Program Advisor:** Joanne Strebeck  
(269) 782-1219  
[jstrebeck01@swmich.edu](mailto:jstrebeck01@swmich.edu)

- ◆ Please be sure to consult the course descriptions as some courses may not be offered every semester.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Associate Degree Option

This is a ladder curriculum. Students can continue taking specific courses and earn an associate degree. Additionally, students may continue after the two year degree and earn a Bachelor's degree in Business Administration. See the program advisor for specific details.

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's degree.

### Prerequisites

- ◆ Students will need to demonstrate proficiencies in reading, English, and mathematics based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ◆ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.
- ◆ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.
- ◆ Students will need to demonstrate competency in computer information systems, keyboarding and formatting. If unable to demonstrate, appropriate courses must be taken (OADM 137 and OADM 138).

### Course Sequence

- ◆ Some of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Prerequisites

|          |                                |     |
|----------|--------------------------------|-----|
| OADM 137 | Keyboarding<br>(or competency) | (1) |
| OADM 138 | Formatting<br>(or competency)  | (2) |

#### Semester I

|          |                              |   |
|----------|------------------------------|---|
| BUSI 101 | Introduction to Business     | 3 |
| ENGL 103 | Freshman English II          | 3 |
| ISYS 110 | Intro to Computer Technology | 3 |
| ISYS 181 | Spreadsheets                 | 3 |
| MATH 102 | Mathematical Literacy        | 4 |

#### Semester II

|          |  |   |
|----------|--|---|
| ACCO 201 | Principles of Accounting I               | 4 |
| BUSI 214 | Business Communications                  | 3 |
| BUSI 240 | Professionalism Workshop                 | 1 |
| ISYS 200 | Integrated Applications and Technologies | 3 |
| OADM 111 | Editing and Grammar                      | 2 |
| OADM 142 | Intermediate Keyboarding                 | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>32</b> |
|------------------------------|-----------|

# Phlebotomy

## Specialty Certificate Program

Career Pathway and Career Cluster: *Health Sciences*

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**Program Advisor:** Nursing Office  
(269) 783-2133

Call the Nursing & Health Services Office for advising and scheduling.

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.

### Certification

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

### Prerequisites

- ♦ Students are required to successfully complete the Test of Adult Basic Education (TABE) 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 advisor 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 Services 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 or instructor for specifics.
- ♦ This course is offered only spring semester on 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.

| Course                       | Credits  |
|------------------------------|----------|
| <b>Semester I</b>            |          |
| HEED 116 Phlebotomy          | 5        |
| <b>Semester II</b>           |          |
| HEED 251 Phlebotomy Clinical | 4        |
| <b>Total Program Credits</b> | <b>9</b> |

# Professional Communication

## Associate in Applied Science

**Career Pathway:** Arts & Communications

**Career Cluster:** Arts, A/V Technology & Communications

**Program Advisor:** Hailey Sheets  
(269) 782-1289  
hsheets@swmich.edu

| Course | Credits |
|--------|---------|
|--------|---------|

### Pre-requisite

Call Admissions (269) 782-1499 for initial information.

|          |                                     |   |
|----------|-------------------------------------|---|
| ISYS 110 | Introduction to Computer Technology | 3 |
|----------|-------------------------------------|---|

The Professional Communication Program provides students with an excellent foundation of communication skills required for careers in technical writing, copyediting, and a variety of related fields. The program emphasizes practical application of communication skills while building a solid theoretical background. The course work stresses general writing, reading, and critical thinking skills which can be applied in a number of different vocations.

### Semester I

|          |                                 |   |
|----------|---------------------------------|---|
| BUSI 101 | Introduction to Business        | 3 |
| EDUC 120 | Educational Exploration         | 2 |
| ENGL 103 | Freshman English II             | 3 |
| MATH 128 | Contemporary Mathematics        | 4 |
| SPEE 102 | Fundamentals of Public Speaking | 3 |

Students with this degree will be eligible to go on and complete their Bachelor's degree in Technical and Professional Communication at other four-year institutions.

### Semester II

|          |                        |   |
|----------|------------------------|---|
| COMM 115 | Writing for Mass Media | 3 |
| ENGL 104 | Freshman English III   | 3 |
| ENGL 265 | Creative Nonfiction    | 3 |
| ENST 112 | Environmental Science  | 4 |
| PHED 103 | Life Wellness          | 2 |

### Prerequisites

- ♦ You will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.

### Semester III

|          |                                     |     |
|----------|-------------------------------------|-----|
| GEOG 105 | Human Geography                     | 3   |
| GEOG 110 | Physical Geography                  | 4   |
|          | <b>OR</b>                           |     |
| BISC 111 | Biological Science                  | (4) |
| PSYC 101 | General Psychology                  | 3   |
|          | <b>OR</b>                           |     |
| SOCI 201 | Principles of Sociology             | (3) |
| SPEE 104 | Introduction to Human Communication | 3   |

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Some of the courses in this curriculum must be taken in a prescribed sequence because of prerequisite requirements. The listing that follows is a suggested sequence of courses for full-time students.

*(Continued on the next page)*

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester IV

|          |                                   |   |
|----------|-----------------------------------|---|
| ENGL 218 | Special Topics in Communication   | 3 |
| ENGL 268 | Editing                           | 3 |
| HUMA 210 | Intro to Non-Western Civilization | 4 |

### Non-Sequential Courses

**Choose 1 of the following courses:**

|          |                          |   |
|----------|--------------------------|---|
| ENGL 261 | Creative Writing/Fiction | 3 |
| ENGL 263 | Creative Writing/Poetry  | 3 |

**Choose 2 of the following courses OR take both of the BUSI/ISYS courses:**

|           |                                   |   |
|-----------|-----------------------------------|---|
| ENGL 231  | American Literature I             | 3 |
| ENGL 232  | American Literature II            | 3 |
| ENGL 235  | American Ethnic Literature        | 3 |
| ENGL 282  | British Literature II             | 3 |
| <b>OR</b> |                                   |   |
| BUSI 214  | Business Communications           | 3 |
| ISYS 241  | Introduction to Web Development I | 3 |

|                              |            |
|------------------------------|------------|
| <b>Total Program Credits</b> | <b>*65</b> |
|------------------------------|------------|

\*NOTE: A minimum of 60 credits is required to graduate.

# Small Business Management/Entrepreneurship

## Specialty Certificate Program

**Career Pathway:** *Business, Management, Marketing and Technology*

**Career Cluster:** *Business, Management and Administration*

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**Program Advisor:** 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.

### Prerequisites

- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the specialty certificate requirements. These are described in the course descriptions.

### Course Sequence

- ♦ Some of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of the courses for full-time students.
- ♦ Be sure to consult the course descriptions as some courses may not be offered every semester.

### General Education Requirements

- ♦ The general education course listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|          |                               |   |
|----------|-------------------------------|---|
| BUSI 101 | Introduction to Business      | 3 |
| BUSI 210 | Personal Finance              | 3 |
| BUSI 240 | Professionalism Workshop      | 1 |
|          | Directed Elective (See Below) | 3 |
|          | Directed Elective (See Below) | 3 |

#### Directed Electives (select two)

|          |                                 |   |
|----------|---------------------------------|---|
| ACCO 204 | Microcomputers in Accounting    | 3 |
| BUSI 214 | Business Communications         | 3 |
| BUSI 220 | Marketing                       | 3 |
| BUSI 225 | Human Resource Management       | 3 |
| SPEE 102 | Fundamentals of Public Speaking | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>13</b> |
|------------------------------|-----------|

# Social Work

## Associate in Applied Science

Career Pathway and Career Cluster: *Health Sciences*

**Program Advisor:** Christi Young  
(269) 783-2106  
cyoung@swmich.edu

The profession of social work is one of the projected areas of need in the human services area over the next several years.

The Associate in Applied Science in Social Work will provide students with the opportunity to work for agencies such as the Michigan Department of Human Services as an Assistance Payment Worker. An employee in this job 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.

Students with this degree will be eligible to go on and complete their Bachelor's degree in Social Work through Ferris State University or other four year institutions.

### Prerequisites

- ♦ Students will need to demonstrate proficiencies in reading, mathematics and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.
- ♦ Students will be required to undergo a criminal background check.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ♦ Some of the courses in this curriculum must be taken in a prescribed sequence because of prerequisite requirements. The listing that follows is a suggested sequence of courses for full-time students. If you are a part-time student or have transferred courses from another college, you should plan to complete the courses listed under Semester I before taking the courses listed under Semester II and so forth.

| Course                                   | Credits |
|--|---------|
| <b>Semester I</b>                        |         |
| EDUC 120 Educational Exploration         | 2       |
| ENGL 103 Freshman English II             | 3       |
| MATH 150 Statistics                      | 4       |
| SPEE 102 Introduction to Public Speaking | 3       |
| SOWK 100 Introduction to Social Work     | 3       |
| <b>Semester II</b>                       |         |
| 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       |

*(Continued on next page)*



| Course | Credits |
|--------|---------|
|--------|---------|

### Semester III

|           |                              |     |
|-----------|------------------------------|-----|
| EDUC 215  | Human Growth & Development   | 3   |
| ENST 112  | Environmental Science        | 4   |
| PHIL 210  | Introduction to Ethics       | 4   |
| <b>OR</b> |                              |     |
|           | Approved Humanities Elective | (4) |
| POSC 201  | American Government          | 3   |

### Semester IV

|          |                            |   |
|----------|----------------------------|---|
| SOCI 203 | Marriage and Family        | 3 |
| SOCI 240 | Minority Groups in America | 3 |
| SOWK 200 | Social Welfare             | 3 |
| SOWK 240 | Field Experience           | 3 |
|          | Suggested Program Elective | 3 |

### Total Program Credits **\*60**

\*NOTE: A minimum of 60 credits is required to graduate.

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**NOTE:** *Student who earn this degree will be eligible to go on and complete their Bachelor's degree in Social Work at a four year institution. Please contact your advisor to determine specific course requirements at the receiving institution prior to selecting options/electives.*

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### \*\*Suggested Program Electives—Choose 1

|          |                          |   |
|----------|--------------------------|---|
| ECON 201 | Macroeconomics           | 3 |
| PHED 103 | Life Wellness            | 2 |
| PSYC 205 | Child Psychology         | 3 |
| PSYC 260 | Abnormal Psychology      | 3 |
| SOWK 205 | Theories & Methods I     | 3 |
| SPAN 170 | Spanish in the Workplace | 3 |



# Sports Management

## Associate in Applied Science

**Career Pathway:** *Business and Human Services*

**Career Cluster:** *Sports Management, Coaching*

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**Program Advisor:** Richard Reynolds  
269-782-1333  
rreynolds03@swmich.edu

The AAS in Sports Management provides students with the understanding and skills required for entry-level positions. 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.onetcenter.org>

Students that graduate are encouraged to continue their education at four-year colleges to further refine their knowledge and abilities. Contact the program advisor to help determine the specific course requirements at the receiving institution prior to selecting any course options/electives.

### Prerequisites

- ◆ You will need to demonstrate proficiencies prior to graduation in reading, mathematics, and English based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.

### General Education Requirements

The general education courses listed for this degree require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Some courses in this curriculum must be taken in a given sequence because of prerequisite requirements. The following listing is a suggested sequence of courses for full-time students. Students with courses from another college and part-time students should complete the courses listed under Semester I before taking the courses listed under Semester II and so forth. Consult the course descriptions as some courses are not offered every semester.

| Course             |                                 | Credits |
|--------------------|---------------------------------|---------|
| <b>Semester I</b>  |                                 |         |
| BISC 111           | Biological Science              | 4       |
| ECON 202           | Microeconomics                  | 3       |
| ENGL 103           | Freshman English II             | 3       |
| PHED 103           | Life Wellness                   | 2       |
| SPEE 102           | Fundamentals of Public Speaking | 3       |
| <b>Semester II</b> |                                 |         |
| BUSI 101           | Introduction 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       |

(Continued on next page)

| Course |  | Credits |
|--------|--|---------|
|--------|--|---------|

### Semester III

|          |   |   |
|----------|---|---|
| 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 |

### Semester IV

|          |                          |   |
|----------|--------------------------|---|
| BUSI 220 | Marketing                | 3 |
| PHED 111 | Introduction to Coaching | 3 |
| PHED 280 | Practicum                | 4 |
| PHIL 210 | Introduction to Ethics   | 4 |

### Total Program Credits **\*60**

\*NOTE: A minimum of 60 credits is required to graduate.

# Tribal Leadership

## Certificate Program

**Career Pathway:** Business Management

**Career Cluster:** Business Management and Administration

**Gainful Employment Information** (<http://www.swmich.edu/academics/employment>)

**Program Advisor:** Scott Topping  
(269) 782-1249  
stopping@swmich.edu

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.

### Prerequisites

- ◆ Some of the courses in this curriculum have specific prerequisites. These are described in the course descriptions.

### General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

### Course Sequence

- ◆ Some of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of the courses for full-time students.
- ◆ Be sure to consult the course descriptions as some courses may not be offered every semester.

| Course | Credits |
|--------|---------|
|--------|---------|

#### Semester I

|          |                                    |   |
|----------|------------------------------------|---|
| ACCO 201 | Principles of Accounting I         | 4 |
| BUSI 101 | Introduction to Business           | 3 |
| SOCI 248 | American Indian Studies and Policy | 3 |
|          | Elective                           | 3 |

#### Semester II

|          |                          |   |
|----------|--------------------------|---|
| BUSI 201 | Principles of Management | 3 |
| BUSI 207 | Business Law I           | 3 |
| ENGL 228 | Proposal Writing         | 3 |
| HIST 290 | Native American History  | 3 |
|          | Elective                 | 3 |

#### Electives

|          |                           |   |
|----------|---------------------------|---|
| BUSI 220 | Marketing                 | 3 |
| ECON 201 | Macroeconomics            | 3 |
| ECON 202 | Microeconomics            | 3 |
| PSYC 215 | Organizational Psychology | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Total Program Credits</b> | <b>28</b> |
|------------------------------|-----------|

# Welding Technology

## Certificate Program

**Career Pathway:** *Engineering, Manufacturing and Industrial Technology*

**Career Cluster:** *Manufacturing, Science, Technology, Engineering and Mathematics*

**Gainful Employment Information** ([www.swmich.edu/academics/employment](http://www.swmich.edu/academics/employment))

**Program Advisor:** Michael Chaddock  
(269) 687-5646  
[mchaddock@swmich.edu](mailto:mchaddock@swmich.edu)

- ♦ ACE Testing, which grants students credit for demonstration of skills mastery, is also available at the Testing Center for a number of courses.

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 in welding technology include:

Welder (MIG, TIG, Stick) Fitters  
Welding Inspector  
Production Welding  
Maintenance Welding  
Welding Machine Setters  
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>

## Associate Degree Option

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 program advisor for specific details.

## Prerequisites

- ♦ Students will need to demonstrate proficiency in mathematics, and reading based on SMC assessment tests, ACT or SAT scores, or by taking the recommended courses.
- ♦ Some of the courses in this curriculum have specific prerequisites that may not be listed as part of the certificate requirements. These are described in the course descriptions.

## General Education Requirements

The general education courses listed for this certificate require a C (2.0) or better for graduation. See "General Education Requirements" for more information and full listing of all general education courses.

## Course Sequence

- ♦ Many of the courses in this curriculum must be taken in a prescribed sequence. The listing that follows is a suggested sequence of courses for full-time students.
- ♦ Students seeking to start this curriculum in the spring semester should consult the program advisor for the best selection of courses.

| Course | Credits |
|--------|---------|
|--------|---------|

### Semester I

|          |                           |   |
|----------|---------------------------|---|
| 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 |

### Semester II

|          |  |   |
|----------|--|---|
| BUSI 101 | Introduction to Business                   | 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 Program Credits

**34**

## Course Descriptions

### Accounting (ACCO)

#### **ACCO 101      Elementary Accounting I**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.

This course is an introductory accounting course which will help small business owners or potential small business owners understand the financial aspects of their business. Note: Elementary Accounting I and II equate to ACCO 201. ACCO 101 and 102 will cover two semesters instead of one semester and may be beneficial to students who have never had accounting courses in the past. ACCO 101 and 102 will also cover some minor topics specifically related to small businesses. [Semesters Offered: Variable]

---

#### **ACCO 102      Elementary Accounting II**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 101.

This is the second introductory course in accounting. It is meant to help small business owners or potential small business owners understand the financial aspects of their business. Note: Elementary Accounting I and II equate to ACCO 201. ACCO 101 and 102 will cover two semesters instead of one semester and may be beneficial to students who have never had accounting courses in the past. ACCO 101 and 102 will also cover some minor topics specifically related to small businesses. [Semesters Offered: Variable]

---

#### **ACCO 201      Principles of Accounting I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 53.50-78.00

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101, concurrent enrollment allowed.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### Accounting (ACCO)

#### **ACCO 202 Principles of Accounting II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.80-75.20

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 201.

A continuation of ACCO 201, with emphasis on financial and managerial accounting, corporate accounting, stocks, bonds, long-term investments, consolidations, 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 investment analysis. [Semesters Offered: Fall, Spring, Summer]

---

#### **ACCO 203 Federal Income Tax**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 201 or permission of appropriate Dean.

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. [Semesters Offered: Spring]

---

#### **ACCO 204 Microcomputer Accounting Applications**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-55.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 201 and ISYS 110 or computer competency.

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. [Semesters Offered: Fall]

## Course Descriptions

### Accounting (ACCO)

#### **ACCO 205      Applied Accounting**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 201.

Provides the student with practical experience in the completion of common forms and reports. The areas of payroll, plant assets, and financial statements are emphasized along with other accounting forms and reports. [Semesters Offered: Variable]

---

#### **ACCO 211      Intermediate Accounting I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 57.00-74.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 202.

A study of the valuation of current assets, current liabilities, plant equipment and depreciation techniques with their effect on income. [Semesters Offered: Fall]

---

#### **ACCO 212      Intermediate Accounting II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 62.40-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 211.

Covers the measurement of liabilities, stockholders' equity and reserves, cash flow, analysis of internal profits, ratios and reserves, and financial statement analysis. [Semesters Offered: Spring]

## Course Descriptions

### Accounting (ACCO)

#### **ACCO 214      Cost Accounting**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 202.

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. [Semesters Offered: Variable]

---

#### **ACCO 255      Internship**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-3.00

Maximum Credits Allowed:

ACH: 16.00-48.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ACCO 211, BUSI 240, concurrent enrollment allowed, and approval of chair.

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 School of Business Internship Coordinator prior to registering for this course. [Semesters Offered: Fall, Spring, Summer]

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## Course Descriptions

### **Art (ART)**

#### **ART 100**

#### **Introduction to Digital Art and Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 63.20-72.00

Extra Course Fees:

Prerequisite: Basic computer literacy.

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. [Semesters Offered: Fall, Spring]

#### **ART 101**

#### **Two Dimensional Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 49.20-72.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

#### **ART 102**

#### **Drawing I**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 98.40-108.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### Art (ART)

#### **ART 103**

#### **Ceramics I**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.40

Extra Course Fees: 28.00

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

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#### **ART 104**

#### **Ceramics II**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 66.40-72.40

Extra Course Fees: 28.00

Prerequisite: Minimum grade of C in ART 103.

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. [Semesters Offered: Fall, Spring]

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#### **ART 105**

#### **Photographic Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: None; ART 100 and ART 101 recommended.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### Art (ART)

#### **ART 106**

#### **Art Photography**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 105 or permission of appropriate Dean.

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. [Semesters Offered: Variable]

#### **ART 110**

#### **Art Appreciation**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. Degree distribution requirement credit will be given for only one of these courses: ART 110, ART 203 or ART 204. [Semesters Offered: Fall, Spring, Summer]

#### **ART 120**

#### **Three Dimensional Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

## Course Descriptions

### Art (ART)

#### **ART 148**

#### **Direct Encounter with the Arts**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.80-69.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **ART 199**

#### **Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 4.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Dean.

Available courses in a studio area or a special art interest outside the regular curriculum. [Semesters Offered: Variable]

#### **ART 200**

#### **Creative Process Through Art**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### Art (ART)

#### **ART 203**

##### **Art History I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

Covers the history of Western Art from prehistory to the French Revolution. The course will examine past societies as they expressed their culture and ideas through their art. Degree distribution requirement credit will be given for only one of these courses: ART 110, ART 203 or ART 204. [Semesters Offered: Fall]

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#### **ART 204**

##### **Art History II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

The course will cover how artists expressed their ideas about cultural, intellectual and societal developments through their art. Degree distribution requirement credit will be given for only one of these courses: ART 110, ART 203, or ART 204. [Semesters Offered: Spring]

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#### **ART 208**

##### **Ceramics III**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 66.40-72.00

Extra Course Fees: 28.00

Prerequisite: Minimum grade of C in ART 104.

A continuation of ART 104 with emphasis on skill refinement and problem solving. Clay and glaze composition and firing techniques are introduced. [Semesters Offered: Fall, Spring]

## Course Descriptions

### Art (ART)

#### **ART 209**

#### **Ceramics IV**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 66.40-72.00

Extra Course Fees: 28.00

Prerequisite: Minimum grade of C in ART 208.

A continuation of ART 208 with emphasis on mastery of techniques and development of a personal aesthetic through portfolio building. Historical contexts are discussed. [Semesters Offered: Fall, Spring]

#### **ART 210**

#### **Drawing II**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 103.20-114.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 102.

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. [Semesters Offered: Spring]

#### **ART 211**

#### **Painting I**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 98.40-111.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### Art (ART)

#### **ART 212**

#### **Painting II**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 98.40-105.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 211.

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. [Semesters Offered: Variable]

#### **ART 213**

#### **Typography in Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.00-73.80

Extra Course Fees:

Prerequisite: Minimum grades of C in ART 100; and ART 101, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

#### **ART 215**

#### **Watercolor**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in one of the following: ART 101, ART 102, or ART 211 or permission of appropriate Dean.

An introduction to the art of transparent watercolor and the distinctive characteristics of the medium. Color mixing, tools and paper characteristics are examined. [Semesters Offered: Spring]

## Course Descriptions

### **Art (ART)**

#### **ART 219**

#### **Graphic Design I**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 213, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

#### **ART 220**

#### **Graphic Design II**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 219.

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. [Semesters Offered: Spring]

#### **ART 225**

#### **Digital Photography**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: None, ART 100 recommended.

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. [Semesters Offered: Fall, Spring]



## Course Descriptions

### Art (ART)

#### **ART 230**

#### **Digital Publishing**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 49.20-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 100.

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). [Semesters Offered: Fall, Spring]

#### **ART 233**

#### **Color**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-69.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **ART 235**

#### **Introduction to Digital Animation**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 64.80-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 100.

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. [Semesters Offered: Variable]

## Course Descriptions

### Art (ART)

#### **ART 251**

#### **Advanced Studio Art I**

Credits: 1.00-4.00

Contact Hrs: 1.00-6.00

Lecture: 1.00-4.00

Allowable Times for Credit: 6.00

Lab: 1.00-6.00

Maximum Credits Allowed: 6.00

ACH: 20.40-114.40

Extra Course Fees:

Prerequisite: Permission of appropriate Dean.

Provides instruction in various studio art techniques and media for the advanced art student. [Semesters Offered: Variable]

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#### **ART 252**

#### **Advanced Studio Art II**

Credits: 2.00-4.00

Contact Hrs: 3.00-6.00

Lecture: 1.00-4.00

Allowable Times for Credit: 6.00

Lab: 1.00-6.00

Maximum Credits Allowed: 6.00

ACH: 52.80-114.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 251.

A continuation of ART 251. [Semesters Offered: Variable]

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#### **ART 255**

#### **Internship**

Credits: 2.00-3.00

Contact Hrs: 2.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 6.00

Lab: 2.00-3.00

Maximum Credits Allowed:

ACH: 32.00-48.00

Extra Course Fees:

Prerequisite: Completion of three semesters in the Graphic Design Technology degree program or permission of appropriate instructional Dean.

The student searches independently, with assistance from the Community Outreach Coordinator, for a graphic design environment to complete 48 hours per credit 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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### Art (ART)

#### **ART 261**

##### **Prepress I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 213; concurrent enrollment in ART 219 required.

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. [Semesters Offered: Fall]

#### **ART 265**

##### **Portfolio Production**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-

Extra Course Fees:

Prerequisite: Minimum grade of C in ART 219; concurrent enrollment in ART 220 required.

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. [Semesters Offered: Spring]

#### **ART 299**

##### **Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 4.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-69.60

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Automotive Technology (AUTO)**

#### **AUTO 115      Brakes and Chassis**

Credits: 4.00-

Contact Hrs: 7.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 5.00-

Maximum Credits Allowed:

ACH: 115.80-124.20

Extra Course Fees:          35.00

Prerequisite: None.

Design, theory, diagnostics, testing, and proper repair of the following systems are covered: base brakes, emergency brakes, hydraulics, power assist, and Anti-Lock Braking. The student will learn the correct usage of brake machining equipment, precise measuring techniques, and proper procedures in a comprehensive hands-on lab environment. [Semesters Offered: Fall]

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#### **AUTO 130      Manual Transmissions and Transaxles**

Credits: 4.00-

Contact Hrs: 7.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 5.00-

Maximum Credits Allowed:

ACH: 115.80-124.20

Extra Course Fees:          35.00

Prerequisite: None.

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, driveshafts, and clutches. Emphasis will be given to clutch performance concerns. [Semesters Offered: Fall]

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#### **AUTO 168      Heating and Air Conditioning**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-108.00

Extra Course Fees:          35.00

Prerequisite: None.

Topics covered are operation, inspection, diagnosis and repair of the automotive HVAC system. Proper environmental, legal and safety practices will be followed using multiple refrigerants and types of air conditioning systems. The student will service, maintenance, and flush the heating and cooling system. [Semesters Offered: Spring]

## Course Descriptions

### **Automotive Technology (AUTO)**

#### **AUTO 202      Automotive Engines**

Credits: 5.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 130.80-180.00

Extra Course Fees:          35.00

Prerequisite: None.

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. [Semesters Offered: Spring]

#### **AUTO 212      Suspension and Steering**

Credits: 5.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 132.00-141.60

Extra Course Fees:          35.00

Prerequisite: None.

Vehicle wheel alignment is a primary focus of this course with training in traction control systems, front and rear end suspension components as well as proper service and maintenance of wheels and tires. Among the topics covered are design, operation, inspection, diagnosis, repair, and safety of steering and suspension systems. The automotive lab will be utilized to attain speed and accuracy of diagnosis and repair while maintaining a high quality of workmanship. [Semesters Offered: Fall]

#### **AUTO 220      Electrical Systems**

Credits: 7.00-

Contact Hrs: 11.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 8.00-

Maximum Credits Allowed:

ACH: 170.40-199.20

Extra Course Fees:          35.00

Prerequisite: Minimum grade of C in PHYS 103, concurrent enrollment allowed.

Students will use a combination of theory and hands-on experiences to understand, diagnose, and repair automotive electrical systems and components. Topics include starting systems, charging systems, accessory circuits, computer controls, and wiring diagrams. Additional topics such as cruise control, interior and exterior lighting, horn circuits, power seats, power windows and locks, passive and active restraint systems will also be covered. The automotive lab and test equipment will be utilized to attain speed and accuracy of diagnosis and repair while maintaining a high quality of workmanship. [Semesters Offered: Spring]

## Course Descriptions

### **Automotive Technology (AUTO)**

#### **AUTO 225      Engine Performance I**

Credits: 5.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 132.00-141.60

Extra Course Fees:      35.00

Prerequisite: Minimum grades of C in AUTO 202; MATH 101 or MATH 102 or satisfactory test score, concurrent enrollment allowed.

This course is designed as an introduction to automotive engine performance. Theory, operation, inspection, diagnosis, testing and repair of the automotive engine performance systems will be discussed. Among these topics will be fuel injection, emissions, distributor and distributorless ignitions systems, variable ignition timing as well as computer operated systems. The automotive lab and test equipment will be utilized to attain speed and accuracy of diagnosis and repair while maintaining a high quality of workmanship. [Semesters Offered: Fall]

#### **AUTO 226      Engine Performance II**

Credits: 5.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 136.80-141.60

Extra Course Fees:      35.00

Prerequisite: Minimum grade of C in AUTO 225.

A combination of classroom and hands-on experiences are used to improve the diagnostic skills and abilities of the student using On Board Diagnostics equipped vehicles. Advanced theory and operation of vehicle networks and their related subsystems are covered as they relate to drivability concerns. Alternate fuels and hybrid vehicle designs are also considered. Vehicles will be used in the shop environment with problems that simulate actual vehicle concerns. A series of labs assess and highlight the student's problem solving abilities while promoting their confidence level. Accuracy and speed of diagnosis is a focus throughout the class. Students will demonstrate a proficiency in diagnosing vehicles correctly to aid them in passing this course. [Semesters Offered: Spring]

#### **AUTO 230      Automatic Transmissions and Transaxles**

Credits: 5.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 130.40-137.60

Extra Course Fees:      35.00

Prerequisite: Minimum grades of C in AUTO 130; MATH 101 or MATH 102 or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Automotive Technology (AUTO)**

#### **AUTO 245      Alternative Fuels and Hybrids**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:          35.00

Prerequisite: Minimum grades of C in AUTO 220; AUTO 225.

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 charts to diagnose and repair a hybrid vehicle. [Semesters Offered: Spring]

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#### **AUTO 255      Internship**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-3.00

Maximum Credits Allowed:

ACH: 16.00-48.00

Extra Course Fees:

Prerequisite: Completion of all AUTO Certificate Program courses, with a minimum grade of C, and recommendation of the program advisor.

This is a capstone course in which the student searches independently with assistance from the Community Outreach 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 Coordinator of Internships and Apprenticeships prior to registering for this course. [Semesters Offered: Variable]

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## Course Descriptions

### **Biology (BIOL)**

#### **BIOL 098      Cell Biology for Health Careers**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: None.

An introduction to the fundamental biological concepts of cell structural organization and function, including energy metabolism, protein synthesis and genetics. [Semesters Offered: Fall, Spring, Summer]

#### **BIOL 101      General Biology I**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 103.20-

Extra Course Fees:

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 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall]

#### **BIOL 102      General Biology II**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 100.80-103.80

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 101.

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. [Semesters Offered: Spring]



## Course Descriptions

### **Biology (BIOL)**

#### **BIOL 110**

#### **Human Biology**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-94.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100 or CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

#### **BIOL 201**

#### **Anatomy and Physiology**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

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.

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

#### **BIOL 202**

#### **Microbiology**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 74.40-120.00

Extra Course Fees:

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 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **Biology (BIOL)**

#### **BIOL 214      Basic Human Anatomy**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 82.20-98.40

Extra Course Fees:

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.

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. [Semesters Offered: Fall, Spring, Summer]

#### **BIOL 215      Principles of Human Physiology**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-99.60

Extra Course Fees:

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, or satisfactory test score.

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. [Semesters Offered: Fall, Spring, Summer]

#### **BIOL 220      Selected Topics in Biology**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 103.00-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Biological Sciences (BISC)**

**BISC 111****Biological Science**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 82.20-89.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

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## Course Descriptions

### **Business (BUSI)**

#### **BUSI 101      Introduction to Business**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 47.90-57.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **BUSI 201      Principles of Management**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101.

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. [Semesters Offered: Fall, Spring, Summer-Alternate Years]

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#### **BUSI 207      Business Law I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: BUSI 101 recommended.

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. [Semesters Offered: Fall, Spring, Summer-Alternate Years]

## Course Descriptions

### **Business (BUSI)**

#### **BUSI 208**

#### **Business Law II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101 and BUSI 207.

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 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. [Semesters Offered: Fall, Spring, Synner-Alternate Years]

#### **BUSI 210**

#### **Personal Finance**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Summer-Alternate Years]

#### **BUSI 212**

#### **Supervision**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Business (BUSI)**

#### **BUSI 214**

#### **Business Communications**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-58.40

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101 and ENGL 103.

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. [Semesters Offered: Fall, Spring]

#### **BUSI 220**

#### **Marketing**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-55.20

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101 or permission of appropriate Dean.

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. [Semesters Offered: Fall, Spring, Summer-Alternate Years]

#### **BUSI 221**

#### **Advertising**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Business (BUSI)**

#### **BUSI 225      Human Resource Management**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 101.

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. [Semesters Offered: Fall, Spring, Summer-Alternate Years]

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#### **BUSI 240      Professionalism Workshop**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 18.00-19.20

Extra Course Fees:

Prerequisite: Strongly recommended to be taken at the end of a student's program to derive the most value from the course.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **BUSI 255      Internship**

Credits: 3.00-12.00

Contact Hrs: 3.00-12.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 3.00-12.00

Maximum Credits Allowed:

ACH: 48.00-192.00

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 240, concurrent enrollment allowed, and permission of chair.

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 School of Business Internship Coordinator prior to registering for this course. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **Comp Aided Draft/Design (CADD)**

#### **CADD 101      Introduction to CAD/Auto CAD**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **CADD 103      Blueprint Reading/Engineering Graphics I**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

Instruction and practice in methods used by engineers to communicate technical ideas are emphasized, including reading blueprints, sketching multi-view and pictorial illustrations. Instruments are used to make orthographic drawings that accurately describe shape and size. Also included are sectional views, auxiliary views, and fasteners. Students will develop skill in reading and interpreting blueprint drawings. [Semesters Offered: Variable]

#### **CADD 104      Engineering Graphics II**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grades of C in INTE 140; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed; and MATH 098 or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]



## Course Descriptions

### **Comp Aided Draft/Design (CADD)**

#### **CADD 110      Descriptive Geometry**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

This course covers the solution of layout problems and the relationships of lines, planes, and solids. Also included is the study of flat pattern development and civil engineering problems. Laboratory consists of typical industrial applications. The metric system of measurement will be used extensively. [Semesters Offered: Variable]

#### **CADD 203      Advanced CAD**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CADD 101; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

This course will give students who have mastered the basics of AutoCAD the opportunity to explore Inventor and SolidWorks software. The student will work in a true three dimensional environment, create parametric solid models and generate production drawings of parts and assemblies. [Semesters Offered: Variable]

#### **CADD 207      Solid Modeling**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CADD 101; CRIT 100 or CRIT 103, or satisfactory test score, concurrent enrollment allowed.

Using industry-specific design tools and methodology, the student will create 3-Dimensional solid models of individual parts and assemblies. The first half of the semesters focuses on learning Pro Engineer Wildfire software, the user interface, construction tools and modification techniques. The second half emphasizes design and engineering applications. [Semesters Offered: Variable]

## Course Descriptions

### **Comp Aided Draft/Design (CADD)**

#### **CADD 211      Tool Design**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CADD 104, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed; MACH 124 recommended.

This is a design course related to machine design and production tooling devices for work holding and tool guiding. Laboratory assignments include typical industrial jigs, fixtures and machines. Current industrial designs, as well as vendors' catalogs, provide references and guidance for practical individual design solutions. [Semesters Offered: Variable]

#### **CADD 213      Die Design**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-103.20

Extra Course Fees:

Prerequisite: Minimum grade of C in CADD 104, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed; MACH 124 recommended.

This is a die design course emphasizing dies for the metal-working, plastics and die cast industry. Also included is an understanding of die presses and press accessories as they apply to die design. [Semesters Offered: Variable]

#### **CADD 218      Architectural CAD**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-106.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CADD 101; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

This course provides students with the appropriate background in architectural drafting, the opportunity to apply their experiences and develop a set of residential plans in a CAD environment. The plans will include: site layout, floor plan, elevation views, and construction details. [Semesters Offered: Variable]

**Course Descriptions****Comp Aided Draft/Design (CADD)****CADD 255 Internship**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-4.00

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Completion of all CADD Certificate Program courses with a minimum grade of C and recommendation of the program advisor.

This is a capstone course in which the student searches independently, with assistance from the Community Outreach 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 objective. 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 Coordinator of Internships and Apprenticeships prior to registering for this course. [Semesters Offered: Variable]

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## Course Descriptions

### Chemistry (CHEM)

**CHEM 100      Fundamentals of Chemistry**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-86.40

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101, MATH 102, or satisfactory test score, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

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**CHEM 101      General Chemistry I**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 114.00-127.00

Extra Course Fees:

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; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

First course in a two-semester sequence in general college chemistry. Includes the study of quantitative 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. [Semesters Offered: Fall, Spring]

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**CHEM 102      General Chemistry II**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 117.60-124.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CHEM 101 and MATH 127 or satisfactory test score.

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. [Semesters Offered: Spring]

## Course Descriptions

**Chemistry (CHEM)****CHEM 201      Organic Chemistry I**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 114.00-120.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CHEM 102.

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. [Semesters Offered: Fall-Alternate Years]

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**CHEM 202      Organic Chemistry II**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 118.80-120.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CHEM 201.

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. [Semesters Offered: Spring-Alternate Years]

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## Course Descriptions

### **Communications (COMM)**

**COMM 110      Introduction to Mass Communication**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103, concurrent enrollment allowed.

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. [Semesters Offered: Variable]

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**COMM 115      Writing for Mass Media**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103, concurrent enrollment allowed.

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. [Semesters Offered: Variable]

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## Course Descriptions

### **Construction Trades (CONS)**

#### **CONS 114      Intermediate Construction Practices**

Credits: 8.00-

Contact Hrs: 10.00-

Lecture: 6.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 170.40-

Extra Course Fees:      150.00

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103 or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

#### **CONS 115      Construction Math**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.

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. [Semesters Offered: Spring]

#### **CONS 117      Print Reading for Construction Trades**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 51.00-53.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

## Course Descriptions

### Construction Trades (CONS)

#### **CONS 130      Interior and Exterior Finishes**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:          57.00

Prerequisite: None.

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. [Semesters Offered: Spring]

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#### **CONS 135      Electrical and Mechanical Systems**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-

Extra Course Fees:          57.00

Prerequisite: None.

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. [Semesters Offered: Spring]

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#### **CONS 140      Quantity and Cost Estimating**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 110.

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. [Semesters Offered: Spring]



## Course Descriptions

### **Construction Trades (CONS)**

#### **CONS 145      Administration and Scheduling**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.00-54.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

#### **CONS 150      Solar Energy Technology**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 18.00-19.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **CONS 161      REScheck Building Energy Codes**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C ISYS 110, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Construction Trades (CONS)**

#### **CONS 165      Building Analyst/Envelope**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-86.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **CONS 169      Green Professional**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:      150.00

Prerequisite: None.

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. [Semesters Offered: Spring]

#### **CONS 175      Non-Residential Construction**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

## Course Descriptions

### Construction Trades (CONS)

|                 |                                  |                    |                    |
|-----------------|----------------------------------|--------------------|--------------------|
| <b>CONS 180</b> | <b>Design and Planning</b>       |                    |                    |
|                 | Credits: 5.00-                   | Contact Hrs: 8.00- | Lecture: 2.00-     |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 6.00-         |
|                 | Maximum Credits Allowed:         |                    | ACH: 136.80-141.60 |
|                 | Extra Course Fees:               |                    |                    |

Prerequisite: Minimum grade of C in CADD 101.

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.  
 [Semesters Offered: Spring]

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|                 |                                  |                        |                  |
|-----------------|----------------------------------|------------------------|------------------|
| <b>CONS 255</b> | <b>Internship</b>                |                        |                  |
|                 | Credits: 1.00-3.00               | Contact Hrs: 1.00-3.00 | Lecture: 0.00-   |
|                 | Allowable Times for Credit: 2.00 |                        | Lab: 1.00-3.00   |
|                 | Maximum Credits Allowed:         |                        | ACH: 16.00-48.00 |
|                 | Extra Course Fees:               |                        |                  |

Prerequisite: Minimum grade of C in all first semester Construction Trades Technology courses.

This is a capstone course in which the student searches independently, with assistance from the Community Outreach 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 is asked to meet with the Coordinator of Work-Based Learning prior to registering for this course. [Semesters Offered: Variable]

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## Course Descriptions

### **Criminal Justice**

#### **CRIM 110      Introduction of Criminal Justice**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 2.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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.  
 [Semesters Offered: Fall]

#### **CRIM 111      Introduction to Corrections**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **CRIM 112      Introduction to United States Legal Systems**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test scores; concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Criminal Justice**

#### **CRIM 113      Intro to Law Enforcement**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score; concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **CRIM 220      Supervision and Management in Criminal Justice**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

A study of administration and management of police organizations, including the courts, police and corrections. [Semesters Offered: Fall]

#### **CRIM 260      Delinquency, Prevention, and Control**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

## Course Descriptions

### Critical Thinking

**CRIT 100 Introduction to Critical Thinking and Analytical Reading**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees: 25.96

Prerequisite: Basic skills assessment; students take either CRIT 100 or CRIT 103 based on their assessment results.

Uses a content-based approach to teaching students how to effectively read and study textbooks/e-books and prepare for exams typical of college courses. Includes vocabulary development, organizational strategies, and a reading fluency component.

[Semesters Offered: Fall, Spring, Summer]

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**CRIT 103 Critical Thinking and Analytical Reading**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 34.40-37.20

Extra Course Fees: 20.00

Prerequisite: Basic skills assessment; students take either CRIT 100 or CRIT 103 based on their assessment results.

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. [Semesters Offered: Fall, Spring, Summer]

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## Course Descriptions

### **Dance (DANC)**

#### **DANC 101**

#### **Jazz Dance I**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 36.00-54.60

Extra Course Fees:

Prerequisite: None.

An introduction to the art of jazz dance focused on the development of technique. Areas emphasized include body alignment, isolation of movement, rhythmic qualities, and jazz terminology. [Semesters Offered: Variable]

#### **DANC 102**

#### **Jazz Dance II**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 36.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in DANC 101 or permission of appropriate Dean.

Continuation of Jazz I leading to the development of intermediate jazz technique. The focus will encompass sequential combinations involving lyrical and non-lyrical qualities, multiple turns, and performance skills. [Semesters Offered: Variable]

#### **DANC 107**

#### **Ballet I**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: None.

The art of ballet will be introduced for the beginner student. This class will focus on basic technique including positions and steps with concern for line, control, body alignment, balance and musicality. Students will learn combinations utilizing ballet terminology. [Semesters Offered: Variable]

## Course Descriptions

### **Dance (DANC)**

#### **DANC 121**

#### **Dance Ensemble**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 64.80-72.00

Extra Course Fees:

Prerequisite: Audition and concurrent enrollment in a dance technique course or permission of the appropriate Dean.

This is a performance-oriented course designed to introduce students to dance performance and production focusing on preparation of dance concert and touring material. In addition to performance, students will work with production elements of costuming, make-up and publicity. [Semesters Offered: Variable]

#### **DANC 150**

#### **Dance Special Projects**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 1.00-3.00

Allowable Times for Credit: 6.00

Lab: 0.00-

Maximum Credits Allowed: 6.00

ACH: 16.80-52.80

Extra Course Fees:

Prerequisite: Previous dance experience and permission of instructor.

Provides variable credit for supervised experience involving one or more aspects of dance expression/production/practicum through college dance productions and program. The nature of the involvement is to be determined between the instructor and student. No more than six credits may be applied towards graduation requirements. [Semesters Offered: Variable]



## Course Descriptions

### **Economics (ECON)**

#### **ECON 201      Macroeconomics**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test score; concurrent enrollment in ECON 202 not recommended.

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. [Semesters Offered: Fall, Spring, Summer Alternate Years]

#### **ECON 202      Microeconomics**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C MATH 101 or MATH 102 or satisfactory test score; concurrent enrollment in ECON 201 not recommended.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Education (EDUC)**

#### **EDUC 115      Introduction to Early Childhood Education**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

#### **EDUC 120      Educational Exploration and Planning**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 30.00-34.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

#### **EDUC 190      Education Exploration I**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 18.00-20.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Education (EDUC)**

#### **EDUC 191      Educational Exploration II**

Credits: 3.00-

Contact Hrs: 4.50-

Lecture: 1.50-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 75.60-79.20

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 190.

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. [Semesters Offered: Spring]

#### **EDUC 208      Infant/Toddler Care**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Fall]

#### **EDUC 210      Diversity in Early Childhood**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Education (EDUC)**

#### **EDUC 215      Human Development and Learning**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in PSYC 101.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **EDUC 217      Early Childhood Development**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.60-55.20

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Spring]

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#### **EDUC 220      Guiding Children's Social Development**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Education (EDUC)**

#### **EDUC 221      Early Childhood Curriculum/Cognitive and Communication**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Fall]

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#### **EDUC 222      Early Childhood Curriculum/Physical and Creative**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Spring]

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#### **EDUC 223      Issues in Early Childhood Education**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

An orientation to the critical issues in early childhood education, including: developmentally appropriate practice, child abuse, childcare choices, parent rights, kindergarten entrance, diversity, and high-risk children. Advocacy strategies will also be presented. [Semesters Offered: Spring]

## Course Descriptions

### **Education (EDUC)**

#### **EDUC 230      Administration of Early Childhood Programs**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in EDUC 115.

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. [Semesters Offered: Fall]

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#### **EDUC 240      Early Childhood Education/Internship**

Credits: 4.00-8.00

Contact Hrs: 4.00-8.00

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 4.00-8.00

Maximum Credits Allowed:

ACH: 64.00-128.00

Extra Course Fees:

Prerequisite: Permission of appropriate Dean.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **EDUC 255      Internship**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 1.00-3.00

Maximum Credits Allowed:

ACH: 16.00-48.00

Extra Course Fees:

Prerequisite: Permission of program advisor.

This is a capstone course in which the student searches independently, with assistance from the Coordinator of Work-Based Learning, for a business or industry related to the program in which he/she is enrolled to complete 48 hours per credit 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 Coordinator of Work-Based Learning prior to registering for this course. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

**Mechatronics Technology (ELEC)****ELEC 118 Fundamentals of Electricity I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 66.40-86.40

Extra Course Fees:

Prerequisite: Minimum grades of C in MATH 101 or satisfactory test score, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed; concurrent enrollment in ELEC 119 required.

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. [Semesters Offered: Fall]

**ELEC 119 Fundamentals of Electricity II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-91.20

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 118, concurrent enrollment allowed; MATH 101 or satisfactory test score, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

Students will learn how series and parallel RL, RC, IC 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. [Semesters Offered: Fall]

**ELEC 131 Digital Electronics**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-105.00

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 118, ELEC 119; MATH 101 or satisfactory test score; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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.[Semesters Offered: Spring]

## Course Descriptions

**Mechatronics Technology (ELEC)****ELEC 140 Motor and Motor Control Circuits**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-86.40

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 118 and ELEC 119, concurrent enrollments allowed; MATH 101 or satisfactory test score, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in allowed.

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. [Semesters Offered: Fall]

**ELEC 208 Electronic Communications**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-88.80

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 119; MATH 127 or satisfactory test score; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

**ELEC 212 Microprocessors**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.80-105.00

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 131; MATH 127 or satisfactory test score; CRIT 100, CRIT103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]



**Course Descriptions****Mechatronics Technology (ELEC)****ELEC 218 Process Control Instrumentation I**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 64.80-86.40

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 118; ELEC 119; MATH 101 or satisfactory test score; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

**ELEC 233 Programmable Logic Controllers**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 64.80-92.00

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 118; ELEC 119; MATH 101 or satisfactory test score; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

**ELEC 234 Advanced PLC and Motion Control**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 67.20-69.60

Extra Course Fees:

Prerequisite: Minimum grades of C in ELEC 233; MATH 127 or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

**Course Descriptions****Mechatronics Technology (ELEC)****ELEC 255****Internship**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-3.00

Maximum Credits Allowed:

ACH: 16.00-48.00

Extra Course Fees:

Prerequisite: Completion of all ELEC Certificate Program courses with a minimum grade of C and recommendation of the program advisor.

This is a capstone course in which the student searches independently, with assistance from the Community Outreach 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 Coordinator of Work-Based Learning prior to registering for this course. [Semesters Offered: Variable]

## Course Descriptions

### English (ENGL)

#### **ENGL 101      Freshman English I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.00-55.20

Extra Course Fees:

Prerequisite: Minimum grade of C in ESL 152W or satisfactory test score.

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. [Semesters Offered: Fall, Spring, Summer]

#### **ENGL 103      Freshman English II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 46.80-58.20

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 101; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 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. [Semesters Offered: Fall, Spring, Summer]

#### **ENGL 103W      Freshman English II Workshop**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-16.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed; concurrent enrollment in English 103 required.

Provides instruction in support of the reading, writing, and research skills that are taught in English 103. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### English (ENGL)

#### **ENGL 104      Freshman English III**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 46.80-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Fall, Spring, Summer]

#### **ENGL 199      Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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. [Semesters Offered: Variable]

#### **ENGL 218      Special Topics in Technical Communication**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 1.00-3.00

Allowable Times for Credit: 3.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.80-50.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

An introduction to the profession of technical communication. Through group projects, students will develop their teamwork, collaboration, and project management skills while learning about the career opportunities and job expectations associated with technical and professional communication. Each semester, students will complete a different semester project directed by the instructor. This course may be repeated three times. [Semesters Offered: Spring]

## Course Descriptions

### English (ENGL)

#### **ENGL 223      Introduction to Drama**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Introduces the major forms of drama by representative authors. Emphasis is on developing analytic and evaluative skills necessary to read tragedy, comedy, and tragicomedy with appreciation and understanding. [Semesters Offered: Variable]

#### **ENGL 228      Proposal Writing**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Variable]

#### **ENGL 231      American Literature I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Studies movements and themes in representative works of major American authors from Colonial literature through Romanticism. [Semesters Offered: Fall]

## Course Descriptions

### English (ENGL)

#### **ENGL 232      American Literature II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Presents a study of works by representative American authors from realism and naturalism to the present. [Semesters Offered: Spring]

#### **ENGL 235      American Ethnic Literature**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Fall]

#### **ENGL 241      Introduction to Shakespeare**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Studies Shakespeare's sonnets, comedies, histories, and tragedies with consideration given to their historical and literary contexts. [Semesters Offered: Variable]

## Course Descriptions

### English (ENGL)

#### **ENGL 251      Children's Literature**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-55.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **ENGL 256      Bible as Literature**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-55.20

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

This course is designed for students who are unfamiliar with the Bible who want to revisit an earlier acquaintance or integrate it with their studies in history, literature, the humanities, and the fine arts. This course will be literary in nature and not theological. [Semesters Offered: Variable]

#### **ENGL 261      Creative Writing/Fiction**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **English (ENGL)**

#### **ENGL 263 Creative Writing/Poetry**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

#### **ENGL 264 Creative Writing/Scriptwriting**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-53.00

Extra Course Fees:

Prerequisite: None.

Presents the fundamentals of writing of scripts for film, television or theatre. The course is designed to enhance comprehension of the creative process through directed writing of scripts in the student's preferred medium. Workshop approach includes analysis of student as well as professional writings. [Semesters Offered: Variable]

#### **ENGL 265 Creative Nonfiction Writing**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]



## Course Descriptions

### English (ENGL)

#### **ENGL 268**

#### **Editing**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Teaches, through practice, the fundamentals of copy editing, whether for print or online media. Students will create a literary magazine or undertake a similar project, from the selection process through editing and layout, to publication. [Semesters Offered: Spring]

#### **ENGL 278**

#### **History of Rhetoric and Style**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Addresses the problems of editing and revising written texts through the study of style. Students will examine the changes in correctness, eloquence, and theories of rhetoric from Aristotle to current theorists. Using samples of written (English) texts, students examine their assumptions of "good style" and consider the importance of rhetorical concerns: appropriateness, audience awareness, and stylistic choices. [Semesters Offered: Variable]

#### **ENGL 281**

#### **Survey of British Literature I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Variable]

## Course Descriptions

### **English (ENGL)**

#### **ENGL 282      Survey of British Literature II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Variable]

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#### **ENGL 291      Survey of World Literature I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-53.70

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Provides a study of major writers of Western culture from the Greeks to the Renaissance (Homer to Shakespeare) with emphasis on their contributions to Western thought. [Semesters Offered: Variable]

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#### **ENGL 292      Survey of World Literature II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.60-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

Provides a study of major writers of Western culture from the Enlightenment to the present with emphasis on their contributions to Western thought. [Semesters Offered: Variable]

## Course Descriptions

### **English (ENGL)**

**ENGL 299****Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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. [Semesters Offered: Variable]

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### **Environmental Science (ENST)**

**ENST 112****Environmental Science**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-89.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### English/Multilingual (ESL)

#### **ESL 151      English for Multilingual Speakers I**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-

Extra Course Fees:

Prerequisite:    ESL Assessment test.

This course is designed to prepare non-native speakers of English for traditional academic classes. Students will develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts. The course will emphasize high intermediate reading and writing skills, cultural awareness, and coping effectively with the American academic system. [Semesters Offered: Variable]

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#### **ESL 152      English for Multilingual Speakers II**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-

Extra Course Fees:

Prerequisite:    ESL Assessment Test or grade of C or higher in ESL 151    This course is designed to prepare non-native speakers of English for traditional academic classes.

Students will develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts. The course will emphasize advanced reading and writing skills, cultural awareness, and coping effectively with the American academic system. [Semesters Offered: Variable]

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## Course Descriptions

### **Fire Science (FISC)**

|                 |                        |   |                     |   |
|-----------------|------------------------|---|---------------------|---|
| <b>FISC 102</b> | <b>Firefighting II</b> | Credits: 12.00-<br>Allowable Times for Credit: 1.00<br>Maximum Credits Allowed:<br>Extra Course Fees: | Contact Hrs: 14.00- | Lecture: 10.00-<br>Lab: 4.00-<br>ACH: 235.20-240.00 |
|-----------------|------------------------|---|---------------------|---|

Prerequisite: None.

Includes basic fire fighting 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. [Semesters Offered: Variable]

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|                 |                        |  |                    |  |
|-----------------|------------------------|--|--------------------|--|
| <b>FISC 110</b> | <b>Fire Prevention</b> | Credits: 3.00-<br>Allowable Times for Credit: 1.00<br>Maximum Credits Allowed:<br>Extra Course Fees: | Contact Hrs: 3.00- | Lecture: 3.00-<br>Lab: 0.00-<br>ACH: 49.20-52.80 |
|-----------------|------------------------|--|--------------------|--|

Prerequisite: None.

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. [Semesters Offered: Variable]

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|                 |                              |  |                    |  |
|-----------------|------------------------------|--|--------------------|--|
| <b>FISC 111</b> | <b>Building Construction</b> | Credits: 3.00-<br>Allowable Times for Credit: 1.00<br>Maximum Credits Allowed:<br>Extra Course Fees: | Contact Hrs: 3.00- | Lecture: 3.00-<br>Lab: 0.00-<br>ACH: 49.20-52.80 |
|-----------------|------------------------------|--|--------------------|--|

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Fire Science (FISC)**

**FISC 112**
**Fire Service Tactics**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-56.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

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**FISC 210**
**Fire Cause Determination**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

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**FISC 211**
**Instructional Techniques**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

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## Course Descriptions

### **Fire Science (FISC)**

#### **FISC 212      Incident Management**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: None.

FISC 112 recommended. The emphasis of this course is to provide firefighters and fire officers with the knowledge and skills necessary to manage incident priorities and the ability to manage fire service personnel, equipment and other resources.

[Semesters Offered: Variable]

### **Geography (GEOG)**

#### **GEOG 105      Human Geography**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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.) [Semesters Offered: Fall, Spring]

#### **GEOG 110      Physical Geography**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 82.20-103.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### German (GERM)

#### **GERM 101      Elementary German I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 69.60-70.00

Extra Course Fees:

Prerequisite: None.

Designed as the first class in a series of courses for students who want to learn to speak German and who are considering further language instruction at a four-year institution. Presents the fundamentals of pronunciation, basic grammar structure, and essential vocabulary. The emphasis is on speaking and understanding German. [Semesters Offered: Variable]

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#### **GERM 102      Elementary German II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 68.40-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in GERM 101 or one year of high school German.

The second class in a series of courses designed for students who want to learn to speak German 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 German for comprehension without translation. Requires extensive use of spoken German in the classroom and of written composition. [Semesters Offered: Variable]

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#### **GERM 180      Conversational German I**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 35.00-

Extra Course Fees:

Prerequisite: None.

Teaches students how to converse in German as well as read the language. Topics covered emphasize casual conversation pertinent to everyday matters. [Semesters Offered: Variable]



## Course Descriptions

### **German (GERM)**

#### **GERM 201      Intermediate German I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 69.60-70.00

Extra Course Fees:

Prerequisite: Minimum grade of C in GERM 102 or permission of the dean.

The third class in a series of courses designed for students who want to learn to speak German and who are considering further language instruction at a four-year institution. Reviews and applies essential principles of German grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of the spoken language; reading of German texts for comprehension, and development of ability to read without translation. [Semesters Offered: Variable]

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#### **GERM 202      Intermediate German II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 70.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in GERM 201 or permission of the dean.

The fourth class in a series of courses designed for students who want to learn to speak German and who are considering further language instruction at a four-year institution. Emphasizes listening skills, conversation, and reading without translation. [Semesters Offered: Variable]

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## Course Descriptions

### Health Education (HEED)

#### **HEED 101      Medical Terminology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.60-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

#### **HEED 107      Math for Meds**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 16.00-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101 or satisfactory test score; concurrent enrollment in NURS 164T and NURS 164L or permission of Dean of Nursing.

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. [Semesters Offered: Fall, Spring, Summer]

#### **HEED 116      Phlebotomy**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 110.40-132.00

Extra Course Fees:

Prerequisite: Satisfactory test scores or TABE test; 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. [Semesters Offered: Spring, Summer]

## Course Descriptions

### **Health Education (HEED)**

#### **HEED 117      ECG Technician**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.00-74.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall (Dowagiac campus), Spring (ABP off-site)]

#### **HEED 118      Introduction to Health Care Systems**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.80-24.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

An introduction to health care structure, licensing, specialties, ethics, legalities, basic financing and professionalism. [Semesters Offered: Fall, Spring, Summer]

#### **HEED 120      Nurses Assistant**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 100.80-122.40

Extra Course Fees: 15.00

Prerequisite: Satisfactory test scores or TABE test.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### Health Education (HEED)

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#### **HEED 131      Emergency Medical Technician I**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 120.00-

Extra Course Fees:          15.00

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall]

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#### **HEED 132      Emergency Medical Technician II**

Credits: 5.00-

Contact Hrs: 7.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 120.00-

Extra Course Fees:          15.00

Prerequisite: Successful completion of both the practical and written components of HEED 131.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Health Education (HEED)**

#### **HEED 137      Disease Overview**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in HEED 101, BIOL 110 and CRIT 100 or CRIT 103, or satisfactory test score; concurrent enrollment in CRIT 103 allowed.

A study of common human diseases including prevention, etiology, signs and symptoms, pharmaceuticals, diagnostic and treatment modalities, prognoses, and the use of medical references for research verification. [Semesters Offered: Fall, Spring]

#### **HEED 163      Nutrition**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CHEM 100 or BIOL 110.

A comprehensive study of the principles of nutrition as applied to healthy people of all ages. [Semesters Offered: Variable]

#### **HEED 170      Developing Skilled Learners in Nursing and Allied Health**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed; ISYS 110 or computer competency.

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 study habits and develop a personal plan for academic success. [Semesters Offered: Fall]

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## Course Descriptions

### **Health Education (HEED)**

#### **HEED 190      Health Career Exploration I**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 18.00-20.40

Extra Course Fees:

Prerequisite: None.

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.

[Semesters Offered: Fall]

#### **HEED 191      Health Career Exploration II**

Credits: 3.00-

Contact Hrs: 4.50-

Lecture: 1.50-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 75.60-78.00

Extra Course Fees:

Prerequisite: Minimum grade of C in HEED 190, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

#### **HEED 251      Phlebotomy Clinical**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 64.00-

Extra Course Fees: 35.00

Prerequisite: Minimum grade of C in HEED 116.

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. [Semesters Offered: Variable]

## Course Descriptions

### Health Education (HEED)

**HEED 290 Clinical Health Career Academy Internship I**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 32.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in HEED 101, 120, 190, 191, and valid CNA certification.

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. [Semesters Offered: Fall]

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**HEED 291 Clinical Health Career Academy Internship II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 32.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in HEED 290.

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. [Semesters Offered: Spring]

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## Course Descriptions

### Health Info Mgt System (HIMS)

**HIMS 101      Introduction to Health Information Management Systems**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 80.00-89.40

Extra Course Fees:      45.00

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

**HIMS 180      Health Care Law**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed; HIMS 101, C or better

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. [Semesters Offered: Spring]

**HIMS 201      ICD Coding**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-89.40

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 110, HEED 101, and HEED 137.

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. [Semesters Offered: Fall]



## Course Descriptions

### Health Info Mgt System (HIMS)

#### **HIMS 202**

#### **CPT Coding**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 110, HEED 101, and HEED 137.

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. [Semester Offered: Fall]

#### **HIMS 203**

#### **Advanced Clinical Coding**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees: 35.00

Prerequisite: Minimum grade of C in HIMS 201 and HIMS 202.

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 in clinical coding, not covered in previous course work will also be introduced. [Semesters Offered: Spring]

#### **HIMS 205**

#### **Health Information Management Science**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in HIMS 101.

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. [Semesters Offered: Fall]

## Course Descriptions

### Health Info Mgt System (HIMS)

|                 |                                  |                    |                  |
|-----------------|----------------------------------|--------------------|------------------|
| <b>HIMS 210</b> | <b>Quality Assurance</b>         |                    |                  |
|                 | Credits: 3.00-                   | Contact Hrs: 3.00- | Lecture: 3.00-   |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 0.00-       |
|                 | Maximum Credits Allowed:         |                    | ACH: 49.20-69.60 |
|                 | Extra Course Fees:               |                    |                  |

Prerequisite: Minimum grade of C in HIMS 101.

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. [Semesters Offered: Spring]

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|                 |   |                    |                |
|-----------------|---|--------------------|----------------|
| <b>HIMS 255</b> | <b>Health Information Technology Internship</b> |                    |                |
|                 | Credits: 4.00-                                  | Contact Hrs: 4.00- | Lecture: 0.00- |
|                 | Allowable Times for Credit: 1.00                |                    | Lab: 4.00-     |
|                 | Maximum Credits Allowed:                        |                    | ACH: 64.00-    |
|                 | Extra Course Fees:                              |                    |                |

Prerequisite: Minimum grade of C in HIMS 180, HIMS 203, and HIMS 210; concurrent enrollment in HIMS 290 required.

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. [Semesters Offered: Fall, Spring, Summer]

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|-----------------|----------------------------------|--------------------|------------------|
| <b>HIMS 290</b> | <b>HIMS Capstone</b>             |                    |                  |
|                 | Credits: 2.00-                   | Contact Hrs: 4.00- | Lecture: 0.00-   |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 4.00-       |
|                 | Maximum Credits Allowed:         |                    | ACH: 64.00-69.60 |
|                 | Extra Course Fees: 229.00        |                    |                  |

Prerequisite: Minimum grade of C in HIMS 180, HIMS 203, and HIMS 210; concurrent enrollment in HIMS 255 required.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **History (HIST)**

#### **HIST 101**

#### **Western Civilization I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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.

[Semesters Offered: Fall, Spring]

#### **HIST 102**

#### **Western Civilization II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.80-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **HIST 201**

#### **United States History I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **History (HIST)**

#### **HIST 202**

#### **United States History II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

A continuation of History 201 from the period of rapid industrialization in the Civil War era through the present. [Semesters Offered: Spring, Summer]

#### **HIST 290**

#### **Special Topics in History**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 3.00

Lab: 0.00-

Maximum Credits Allowed: 9.00

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100 or CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

#### **HIST 299**

#### **Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Humanities (HUMA)**

#### **HUMA 202      Introduction to American Pop Culture**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

#### **HUMA 204      Introduction to Film**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103; CRIT 100, CRIT 103, or satisfactory test score concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

#### **HUMA 205      Great American Films**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Humanities (HUMA)**

#### **HUMA 210      Introduction to Non-Western Civilization**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 61.80-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103 and CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

#### **HUMA 225      Honors Seminar - International Studies**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 2.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum of 12 SMC credits completed; high school graduate; full time SMC student; cumulative GPA of 3.

; minimum of 18 years of age. This course emphasizes comparative social, cultural, economic, environmental, historical and political systems worldwide. Comparative studies in music, literature, religion and education are also offered. Through these studies students will gain a greater understanding of complex international issues and develop skills necessary to discuss and present their opinions and conclusions. [Semesters Offered: Variable]

## Course Descriptions

### **Industrial Technology (INTE)**

#### **INTE 126      Introduction to Manufacturing Systems**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

#### **INTE 140      Blueprint Reading**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 48.60-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

#### **INTE 159      Hydraulics and Pneumatics**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grades of C in MATH 101 or satisfactory test score, concurrent enrollment allowed; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Industrial Technology (INTE)**

#### **INTE 227      Industrial Robotics**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 64.80-89.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

#### **INTE 229      Industrial Robotics Vision**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: Minimum grades of C in INTE 227; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

#### **INTE 240      Precision Inspection**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 68.00-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment allowed.

This course is designed to teach students the methods of inspecting industrial products with the emphasis on the use of precision instruments. [Semesters Offered: Spring]



## Course Descriptions

### **Industrial Technology (INTE)**

#### **INTE 245      Robot Integration and Automation**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grades of C in INTE 159, INTE 227 and ELEC 233; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **INTE 255      Internship**

Credits: 1.00-5.00

Contact Hrs: 1.00-5.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-5.00

Maximum Credits Allowed:

ACH: 16.00-80.00

Extra Course Fees:

Prerequisite: Completion of 30 technology credits with a minimum grade of C and permission of the program advisor.

This is a capstone course in which the student searches independently, with assistance from the Community Outreach 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 Coordinator of Internships and Apprenticeships prior to registering for this course. [Semesters Offered: Variable]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 110      Introduction to Computer Technology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **ISYS 115      Programming Logic and Design**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-69.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

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#### **ISYS 140      Presentations**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-74.40

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 110.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 181**

#### **Spreadsheets**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 110.

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. [Semesters Offered: Fall]

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#### **ISYS 182**

#### **Database I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

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#### **ISYS 200**

#### **Integrated Applications and Technologies**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in OADM 138 or ISYS 110.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 201**

#### **IT Support**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

#### **ISYS 207**

#### **Managing and Maintaining PC's**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 86.40-

Extra Course Fees: 187.00

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **ISYS 215**

#### **Selected Topics in Information Technology**

Credits: 2.00-3.00

Contact Hrs: 2.00-4.00

Lecture: 2.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-2.00

Maximum Credits Allowed:

ACH: 49.20-69.60

Extra Course Fees:

Prerequisite: None.

Various topics in computer information systems are addressed. [Semesters Offered: Variable]

## Course Descriptions

### **Information Systems (ISYS)**

|                 |                                  |                    |                  |
|-----------------|----------------------------------|--------------------|------------------|
| <b>ISYS 225</b> | <b>C++ Programming</b>           |                    |                  |
|                 | Credits: 3.00-                   | Contact Hrs: 4.00- | Lecture: 2.00-   |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 2.00-       |
|                 | Maximum Credits Allowed:         |                    | ACH: 64.80-74.40 |
|                 | Extra Course Fees:               |                    |                  |

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score.

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. [Semesters Offered: Fall]

|                 |                                  |                    |                |
|-----------------|----------------------------------|--------------------|----------------|
| <b>ISYS 227</b> | <b>JAVA Programming</b>          |                    |                |
|                 | Credits: 3.00-                   | Contact Hrs: 4.00- | Lecture: 2.00- |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 2.00-     |
|                 | Maximum Credits Allowed:         |                    | ACH: 69.60-    |
|                 | Extra Course Fees:               |                    |                |

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score.

An intermediate course that introduces the Java programming language and object oriented programming. Topics will include: control statements and methods, arrays, inheritance, 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. [Semesters Offered: Spring]

|                 |                                  |                    |                |
|-----------------|----------------------------------|--------------------|----------------|
| <b>ISYS 229</b> | <b>Scripting Languages</b>       |                    |                |
|                 | Credits: 3.00-                   | Contact Hrs: 4.00- | Lecture: 2.00- |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 2.00-     |
|                 | Maximum Credits Allowed:         |                    | ACH: 69.60-    |
|                 | Extra Course Fees:               |                    |                |

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Information Systems (ISYS)**

**ISYS 234**
**Database II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 182.

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. [Semesters Offered: Spring]

**ISYS 241**
**Introduction to Web Development**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

**ISYS 251**
**Web Development II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score; ISYS 241.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Information Systems (ISYS)**

**ISYS 255**
**Internship**

Credits: 1.00-3.00

Contact Hrs: 1.00-3.00

Lecture: 0.00-

Allowable Times for Credit: 4.00

Lab: 1.00-3.00

Maximum Credits Allowed:

ACH: 16.00-48.00

Extra Course Fees:

Prerequisite: Minimum grade of C in BUSI 240, concurrent enrollment allowed, and approval of chair.

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 School of Business Internship Coordinator prior to registering for this course. [Semesters Offered: Fall, Spring, Summer]

**ISYS 260**
**Wireless Communications**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

**ISYS 271**
**Networking Essentials**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees: 150.00

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 272      Desktop Infrastructure**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:          85.00

Prerequisite: None.

This course provides students with the skills and knowledge needed to plan, design, and implement a Windows 8 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. [Semesters Offered: Fall]

#### **ISYS 275      C# / .Net Programming**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 225.

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. [Semesters Offered: Spring]

#### **ISYS 276      Mobile Applications**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score.

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. [Semesters Offered: Fall]



## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 281      Installing Windows Server**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:          88.00

Prerequisite: Minimum grade of C in ISYS 271.

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. [Semesters Offered: Spring]

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#### **ISYS 282      LINUX**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score.

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. [Semesters Offered: Spring]

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#### **ISYS 283      Administering Windows Server**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:          88.00

Prerequisite: Minimum grade of C in ISYS 281, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 284      Advanced Windows Server**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:      88.00

Prerequisite: None.

This course teaches the student skills and knowledge necessary to perform advanced management and provisioning of services within the Windows 2012 environment. [Semesters Offered: Fall]

#### **ISYS 285      Network Security**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:      200.00

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **ISYS 288      CISCO Routers and Switches**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:      300.00

Prerequisite: None.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 289      Implementing Desktop Environments**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-54.60

Extra Course Fees:          85.00

Prerequisite: None.

This course teaches the student skills needed to design, deploy, and manage a physical and virtual Windows Server 2012 application management infrastructure, and focus on using Microsoft System Center 2012. Students will also learn to design, deploy, and manage Windows 8 Enterprise applications in a physical and virtual environment. [Semesters Offered: Spring]

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#### **ISYS 290      Systems Analysis**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Spring]

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#### **ISYS 294      Software Engineering I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 115 or satisfactory test score; ISYS 225 or ISYS 227 or ISYS 275.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Information Systems (ISYS)**

#### **ISYS 296      Software Engineering II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ISYS 294.

A continuation of software engineering methodologies introduced in ISYS 294. Topics include the team development process, algorithm development and design, architecture design patterns, quality assurance and fault tolerance, and software reliability.

[Semesters Offered: Spring]

### **Journalism (JOUR)**

#### **JOUR 251      Applied Journalism I/Print**

Credits: 1.00-3.00

Contact Hrs: 1.00-6.00

Lecture: 1.00-3.00

Allowable Times for Credit: 1.00

Lab: 1.00-6.00

Maximum Credits Allowed:

ACH: 19.20-105.00

Extra Course Fees:

Prerequisite: Permission of instructor.

Provides an opportunity for students to work on The Southwester under the direction of the journalism instructor. [Semesters Offered: Variable]

#### **JOUR 252      Applied Journalism II/Print**

Credits: 1.00-3.00

Contact Hrs: 1.00-6.00

Lecture: 1.00-3.00

Allowable Times for Credit: 1.00

Lab: 1.00-6.00

Maximum Credits Allowed:

ACH: 19.20-105.00

Extra Course Fees:

Prerequisite: Minimum grade of C in JOUR 251.

Provides an opportunity for students to work on The Southwester under the direction of the journalism instructor. [Semesters Offered: Variable]

## Course Descriptions

### **Precision Mach Tech (MACH)**

#### **MACH 120      Use of the Machinery's Handbook**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: Minimum grades of C in MATH 098 or satisfactory test score, concurrent enrollment allowed.

This course is for students participating in a trade related apprenticeship program or the Precision Machining Technology program. Students will become familiar with locating and interpreting information from the Machinery's Handbook as it relates to modern machining operations, including applicable mathematics, geometry, and trigonometry. [Semesters Offered: Variable]

#### **MACH 121      Introduction to Precision Machining**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.20-124.20

Extra Course Fees:          32.00

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score, concurrent enrollment allowed.

This course introduces the student to the theory and application of metal working principles. This course will include the study of shop safety, lathes, mills, drill presses, saws, metals, tooling, speeds, feeds, and precision measuring equipment. Operational experience is gained through hands-on projects designed to develop additional skill in the use of machine tools. [Semesters Offered: Variable]

#### **MACH 122      Introduction to Precision Machining II**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 103.20-

Extra Course Fees:          32.00

Prerequisite: Minimum grade of C in MACH 121.

This course builds on the concepts learned in MACH 121 by involving students with more advanced projects. Additional skills learned include surface grinder, hand tools, threading, and work holding concepts and devices. [Semesters Offered: Variable]

## Course Descriptions

### **Precision Mach Tech (MACH)**

#### **MACH 151     CNC Basics**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 103.20-

Extra Course Fees:         32.00

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score, concurrent enrollment allowed; ISYS 110, concurrent enrollment allowed.

This course is an introduction to CNC Machine Operations. Students will be introduced to the basics of the CNC mill and the CNC lathe. Topics will include safety, CNC machine basics, the Cartesian Coordinate System, tool and work piece offsets communications, tooling, work holding, and machine maintenance. Some basic CNC programming will be covered. [Semesters Offered: Variable]

#### **MACH 152     Introduction to CNC Programming**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 103.20-

Extra Course Fees:         32.00

Prerequisite: Minimum grade of C in ISYS 110, MACH 121.

Emphasis will be placed on writing, running, troubleshooting and modifying programs for CNC milling and lathe operations. Students will use G and M codes as the foundation of programming principles. Other topics will include loops, subprograms, Haas and Mazatrol controls. [Semesters Offered: Variable]

#### **MACH 211     Introduction to Die Making**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-115.00

Extra Course Fees:         32.00

Prerequisite: Minimum grades of C in MACH 121; MATH 098 or satisfactory test score, concurrent enrollment allowed.

This course is a study of the development of a working metal stamping die. Students will learn the workings of dies as they relate to the industry focusing on repair, make-up, and construction. [Semesters Offered: Variable]

## Course Descriptions

### **Precision Mach Tech (MACH)**

#### **MACH 225      CNC Machining and Tooling**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 98.40-103.20

Extra Course Fees:          32.00

Prerequisite: Minimum grades of C in MACH 121; MACH 152; ISYS 110; MATH 102 or MATH 101 or satisfactory test score, concurrent enrollment allowed.

Students in this course will study the concepts of production through the use of fixtures and other tooling. Students will also gain further experience in CNC programming through G & M code, conversational programming and CAD/CAM software, and in CNC machining setup and operation. [Semesters Offered: Variable]

#### **MACH 231      CNC 3D Mill**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 98.40-115.00

Extra Course Fees:

Prerequisite: Minimum grades of C in MACH 124; ISYS 110, concurrent enrollment allowed.

Students will use advanced computer software to design, write and run CNC machine applications. Emphasis will be placed on 3-D CAD/CAM programming and tool pathing incorporating 3-D projects. [Semesters Offered: Variable]

#### **MACH 280      Applied Machining Projects**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 3.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-36.00

Extra Course Fees:          172.00

Prerequisite: Minimum grade of C in MACH 152; MACH 211, concurrent enrollment allowed.

Students in this course will use skills learned in previous courses to set up and machine projects from a portfolio of projects provided by the National Institute of Metalworking Skills (NIMS), specifically in the Machining Level I and Level II categories. The student will perform all set ups, machining, and programming (where applicable) without instructor assistance. Students seeking multiple certifications may enroll for this course multiple times with the recommendation of the program advisor. [Semesters Offered: Variable]

## Course Descriptions

### **Mathematics (MATH)**

#### **MATH 098 College Arithmetic**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-57.60

Extra Course Fees:

Prerequisite: Compass pre-algebra and/or algebra assessment required.

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. [Semesters Offered: Fall, Spring, Summer]

#### **MATH 101 Introductory Algebra**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 64.00-72.60

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.

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. [Semesters Offered: Fall, Spring, Summer]

#### **MATH 102 Mathematical Literacy**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 098 or satisfactory test score.

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. [Semesters Offered: Fall, Spring, Summer]



## Course Descriptions

### **Mathematics (MATH)**

#### **MATH 127 College Algebra**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in Math 101 or satisfactory test score.

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, matrices, and determinates; an introduction to the theory of equations and complex numbers; the binominal theorem; sequences and mathematical induction. [Semesters Offered: Fall, Spring, Summer]

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#### **MATH 128 Contemporary Mathematics**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test scores.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **MATH 129 Finite Mathematics with College Algebra**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 127 or MATH 150.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Mathematics (MATH)**

#### **MATH 131      Precalculus Trigonometry**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 127 or satisfactory test score.

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. [Semesters Offered: Fall, Spring]

#### **MATH 136      Precalculus Algebra**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 127 or satisfactory test scores.

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. [Semesters Offered: Fall, Spring, Summer]

#### **MATH 141      Analytical Geometry and Calculus I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-85.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 131 and MATH 136, or a minimum grade of C in MATH 130, or satisfactory test scores.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **Mathematics (MATH)**

#### **MATH 142      Analytical Geometry and Calculus II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 62.40-74.40

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 141.

Provides a study of techniques of integration, applications of integrals, improper integrals, sequences, and series. [Semesters Offered: Fall, Spring]

#### **MATH 150      Statistics**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101 or MATH 102 or satisfactory test scores.

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. [Semesters Offered: Fall, Spring, Summer]

#### **MATH 153      Mathematics for Elementary Teachers I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101 or satisfactory test score.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Mathematics (MATH)**

#### **MATH 154      Mathematics for Elementary Teachers II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 153 or permission of appropriate Dean.

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.

[Semesters Offered: Spring]

#### **MATH 201      Calculus III**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 142.

Provides a study of vector algebra, vector functions and their derivatives, partial derivatives, multiple integrals, and line integrals. Presents selected topics in vector analysis. [Semesters Offered: Spring]

#### **MATH 203      Introduction to Linear Algebra**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 141 or permission from appropriate Dean.

Provides a study of systems of linear equations and matrices, determinants, vector spaces, subspaces, basis and dimension, linear transformations, and eigenvalues and eigenvectors. [Semesters Offered: Variable]

**Course Descriptions****Mathematics (MATH)****MATH 205      Differential Equations and Linear Algebra**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in Math 142.

Provides a study of ordinary differential equations and linear algebra, initial value problems. Topics include techniques for solving first and second order equations, numerical methods, Laplace transforms, matrix algebra, eigenvalues and eigenvectors, linear independence, and vector spaces solution of systems of linear algebraic and differential equations, applications, and existence and uniqueness theorems. [Semesters Offered: Fall]

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## Course Descriptions

### **Medical Assisting (MEDA)**

#### **MEDA 210      M A Clinical Procedures**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 96.00-103.20

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118, SPEE 104.

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. [Semesters Offered: Fall]

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#### **MEDA 211      M A Pharmacology**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 64.80-74.40

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104.

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. [Semesters Offered: Fall]

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#### **MEDA 212      Diagnostic and Lab Procedures**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 83.40-88.80

Extra Course Fees:

Prerequisite: Minimum grade of C in BIOL 110, MATH 101, PSYC 101, HEED 101, HEED 118 and SPEE 104.

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. [Semesters Offered: Fall]

## Course Descriptions

### Medical Assisting (MEDA)

#### **MEDA 220      Medical Office Administration**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-55.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 101, HEED 101, HEED 118 and SPEE 104.

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. [Semesters Offered: Spring]

#### **MEDA 221      Insurance Claims Processing**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: Minimum grades of C in HEED 101 and SPEE 104; and MATH 101 or satisfactory test score.

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. [Semesters Offered: Fall, Spring]

#### **MEDA 240      M A Clinical Internship**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 48.00-

Extra Course Fees: 20.00

Prerequisite: Minimum grade of C in MEDA 210, MEDA 211, and MEDA 212.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### Medical Assisting (MEDA)

**MEDA 250      M A Administration Internship**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 48.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in MEDA 220 and MEDA 221.

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. [Semesters Offered: Fall, Spring, Summer]

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## Course Descriptions

### **Music (MUSI)**

#### **MUSI 100      Basic Musicianship**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 35.40-36.00

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **MUSI 101      Music Theory I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **MUSI 102      Music Theory II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 101 or permission of appropriate Dean.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 105**

#### **Aural Skills I**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: None; concurrent enrollment in MUSI 101 required.

Skills covered include aural recognition, writing, and singing of scales, intervals, triads and elementary rhythms. [Semesters Offered: Fall]

#### **MUSI 106**

#### **Aural Skills II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 20.40-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 105 or permission of appropriate Dean; concurrent enrollment in MUSI 102 required.

Continuation of MUSI 105. Intermediate rhythms, triad inversions, and harmonic dictation are introduced. [Semesters Offered: Spring]

#### **MUSI 110**

#### **Music Appreciation**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-56.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 111      Jazz and Pop Music in America**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-52.80

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **MUSI 113      Jazz Ensemble**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.80-37.20

Extra Course Fees:

Prerequisite: Concurrent enrollment in Symphonic Band (MUSI 116) or Brass Band (MUSI 115) is required.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 116      Symphonic Band**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 118**

#### **Concert Choir**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-41.40

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 122**

#### **Show Choir**

Credits: 1.00-

Contact Hrs: 3.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Concurrent enrollment in Concert Choir (MUSI 118) is required.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 123**

#### **Chamber Singers**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Concurrent enrollment in Concert Choir (MUSI 118) is required and Applied Music, Music Theory, and Aural Skills are recommended.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 125**

#### **Men's Ensemble**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 131**

#### **Voice and Diction for Singers**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.80-37.20

Extra Course Fees:

Prerequisite: Concurrent enrollment in MUSI 142 required.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 141**

#### **Class Piano**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 32.40-37.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 142**

#### **Applied Music I**

Credits: 0.50-

Contact Hrs: 0.50-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 0.50-

Maximum Credits Allowed:

ACH: 8.40-

Extra Course Fees: 140.00

Prerequisite: None.

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. [Semesters Offered: Variable]

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#### **MUSI 143**

#### **Applied Music II**

Credits: 0.50-

Contact Hrs: 0.50-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 0.50-

Maximum Credits Allowed:

ACH: 8.40-

Extra Course Fees: 140.00

Prerequisite: Minimum grade of C in MUSI 142.

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. [Semesters Offered: Variable]

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#### **MUSI 201**

#### **Music Theory III**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 102.

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. [Semesters Offered: Fall]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 202**

#### **Music Theory IV**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 201.

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. [Semesters Offered: Spring]

#### **MUSI 203**

#### **Music History I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 102.

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. [Semesters Offered: Variable]

#### **MUSI 204**

#### **Music History II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 102.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 205**

#### **Aural Skills III**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 33.60-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 106; concurrent enrollment in MUSI 201 is required.

Continuation of MUSI 106. Two-part melodic dictation and sight-singing, intermediate harmonic dictation including modulation, and more advanced rhythms are introduced. [Semesters Offered: Fall]

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#### **MUSI 206**

#### **Aural Skills IV**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 33.60-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 205; concurrent enrollment in MUSI 202 required.

Continuation of MUSI 205. Three- and four-part melodic dictation, atonal melodic sight-singing and dictation, chromatic harmonies and advanced rhythms are introduced. [Semesters Offered: Spring]

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#### **MUSI 213**

#### **Jazz Ensemble II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.80-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 113.

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. [Semesters Offered: Fall, Spring]



## Course Descriptions

### **Music (MUSI)**

#### **MUSI 214**

#### **Jazz Ensemble III**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.80-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 213.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 216**

#### **Symphonic Band II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.60-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 116.

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. [Semesters Offered: Fall, Spring]

#### **MUSI 217**

#### **Symphonic Band III**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.60-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 216.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 218**

#### **Concert Choir II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 34.80-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 118.

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. [Semesters Offered: Fall, Spring]

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#### **MUSI 219**

#### **Concert Choir III**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.00-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 218.

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. [Semesters Offered: Fall, Spring]

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#### **MUSI 223**

#### **Chamber Singers II**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 123.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 224      Chamber Singers III**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 49.20-51.60

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 223.

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. [Semesters Offered: Fall, Spring]

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#### **MUSI 225      Men's Ensemble II**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-36.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 125.

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. [Semesters Offered: Fall, Spring]

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#### **MUSI 226      Men's Ensemble III**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 33.60-36.20

Extra Course Fees:

Prerequisite: Minimum grade of C in MUSI 225.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 240      Music for the Classroom Teacher**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-53.00

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **MUSI 251      Applied Music III**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 16.80-

Extra Course Fees:      280.00

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **MUSI 252      Applied Music IV**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 16.80-

Extra Course Fees:      280.00

Prerequisite: Minimum grade of C in MUSI 251.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Music (MUSI)**

#### **MUSI 253**

#### **Applied Music V**

Credits: 1.00-

Contact Hrs: 1.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 1.00-

Maximum Credits Allowed:

ACH: 16.80-

Extra Course Fees: 280.00

Prerequisite: Minimum grade of C in MUSI 252.

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. [Offered: Variable]

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#### **MUSI 299**

#### **Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of the Dean.

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. [Semesters Offered: Variable]

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## Course Descriptions

### Nursing (NURS)

**NURS 164 Foundations of Nursing -Theory & Clinical**

Credits: 4.50-

Contact Hrs: 9.50-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 7.50-

Maximum Credits Allowed:

ACH: 162.00-

Extra Course Fees: 13.00

Prerequisite: Acceptance to the Nursing Program.

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.

[Semesters Offered: Fall, Spring]

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**NURS 165 Geriatric Nursing Care-Theory & Clinical**

Credits: 4.50-

Contact Hrs: 9.50-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 7.50-

Maximum Credits Allowed:

ACH: 162.00-

Extra Course Fees: 13.00

Prerequisite: Minimum grade of C in NURS 164.

Theoretical and practical application of concepts, principles, and skills needed for identifying and meeting basic care needs in a culturally diverse Geriatric population. Emphasis is placed on normal changes of the Geriatric client and Geriatric Syndrome.

[Semesters Offered: Fall, Spring]

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**NURS 177 Psychosocial Nursing-Theory & Clinical**

Credits: 4.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 136.80-

Extra Course Fees: 13.00

Prerequisite: Minimum grade of C in NURS 164, NURS 165 and previous or concurrent enrollment in NURS 178.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Nursing (NURS)**

#### **NURS 178      Pharmacology I**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-38.40

Extra Course Fees:      144.00

Prerequisite: Minimum grade of C in NURS 164, NURS 165 and HEED 107.

A basic study of drugs, their actions, therapeutic uses and administration, emphasizing the nurse's responsibilities and limitations.  
 [Semesters Offered: Fall and Spring]

#### **NURS 180      Nursing Care of Adults I-Theory & Clinical**

Credits: 4.50-

Contact Hrs: 9.50-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 7.50-

Maximum Credits Allowed:

ACH: 162.00-

Extra Course Fees:      13.00

Prerequisite: Minimum grade of C in Minimum grade of C in NURS 164, NURS 165 and previous or concurrent enrollment in NURS 178.

This course focuses on the theoretical and clinical application of concepts, principles, and skills needed for identifying and meeting the diverse adult client care needs. Emphasis is placed on the theoretical and clinical knowledge of the nurses' role in caring for those adults experiencing commonly occurring health problems including: medical and surgical interventions, holistic care, care before, during, and after medical or surgical interventions, and health promotion, education, and maintenance in relation to these commonly occurring health problems. [Semesters Offered: Fall and Spring]

#### **NURS 185      Practical Nursing Throughout the Lifespan-Theory & Clinical**

Credits: 8.00-

Contact Hrs: 14.00-

Lecture: 5.00-

Allowable Times for Credit: 2.00

Lab: 9.00-

Maximum Credits Allowed:

ACH: 241.00-

Extra Course Fees:      13.00

Prerequisite: Minimum grade of C in NURS 178 and NURS 180.

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. [Semesters Offered: Spring and Summer]

**Course Descriptions****Nursing (NURS)**

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**NURS 201      Maternal and Women's Health Nursing Care-Theory & Clinical**

Credits: 4.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 136.80-

Extra Course Fees:      13.00

Prerequisite: Minimum grades of C in NURS 177, NUS 178 and NURS 180 and previous or concurrent enrollment in NURS 228.

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. [Semesters Offered: Fall and Spring]



## Course Descriptions

### Nursing (NURS)

**NURS 202      Nursing Care of the Child-Theory & Clinical**

Credits: 4.00-

Contact Hrs: 8.00-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 6.00-

Maximum Credits Allowed:

ACH: 136.80-

Extra Course Fees:      13.00

Prerequisite: Minimum grade of C in NURS 201, NURS 228, NURS 240 and previous or concurrent enrollment in NURS 212.

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. [Semesters Offered: Fall and Spring]

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**NURS 212      Nursing Leadership**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-36.00

Extra Course Fees:

Prerequisite: Minimum grade of C in NURS 228, NURS 201 and NURS 240

Theoretical application of nursing leadership, evidence-based practice, and the systems approach to healthcare. Emphasis is placed on comprehensive professional role development. [Semesters Offered: Fall, Spring]

## Course Descriptions

### Nursing (NURS)

|                 |                                  |                    |                |
|-----------------|----------------------------------|--------------------|----------------|
| <b>NURS 228</b> | <b>Pharmacology II</b>           |                    |                |
|                 | Credits: 2.00-                   | Contact Hrs: 2.00- | Lecture: 2.00- |
|                 | Allowable Times for Credit: 1.00 |                    | Lab: 0.00-     |
|                 | Maximum Credits Allowed:         |                    | ACH: 36.00-    |
|                 | Extra Course Fees: 144.00        |                    |                |

Prerequisite: Minimum grade of C in NURS 177, NURS 178 and NURS 180.

This course is a basic study of drugs, their actions, therapeutic uses and administration emphasizing the nurse's responsibilities and limitations. [Semesters Offered: Fall, Spring]

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|                 |  |                    |                |
|-----------------|--|--------------------|----------------|
| <b>NURS 240</b> | <b>Nursing Care of Adults II-Theory &amp; Clinical</b> |                    |                |
|                 | Credits: 4.50-   | Contact Hrs: 9.50- | Lecture: 2.00- |
|                 | Allowable Times for Credit: 1.00                       |                    | Lab: 7.50-     |
|                 | Maximum Credits Allowed:                               |                    | ACH: 162.00-   |
|                 | Extra Course Fees: 13.00                               |                    |                |

Prerequisite: Minimum grade of C in NURS 177, NURS 178 and NURS 180 and previous or concurrent enrollment in NURS 228.

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. [Semesters Offered: Fall, Spring]

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**Course Descriptions****Nursing (NURS)****NURS 241      Nursing Care of Adults III-Theory & Clinical**

Credits: 4.50-

Contact Hrs: 9.50-

Lecture: 2.00-

Allowable Times for Credit: 2.00

Lab: 7.50-

Maximum Credits Allowed:

ACH: 162.00-

Extra Course Fees:          13.00

Prerequisite: Minimum grade of C in NURS 201, NURS 228, NURS 240 and previous or concurrent enrollment in NURS 212.

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.

[Semesters Offered: Fall, Spring]

## Course Descriptions

### **Office Administration (OADM)**

#### **OADM 111      Editing and Grammar Skills**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 101.

Intended to improve the student's command of the English language. The following subjects are included in the class: grammar, word usage, conciseness, clarity, punctuation, spelling, capitalization, numbers, and useful reference works. [Semesters Offered: Spring]

#### **OADM 137      Keyboarding**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 31.20-39.00

Extra Course Fees:

Prerequisite: None.

This course is for students with no previous typewriting or keyboarding experience. Students learn to operate a standard keyboard (including 10-key pad). [Semesters Offered: Fall, Spring]

#### **OADM 138      Formatting**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 48.00-57.00

Extra Course Fees:

Prerequisite: Keyboarding competency or minimum grade of C in OADM 137.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### Office Administration (OADM)

**OADM 142 Intermediate Keyboarding**

Credits: 3.00-

Contact Hrs: 5.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 80.40-90.00

Extra Course Fees:

Prerequisite: Keyboarding and formatting competency or minimum grade of C in OADM 138; and ISYS 110, concurrent enrollment allowed, or computer competency.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Physical Education (PHED)**

#### **PHED 101      Physical Education Activity**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 0.00-

Allowable Times for Credit: 2.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 28.80-49.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

#### **PHED 103      Life Wellness**

Credits: 0.00-2.00

Contact Hrs: 0.00-3.00

Lecture: 0.00-1.00

Allowable Times for Credit: 2.00

Lab: 0.00-2.00

Maximum Credits Allowed:

ACH: 0.00-62.10

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall, Spring, Summer]

#### **PHED 111      Introduction to Coaching**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.20-55.20

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Physical Education (PHED)**

#### **PHED 210      Organization and Administration of Sports**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-

Extra Course Fees:

Prerequisite: None.

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. [Semesters offered: Fall, Spring]

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#### **PHED 215      Introduction to Recreation**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-

Extra Course Fees:

Prerequisite: None.

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. [Semesters offered: Fall]

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#### **PHED 280      Practicum**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 0.00-

Allowable Times for Credit: 5.00

Lab: 1.00-4.00

Maximum Credits Allowed: 4.00

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of program advisor.

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. [Semesters Offered: Fall, Spring]

## Course Descriptions

### **Philosophy (PHIL)**

#### **PHIL 101      Intro to Philosophical Thought**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-58.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

#### **PHIL 201      Introduction to World Religion**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.00-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring]

#### **PHIL 210      Introduction to Ethics**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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." [Semesters Offered: Variable]



## Course Descriptions

### **Philosophy (PHIL)**

#### **PHIL 220      Introduction to Logic**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103; CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

#### **PHIL 280      Biomedical Ethics**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 68.40-71.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

#### **PHIL 299      Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 2.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department chairperson or the Dean.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Physics (PHYS)**

#### **PHYS 101      Introductory Physics I**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 98.40-105.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 131 and MATH 136; or a minimum grade of C in MATH 130.

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.

[Semesters Offered: Fall]

#### **PHYS 102      Introductory Physics II**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 86.40-105.00

Extra Course Fees:

Prerequisite: Minimum grade of C in PHYS 101.

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. [Semesters Offered:

Spring]

#### **PHYS 103      Technical Physics/Basic Electricity**

Credits: 4.00-

Contact Hrs: 5.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 82.40-89.40

Extra Course Fees:

Prerequisite: None.

This course is intended for students in the technical programs. Emphasis is placed on troubleshooting and analyzing AC and DC circuits in the industrial context. [Semesters Offered: Fall]

## Course Descriptions

### **Physics (PHYS)**

#### **PHYS 104**

#### **Technical Physics/Mechanics/Hydraulics and Pneumatics**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-92.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100 or CRIT 103, or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Variable]

#### **PHYS 201**

#### **General Physics I**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 98.40-120.00

Extra Course Fees:

Prerequisite: Minimum grade of C in MATH 141.

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. [Semesters Offered: Fall]

#### **PHYS 202**

#### **General Physics II**

Credits: 5.00-

Contact Hrs: 6.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 100.80-105.60

Extra Course Fees:

Prerequisite: Minimum grade of C in PHYS 201.

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. [Semesters Offered: Spring]

## Course Descriptions

### Political Science (POSC)

**POSC 201 American Government**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **Psychology (PSYC)**

#### **PSYC 101      General Psychology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-67.20

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall, Spring, Summer]

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#### **PSYC 102      Psychology of Adjustment**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in PSYC 101.

An exploration of the principles of psychology applied to the individual's adjustment to the stress of normal living and the fulfillment of potentials. [Semesters Offered: Fall, Spring]

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#### **PSYC 205      Child Psychology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Psychology (PSYC)**

#### **PSYC 215      Organizational Psychology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-53.00

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

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#### **PSYC 260      Abnormal Psychology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in PSYC 101.

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. [Semesters Offered: Fall]

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#### **PSYC 296      Educational Psychology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in PSYC 101.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Psychology (PSYC)**

**PSYC 299****Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Dean.

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. [Semesters Offered: Variable]

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### **Science Education (SCIE)**

**SCIE 170****Life Science for Elementary Educators**

Credits: 3.00-

Contact Hrs: 5.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 86.40-89.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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 biological 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 positive attitudes about science; and increase their confidence in their ability to do science. [Semesters Offered: Variable]

## Course Descriptions

### **Sociology (SOCI)**

#### **SOCI 101      Introduction to Cultural Anthropology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.00-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

#### **SOCI 201      Principles of Sociology**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.00-59.40

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

An introduction to the study of man's social nature and his relationship to the changing world in which he lives. The course covers basic principles of social structure and process with an analysis of: culture, socialization, status, role, stratification and social change. [Semesters Offered: Fall, Spring, Summer]

#### **SOCI 202      Social Problems**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in SOCI 201.

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. [Semesters Offered: Fall]



## Course Descriptions

### **Sociology (SOCI)**

#### **SOCI 203      Marriage and Family**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.60-53.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **SOCI 240      Minority Groups in America**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in ENGL 103.

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. [Semesters Offered: Fall]

#### **SOCI 248      American Indian Studies and Policy**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

**Course Descriptions****Sociology (SOCI)****SOCI 299****Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Dean.

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. [Semesters Offered: Variable]

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## Course Descriptions

### Social Work (SOWK)

#### **SOWK 100      Introduction to Social Work**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Fall]

#### **SOWK 120      Social Work/Interview Skills**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: Minimum grade of C in SPEE 102.

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. [Semesters Offered: Spring]

#### **SOWK 200      Introduction to Social Welfare**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in SOWK 100 and SOWK 120.

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. [Semesters Offered: Spring]

## Course Descriptions

### **Social Work (SOWK)**

#### **SOWK 205      Theories and Methods of Practice I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 52.80-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in SOWK 100 and SOWK 120.

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. [Semesters Offered: Spring]

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#### **SOWK 240      Field Experience**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.00-

Extra Course Fees:

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.

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. [Semesters Offered: Variable]

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## Course Descriptions

### Spanish (SPAN)

#### **SPAN 101      Elementary Spanish I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: None.

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.

[Semesters Offered: Fall]

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#### **SPAN 102      Elementary Spanish II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 101 or one year of high school Spanish.

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.

[Semesters Offered: Spring]

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#### **SPAN 170      Spanish in the Workplace**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees:

Prerequisite: None.

This course is designed to assist non-native speakers of Spanish in communicating at the workplace with people whose native language is Spanish. The emphasis is on oral communication and career-specific vocabulary in the business, health, and law enforcement/public service professions. Upon successful completion of the course, students should be able to communicate at a functional level with native speakers of Spanish. They should also demonstrate cultural sensitivity to Hispanic populations that they may encounter in the workplace. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### Spanish (SPAN)

#### **SPAN 180      Conversational Spanish I**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: None.

Teaches students how to converse and read in Spanish. Topics covered emphasize casual conversation pertinent to everyday matters. [Semesters Offered: Fall, Spring]

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#### **SPAN 181      Conversational Spanish II**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-37.20

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 180 or permission of appropriate Dean.

Designed for more advanced students, this course continues mastery of the skills learned in Spanish 180. [Semesters Offered: Variable]

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#### **SPAN 199      Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 2.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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 outside of the regular curriculum. [Semesters Offered: Variable]

## Course Descriptions

### Spanish (SPAN)

#### **SPAN 201      Intermediate Spanish I**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 102 or three years of high school Spanish.

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.  
 [Semesters Offered: Fall]

#### **SPAN 202      Intermediate Spanish II**

Credits: 4.00-

Contact Hrs: 4.00-

Lecture: 4.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 201 or 4 years of high school Spanish.

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.  
 [Semesters Offered: Spring]

#### **SPAN 203      Spanish Composition I**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 64.80-69.60

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 202 or permission of Dean.

Advanced practice in composition, grammar, and conversation in Spanish by critical analysis of intermediate/advanced selections of Hispanic literature. Grammar is reviewed extensively. [Semesters Offered: Variable]

## Course Descriptions

### Spanish (SPAN)

#### **SPAN 204**

#### **Spanish Composition II**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 69.60-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in SPAN 203 or permission of Dean.

Continued advanced level practice in writing, grammar, and conversation in Spanish by critical analysis of contemporary Hispanic literature. Grammar is reviewed extensively. [Semesters Offered: Variable]

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#### **SPAN 299**

#### **Directed Study**

Credits: 1.00-4.00

Contact Hrs: 1.00-4.00

Lecture: 1.00-4.00

Allowable Times for Credit: 2.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 16.00-64.00

Extra Course Fees:

Prerequisite: Permission of Department Chairperson or Dean.

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. [Semesters Offered: Variable]

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## Course Descriptions

### **Speech (SPEE)**

#### **SPEE 102      Fundamentals of Public Speaking**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:      46.64

Prerequisite: Minimum grade of C in ESL 152C or satisfactory test score, if ESL testing is required; grade of C in CRIT 100, CRIT 103, or satisfactory test score, highly recommended.

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. [Semesters Offered: Fall, Spring, Summer]

#### **SPEE 104      Introduction to Human Communication**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 45.10-57.60

Extra Course Fees:

Prerequisite: Minimum grade of C in ESL 152C or satisfactory test score, if ESL testing is required; grade of C in CRIT 100, CRIT 103, or satisfactory test score, highly recommended.

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. [Semesters Offered: Fall, Spring, Summer]

## Course Descriptions

### **Student Personnel Serv (SPS)**

#### **SPS 103**

#### **Career Exploration**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-38.40

Extra Course Fees:

Prerequisite: None.

Assists students in taking a realistic look at career opportunities in relation to their interests and abilities by developing: a sense of self-awareness in the student about personal goals, needs and abilities; a career-awareness atmosphere for students to explore various careers; an ability to make decisions concerning career options; and by assessing career planning techniques. [Semesters Offered: Variable]

#### **SPS 105**

#### **Achieving Academic and Personal Success**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-57.60

Extra Course Fees:

Prerequisite: None.

This course focuses on the challenge, change and commitment necessary for achieving academic and personal success. Students will learn principles and practice strategies that enhance the creative, critical thinking, and problem-solving skills necessary for successful life-long learning. Topics include goal-setting, inter-personal relationships, time-management, procrastination, stress management, career exploration, study skills, motivation, conflict resolution and issues related to personal change. [Semesters Offered: Variable]

## Course Descriptions

### **Theatre (THEA)**

#### **THEA 110**

#### **Theatre Appreciation**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 49.20-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Spring]

#### **THEA 150**

#### **Applied Theatre**

Credits: 0.50-3.00

Contact Hrs: 0.50-3.00

Lecture: 0.50-3.00

Allowable Times for Credit: 6.00

Lab: 0.00-

Maximum Credits Allowed: 6.00

ACH: 9.60-53.00

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

#### **THEA 180**

#### **Play Production**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 48.60-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Theatre (THEA)**

#### **THEA 181**

#### **Acting I**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 50.40-54.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

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#### **THEA 184**

#### **Acting II**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: Minimum grade of C in THEA 181.

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. [Semesters Offered: Variable]

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#### **THEA 185**

#### **Improvisation**

Credits: 3.00-

Contact Hrs: 3.00-

Lecture: 3.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 51.00-54.60

Extra Course Fees:

Prerequisite: None.

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. [Semesters Offered: Variable]

## Course Descriptions

### **Theatre (THEA)**

#### **THEA 210 Musical Theatre Workshop**

Credits: 1.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: Audition required.

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.

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#### **THEA 220 Stagecraft**

Credits: 3.00-

Contact Hrs: 4.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 67.20-72.00

Extra Course Fees:

Prerequisite: Minimum grade of C in CRIT 100, CRIT 103, or satisfactory test score, concurrent enrollment in CRIT 103 allowed.

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. [Semesters Offered: Fall]

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## Course Descriptions

### **Welding (WELD)**

#### **WELD 159 Basic Welding**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 48.00-57.60

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C MATH 098 or satisfactory test score, concurrent enrollment allowed.

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. [Semesters Offered: Fall, Spring]

#### **WELD 168 AWS Welder Certification Preparation**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 3.00

Lab: 3.00-

Maximum Credits Allowed: 6.00

ACH: 62.90-74.40

Extra Course Fees: 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.

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. [Semesters Offered: Spring]

#### **WELD 169 GMAW/MIG Welding**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-103.20

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

## Course Descriptions

### Welding (WELD)

**WELD 170 Industrial Welding**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

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**WELD 175 GTAW/TIG Welding**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 99.60-103.60

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.

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. [Semesters Offered: Fall]

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**WELD 180 SMAW/STICK Welding**

Credits: 4.00-

Contact Hrs: 6.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 4.00-

Maximum Credits Allowed:

ACH: 103.20-

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.

This course covers the application of SMAW Shielded Metal Arc Welding processes in all positions with multiple electrode classes and polarities. [Semesters Offered: Spring]

## Course Descriptions

### **Welding (WELD)**

#### **WELD 235 Metallurgy for Welders**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 33.60-56.40

Extra Course Fees: 42.00

Prerequisite: None.

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. [Semesters Offered: Fall]

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#### **WELD 265 Thermal Cutting Processes**

Credits: 2.00-

Contact Hrs: 3.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 2.00-

Maximum Credits Allowed:

ACH: 49.20-52.80

Extra Course Fees: 42.00

Prerequisite: None.

This course will cover an in-depth study, and hands on practice of Oxy-Fuel, Plasma, and Air Carbon Arc cutting, gouging, and scarfing. [Semesters Offered: Fall]

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#### **WELD 277 Welding Fabrication and Maintenance Repair**

Credits: 2.00-

Contact Hrs: 4.00-

Lecture: 1.00-

Allowable Times for Credit: 1.00

Lab: 3.00-

Maximum Credits Allowed:

ACH: 52.80-70.80

Extra Course Fees: 42.00

Prerequisite: Minimum grade of C WELD 159, WELD 169; WELD 180, concurrent enrollment allowed.

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. [Semester Offered: Spring]



## Course Descriptions

### **Welding (WELD)**

**WELD 279      Welding and Inspection**

Credits: 2.00-

Contact Hrs: 2.00-

Lecture: 2.00-

Allowable Times for Credit: 1.00

Lab: 0.00-

Maximum Credits Allowed:

ACH: 36.00-

Extra Course Fees:

Prerequisite: Minimum grade of C in WELD 159, concurrent enrollment allowed.

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. [Semesters Offered: Spring]

# 2016 – 2017

# STUDENT

# HANDBOOK



## SOUTHWESTERN

## MICHIGAN COLLEGE

# Student Handbook

## Introduction

As a student and a member of this educational community, it is your responsibility to become familiar with the materials in this reference guide. These rules and procedures are intended to support and further the educational mission of Southwestern Michigan College. More importantly, they are intended to support students in achieving their educational and professional goals.

## Chapter 1: Admissions and Enrollment Policies

### Section 1: Admissions and Registration

#### 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. (See Chapter 4, Section 2)

#### 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 be 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. Computerized Placement Tests are available in reading, writing, and math. In addition, all students who speak English as a second language are required to take skills assessment tests in reading, writing, grammar, listening, and speaking, prior to registration for classes. Students are allowed (upon request) one opportunity to retake the tests; however, they must present identification when re-testing. American College Testing (ACT) or other standardized test scores may substitute for placement testing. Placement test results are used for course placement, referral to support services, and in some cases, for program requirements. Testing is free and offered on a walk-in basis in the Academic Assessment and Testing Services Office on both the Dowagiac and Niles campuses.

Students wishing to re-take any parts of the placement test must pay a retest fee and retest one time in any subject. 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, SAT, and SMC's basic skills assessment test. Students who took the English as a Second Language tests may be required to retest within this five-year period in order to assess current skill level.

Students may request disability accommodations for testing by contacting the Student Service Center at 269-782-1499.

### **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 an Admissions or Specialty advisor and approved by Director of Academic Assessment and Testing Services.

### **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 the Compass test. The following Compass scores and levels will be followed:

| Compass Test Subject | SMC Developmental Placement Scores | Deferred-Admit and Provisional Admit Scores |
|----------------------|------------------------------------|---|
| Reading              | 1-69                               | 59  |
| Writing              | 1-30                               | 21  |
| ESL Reading          | 51 Level 3 151R                    | 50  |
| ESL Grammar          | 51 Level 3 151W                    | 50  |

1. 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 60 on the Reading assessment) are considered Provisional for that subject area.
2. Students whose scores fall below the provisional level in one subject, but above developmental in the other areas will not be considered provisionally admitted and can pursue a regular schedule.
3. Students who are not immediately admitted under this policy may retest after 7 calendar days. Students are only allowed one retest.
4. Provisional Student Enrollment Restrictions:
  - Students are restricted to 9 credit hours until they have completed all of the courses in which they scored below the provisional admittance cut-off.
  - Students must take at least one course for which they are provisional for each semester until all of their provisional areas have been satisfied.

- Students will not be allowed to register once the semester has begun even if a class has not yet met.
- 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.
- Special restrictions for ESL students: students who test provisional in reading or English must demonstrate success in ESL Reading and Writing (Level 4) before taking other courses. Students must make progress each semester towards meeting their developmental prerequisites.
- 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:

- Advanced Placement (AP) for scores at least 3 or higher
- College-Level Examination Program (CLEP) for scores at least 50 or above
- United States Military Service
- Foreign educational institutional coursework
- 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 the purposes of meeting certificate or degree requirements may have their unofficial transcript reviewed only for the purpose of determining whether placement tests are needed to meet prerequisites.

### **Credit from Other Colleges/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 two years or have attended SMC within the last two years 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 Rd, 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, not C-) or better



courses. Transfer credit grades are not entered on the official transcript or calculated in the cumulative grade point average. SMC will attempt to 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 given credit if the transfer institution gives credit and equivalent coursework will be awarded for all developmental/remedial courses except for the equivalent of SMC's MATH 102 or lower level for which MATH elective credit will be awarded. Upon receipt of an official transcript, SMC will evaluate the coursework and mail the student the results of the evaluation. Allow 45 days from the day the transcript arrives at SMC for transfer coursework to be evaluated.

### **Credit for AP or CLEP**

AP (Advanced Placement) has enabled millions of students to take college-level courses and national standardized exams and earn college credit 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 3 or higher will be considered for credit. Click here to see [Advanced Placement Equivalents](#).

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 Rd, Dowagiac, MI 49047. Requests for CLEP exam scores may be completed by contacting the [College Board](#). Click here to see [CLEP Test Information](#).

### **Credit for United States Military Service**

Veterans submitting a copy of their DD214 will be awarded a minimum of two credits of PHED 103 Life Wellness and two credits of INTE 149 Workplace Citizenship. Veterans may receive additional credit by requesting an official copy of their military transcript be sent to the Southwestern Michigan College, Records office, 58900 Cherry Grove Rd, 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) [click here](#).

### **Credit for Foreign Educational Institutional Coursework**

Students who wish to transfer college credits from foreign colleges and universities to Southwestern Michigan College must have their foreign 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 foreign transcripts. (Some exceptions apply for institutions affiliated with Andrews University in Berrien Springs, Michigan.)

The following services are recommended. These services charge a fee for the credit evaluations. 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 World Education Service, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Tel: 212-966-6311, 800-937-3895  
Fax: 212-739-6100  
<http://www.wes.org>

ECU Educational Credit Evaluators  
P. O. Box 514070  
Milwaukee, WI 53203-3470  
Tel: 414-289-3400  
Fax: 414-289-3411  
<http://www.ece.org>

AACRAO Office of International Education Services (OIES)  
Tel: 202-296-3359  
Email: [oies@aacrao.org](mailto:oies@aacrao.org)  
<http://www.aacrao.org>

IERF International Education Research Foundation, Inc.  
P.O. Box 3665  
Culver City, CA 90231-3665  
Tel: 310-258-9451  
Email: [info@ierf.org](mailto:info@ierf.org)  
<http://www.ierf.org>

**Credential evaluations should be forwarded directly from the credential evaluation service to SMC:  
Southwestern Michigan College, Records office, 58900 Cherry Grove Road, Dowagiac, MI 49047.**

#### **Credit for External Previous Certifications**

Credit may be awarded for selected external previous certifications, i.e., LPN license, EMT license, paramedic license, Firefighter I and Firefighter II plus Haz Mat (must be Operations Level not just Awareness), A+ Certification, Network+ Certification, Security+ Certification, IC3 Certification, etc. A student will need to submit certification artifacts to the Records office and the certification will then be verified by the appropriate academic division. The student is then sent a letter indicating the credit/course(s) that will be awarded after the assessed recording fee is paid. The Recording Fee is \$5 per credit hour with a maximum of \$35 per certification.

## Dual Enrollment/Early Learners Policy

Dual Enrollment opportunities are available to students aged 16 and older who have not yet achieved 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) provides for payment from a school district's 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 approves and refers students to dual enrollment opportunities at the college. A dual enrollment approval form must be submitted at the time of registration. Courses offered through the college's Developmental Studies department including CRIT 100, 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 courses 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 100, 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 100, English 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 enrollment 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. Short and 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 the 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 or high school are exempt from this policy for purposes 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. Short and Enrichment courses which are not part of organized academic curricula may be enrolled in without restriction.

## Section 2: Admissions Policy for Individuals with a Criminal History or Disciplinary Records

1. Individuals must respond to the following question(s) **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 as to 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 a non-refundable \$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 Notification 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 and a recommendation will be made to the Chief of Staff. This may include 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 the right is reserved to notify, if needed, the administration, faculty and/or staff of the College, on a need-to-know basis, of the student's name, criminal and rehabilitative history. If at any point after admission the individual is considered to be an unreasonable risk to property or to the safety/welfare of specific individuals or to the general public, the 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 addressed in writing to: Mr. Lyndon Parrish, Student Conduct and Community Standards Coordinator, Southwestern Michigan College, 58900 Cherry Grove Road. Dowagiac, MI 49047

## Section 3: Tuition and Fees Policies

### 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 a member of a consortium or for which the college serves as a fiscal agent may be charged resident rates.

### **In-State Resident**

1. 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.
2. 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-state tuition:

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the 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 acceptable 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 the landlord's telephone number

\*Six months proof is only required if changing residency to a reduced tuition status.

2. (Note: in the case where the property tax receipt or mortgage, lease, or rental agreement is in the student's parents' name(s), the student must also provide proof of dependency.)
3. These documents must be presented to the Records office prior to the first day of the term in order to have the residency code adjusted. After the first day of the term, the codes will not be adjusted until the next academic term.

### **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 to partially 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 are 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 student 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 a 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.

## **Chapter 2: General Information and Services**

### **About SMC**

#### **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 a 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 a 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 Disability 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. Southwestern Michigan College offers English as a Second Language instruction in order to prevent a lack of English language skills from being a barrier to the entry and completion of the College's occupational programs.

Inquiries regarding this policy and/or the application of Title VI, Title IX, Section 504 or the ADA may be referred to: Kate Dorner, Director of Human Resources, David C. Briegel Building, Room 2106, 58900 Cherry Grove Road, Dowagiac, MI 49047, 269-782-1262, ext. 2110.

## Support Services

### Disability Services

SMC recognizes that some circumstances can make college more challenging for students. Students who have a documented physical, learning, or other type of disability and can produce documentation demonstrating that they would benefit from accommodations such as tutoring, testing accommodation, adaptive equipment, assistive technology, advocacy and academic problem resolution should contact the Disability Services at 269-783-2185 or 269-782-1303. (See [Disability Services at SMC](#) for additional information)



### EXCEL (TRiO Program)

The [EXCEL program](#) (Student Support Services) is a federally funded, Title IV National TRiO Program funded by the US Department of Education. Students who participate in EXCEL/SSS have access to additional academic and personal resources and activities geared towards fostering success. EXCEL/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 EXCEL/SSS Director 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, DVD's and CD's, 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 regarding the Learning Center, contact us at 269-782-1339. Feel free to email the Library at [library@swmich.edu](mailto:library@swmich.edu) or tutoring and Writing Center services at [tutoring@swmich.edu](mailto:tutoring@swmich.edu).

## 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 as the processing of official and unofficial transcripts. For assistance, please contact the Records office at 269-782-1351 or stop by Room 1106 in the David C. Briegel Building on the Dowagiac campus.

## Student Resources and Information



## ATMs

An ATM is available in the Student Activity Center on the Dowagiac campus.

## Food Services

The Birdfeeder, located in the David C. Briegel Building, is a small full-service cafeteria which is open for lunch weekdays during the fall and spring terms. The Zollar Café, located in the Student Activity Center of the Charles O. Zollar Building, is open mornings and afternoons year-round and has limited food options including breakfast items, panini sandwiches, pizza, and other deli type sandwiches, as well as gourmet coffee, smoothies and other beverages. Visit [Food Services online](#) for current hours of operation for the Birdfeeder and Zollar Café. Both the Birdfeeder and Zollar Café currently only accept cash and credit cards for payment.



## 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 a variety of miscellaneous college items are also available, as well as textbook rentals. Normal Bookstore hours are from 9 a.m. to 5 p.m. Monday -Friday.

Extended hours are provided during the first week of classes each semester. Students may also order their books online and have them sent to their homes or picked up at the Dowagiac or Niles campus. For more information, contact the Bookstore at 269-782-1384.

### **Career Services – 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.

### **Change Machines**

Change machines are available near the vending machines in the Upper Commons of the David C. Briegel Building, in student housing, and in the Commons of the Niles campus.

### **Copiers/Printers**

Multi-function printers that can make copies are available in the Learning Centers on either campus. There is a fee to print and copy; copy cards are available through vending machines near the equipment.

### **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 housing manager available 24/7 and a residential advisor on each floor of student housing units. If a student has been injured on campus, they are asked to complete an Incident Report available at the Information Center in the David C. Briegel Building on the Dowagiac campus or at the Student Service Center of the Niles campus. For more information about college safety and security, contact the Security Coordinator at 269-783-2970. For details on specific emergency procedures, see the [Southwestern Michigan College Emergency Preparedness and Response Plan \(a/k/a Emergency Action Guide\)](#).

### **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.

### **Internet Kiosks**

Internet Café workstations have been set up in several locations at both the Dowagiac and Niles campuses. Users of the Internet Kiosks must abide by the college's [Acceptable Use Policy](#).

### **Lost and Found**

Lost and Found is located at the Information Center in the David C. Briegel Building of the Dowagiac campus and at the Student Service Center of the Niles campus. Unclaimed items will be donated to charity at the end of each semester.

### **Parking**

Southwestern Michigan College has free parking for all students and free private parking for housing residences. All students, employees and visitors must abide by the current ordinance enacting parking, traffic and pedestrian regulations on both campuses of Southwestern Michigan College. Copies of the ordinance are on file in the office of the Chief Financial Officer. The college is not responsible for damage or loss to cars parked in the lots.



### **Posting Signs and Notices**

All signs and notices must be stamped in the Career Planning Center in the David C. Briegel Building at the Dowagiac campus or in the Student Service Center of the Niles campus before they can be posted on tack strips in any building. Signs and notices posted inappropriately or without the proper authorization stamp will be removed promptly.

### **Public Telephones**

Public telephones are available in the David C. Briegel Building at the Dowagiac campus and at the main building at the Niles campus.

### **Student Photo ID Cards**

Student Photo ID Cards are available for all registered students and are mandatory to access the Student Activity Center and any activities and programs offered at the Center. Also 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 use 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 a schedule, requesting transcripts, accessing campus services and some campus facilities. A replacement fee of \$15 is charged for all lost cards.

## **Chapter 3: Academic Policies**

### **Section 1: Academic Information**



### **Student Advising**

First time degree or certificate seeking students admitted to the college may sign up for their classes with guidance from an admissions advisor in the Student Service Center. During this session, students will determine a schedule of classes for the upcoming term, have an opportunity to ask questions, and share concerns.

After the first term, most students are assigned to a faculty advisor who is also knowledgeable about their program of study. Some students continue to be advised by a specialty advisor. While most students will be able to determine their own schedule of classes each semester, assistance is always available when needed. Other academic resources are available throughout the student's academic career including career planning and transfer assistance.

### **Class Schedules and Class Schedule Worksheets**

The [Class Schedule](#) is available online. The schedule contains the listing of all the courses offered for 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.

Advisors will assist new students in completion of the class schedule worksheet; however, 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**

Official high school transcripts as well as official college transcripts from any other college attended must be submitted to SMC prior to registration. Registration cannot take place until the student has turned in all required transcripts.

## **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. The programs and information booklet 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. 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 a 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 s/he 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. Exceptions submitted by a parent, legal guardian or spouse will be accepted only if 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 the 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 an 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 a credit basis.

### Class Load

A student is considered full-time if s/he takes 12 or more credits in a term. A student is considered part-time if s/he takes 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, s/he 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 to be 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 C may not meet prerequisites for subsequent courses and may not transfer to other colleges.

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) <sup>1</sup>    | 0.00 |
| X Audit (No credit awarded)    | 0.00 |
| CP (Continuous Progress)       | 0.00 |

<sup>1</sup>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):  $39 \div 15 = 2.60$  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:  $\text{Grade Points} \div \text{Number of Semester Hours} = \text{GPA}$ .

**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. 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 sessions 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.

### 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, students 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 Academic Assessment & Testing Services offices and the Fred L. Mathews Library.

In order to receive credit, you must score:

- **80%** or better on EDUC
- **75%** or better on CONS, ELEC, INTE 159, MACH 120 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 Academic Assessment and Testing Services at the time of testing. We do not accept Credit Cards. A recording fee will be assigned if credit is awarded. Tests 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 admissions** on file at Southwestern Michigan College. You must present a valid **picture ID** at the time of testing.

For more information contact the Academic Assessment and Testing Center, 1103 David C. Briegel Building on the Dowagiac Campus or Room 141 Niles campus, 269-782-1347.

### **Subject Assessment Tests**

There are two 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. [Click here](#) to view the 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 of \$20.00 each. [Click here](#) for more information.

## Section 2: Academic Standing Policy

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 1 | 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 enroll 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 allowed to enroll in a particular class not to exceed two total enrollments.
- 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](#) is available online.
- 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.



- This procedure became effective with students entering the college for the first time during the summer session of 1995 and thereafter.
- Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- F, W, CP, P, X, and I are all treated equally with regard to this procedure.
- The college Academic Forgiveness Policy does not in any way alter the course repeat count as defined in this policy.
- 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.

### **Academic Forgiveness Policy**

SMC's Academic Forgiveness Policy enables students with poor academic records to resume their college education beginning with a "clean slate." This forgiveness policy should be applied in only those special cases where a student faces a desperate academic situation and is unable to improve a poor prior record through normal college procedures such as course repeats.

Students may apply for academic forgiveness if all of the following conditions are met:

- The previous overall SMC Grade Point Average (GPA) was less than 2.0.
- The student has completed 12 credit hours with a GPA of 2.0 or better since re-entering SMC.
- A period of at least five years has passed since the grades to be dropped were earned.

Students must file a petition for academic forgiveness with the Director of Records/Registrar. A non-refundable fee of \$25 is charged at the time of application for academic forgiveness. Students must select the point on the academic record before which all grades of C-, D+, D, D- and F are to be dropped from credit.

Course grades to be dropped must have been earned at least five years (60 months) prior as measured from the ending date of the most recent term (semester) to be dropped. All C-, D+, D, D- and F grades earned in prior terms will be deleted from post-forgiveness GPA calculations. A second declaration of academic forgiveness will not be permitted. Once granted, academic forgiveness is irreversible.

The original transcript will remain intact, but it will clearly identify prior-and-post forgiveness coursework indicating that academic forgiveness was granted. Courses that have been forgiven are noted with an asterisk.



## **Section 3: Graduation and Transferring Policy**

### **General Education Requirements**

SMC recognizes all Michigan Transfer Agreement (MTA) courses as the college's general education requirements. The distribution areas 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.

## Enrichment Courses

Some courses available to students at SMC are considered as appropriate for “enrichment” purposes. Enrichment courses have the following restrictions applied to degree seeking students:

- A maximum of 12 credits of enrichment courses may be used as elective credit for graduation.
- No more than 4 credits per semester of enrichment courses may be used to qualify for full time student status for the purposes of eligibility for financial aid or on-campus housing.
- No more than 2 credits per semester of enrichment courses may be used to qualify for part time status for purposes of financial aid eligibility.

## 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. The date is also listed in the online Academic Calendar. An interactive [Graduation Application](#) is available online. Students are asked to complete and submit the form. Students are invited to participate in commencement exercises 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 SCRIP-SAFE International to provide our online transcript ordering system. You must pay by credit or debit card to order online. If the receiving institution accepts an electronic transcript the cost is \$3.

If the receiving institution accepts only paper transcripts the cost is \$5.

- Current students may order transcripts online through SMC Wired at [smcwired.swmich.edu](http://smcwired.swmich.edu). After logging in to SMC Wired go to My SMC Space Tab and click on Official Transcript Request icon. Follow the instructions on the SCRIP-SAFE International site.
- Former students/alumni may order online via SCRIP-SAFE International. The first time you log in on <https://iwantmytranscript.com/swmich> you will need to create an account with Transcripts on Demand by selecting Southwestern Michigan College and click on the Sign-up button.



- If you are a first-time visitor, you will be directed to create a personal profile and user ID/password, which you will use to place future orders. A signed consent form will be required one time. Please have your credit or debit card available.

#### **By Mail or In Person (Paper Transcript)**

- **In Person**

Cost per official transcript is \$5 with payment by cash or check only. Payment must be made at the Business Office at the Dowagiac campus or Niles campus. A receipt must be obtained.

Complete the [Official College Transcript Request form](#) and deliver the form and receipt to the Records office, David C. Briegel Building, room 1106, 58900 Cherry Grove Road, Dowagiac, MI 49047.

- **Mail**

Transcripts may also be ordered by mail at a cost of \$5 per transcript payable by check or money order.

Complete the [Official College Transcript Request form](#), print, and sign. Mail form and payment to: Records Office, David C. Briegel Building, Room 1106, 58900 Cherry Grove Road, Dowagiac, MI 49047.

## **Chapter 4: Student Rights and Responsibilities**

### **Section 1: Student's Rights Policies**

#### **FERPA**

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

- The right to inspect and review the education records within 45 days of the day 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 officials 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 an education record in order to fulfill her/his professional

responsibility. Upon request, the college discloses education records without consent to officials of another school to facilitate the student's transfer and enrollment.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Southwestern Michigan College to comply with the 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, DC 20202-4605

FERPA applies to the education 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 an institution.

A student educational record includes all data; any form (paper, film, 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 to request that the college keep this information confidential.

The following is SMC's designated Directory Information:

- Student's name
- Student's address(es)
- Student's telephone number(s)
- Student's SMC e-mail 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.

### **Sexual Harassment, Section 504, and Title IX Policy**

Southwestern Michigan College's Sexual Harassment, Section 504, and Title IX Policy prohibits any discrimination because of sex, and sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature by an employee of the college. Sexual harassment may also include consensual sex between any employee of the college and a student if the employee is in a position to affect decisions regarding the student's obtaining public services or education, grades, or the emotional well-being of the student. In an attempt to eliminate to the extent possible the conditions whereby sexual harassment could occur, it is the policy of the college that no dating, sexual advances, requests for sexual favors, and or other verbal or physical conduct or communication of a sexual nature will be tolerated between a college employee and a student.

### **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 findings and/or resolution of the concern. The resolution or decision of the Vice President is final.

### **Student Conduct Policy**

Certain regulations are necessary if the college is to accomplish its objectives. These regulations do not duplicate the regulations of society as a whole, but are designed to address themselves to the campus. Community, federal and state law applies on as well as off campus.

### **Acceptable Use Policy**

The acceptable use of computers, programs, and the network is covered under the [Acceptable Use Policy](#).

## **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Violations of Federal Copyright laws are a violation of the student code of conduct. This includes the use of peer-to-peer file sharing.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These are rights to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$3,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United State Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov>.

## **Class Attendance Policy**

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 a 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 s/he is registered.

## **Section 2: Student Code of Conduct**

### **Civility Statement**

Southwestern Michigan College is committed to the highest standards of academic and ethical integrity. All members of our academic community are encouraged to promote and value an ethic of common respect and civility. SMC defines civility as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated) and behaviors that create a positive environment in which to learn and to work.

Membership in any community is enhanced by a concern for the common good for all who belong to that community. Each individual may possess different ideas as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a college. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should, therefore, be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the college.

Examples of civility that we wish to foster within our campus community:

- A feeling of shared responsibility to cultivate an environment in which all members feel intellectually respected and physically safe.
- Everyone in the community takes a personal responsibility for creating a productive learning environment.
- The ability to express ideas and thoughts in a respectful manner.

- Respect for others people's work is also important. This including acknowledging material, including ideas, images, and language, taken from electronic, language, and visual sources available in print sources and on the Internet
- Students behave in a courteous and respectful manner toward their instructors and fellow students by being self-disciplined and responsible for their own learning.
- All members of the college community (faculty, staff and students) exemplify and model civil behavior, and in so doing, provide direction for each other.

The Student Code of Conduct describes the rules and expectations established by the college for student conduct. The due process system defines the procedures to be used in cases of student violations of the Student Code of Conduct. It provides a system for the resolution of issues and the appeal of sanctions/decisions imposed by the college.

### **Preamble**

Enrollment in Southwestern Michigan College implies acceptance of certain standards of student conduct and a willingness to abide by them. College standards of conduct are established to maintain conditions under which individuals, with respect for the rights and well-being of others, can participate effectively in a common educational enterprise and well-ordered collegiate community.

Note: any violation of any college, local, state, or federal law, ordinance or regulation when such violation directly affects the college community is automatically subject to disciplinary action; however, the college's review process will not supersede local or federal law enforcement action.

### **Article I: Definitions**

1. The term "*college*" generally means Southwestern Michigan College.
2. The term "*student*" is anyone who has identified himself or herself as having an educational interest in the college as evidenced by submitting an Application for Admission.
3. The term "*faculty member*" means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term "*college official*" includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term "*member of the college community*" includes any person who is a student, faculty member, college official or any other person employed or contracted by the college. Associate members of the college community may include but are not limited to those participating in on-campus activities and events or otherwise using college services. A person's status in a particular situation shall be determined by the Vice President of Instruction.
6. The term "*college premises*" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
7. The term "*club*" means any number of persons who have complied with the formal requirements for college recognition.
8. The term "*Student Conduct Board*" means any person or persons authorized by the Vice President of Instruction to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. The Student Conduct Board can consist of one or more people. (Note: a board can also be just one person.)

9. The term “*Student Conduct Administrator*” means a college official authorized on a case-by-case basis by the Vice President of Instruction to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Vice President of Instruction may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President of Instruction may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term “*Appeals Board*” means any person or persons authorized by the Vice President of Instruction to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Conduct Administrator.
11. The term “*advisor*” in conduct cases NOT involving discrimination claims, means a member of the college community, who is not a lawyer, who serves in an advisory role during the process. During discrimination proceedings the parties may select whomever they choose to serve as an advisor. In all conduct proceedings the advisor may confer quietly, in a non-disruptive manner with their advisee only. The advisor may not speak directly with the Investigators or Student Conduct Board members.
12. The term “*shall*” is used in the imperative sense.
13. The term “*may*” is used in the permissive sense.
14. The Vice President of Instruction is the person designated by the College President to be responsible for the administration of the Student Code of Conduct.
15. The term “*policy*” means the written regulations of the college as found in, but not limited to, the Student Code of Conduct, the Residence Life handbook, the college web page and computer Acceptable Use Policy, and course syllabi.
16. The term “*cheating*” includes, but is not limited to: Use of any unauthorized assistance in taking quizzes, test, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
17. The term “*plagiarism*” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
18. The term “*complainant*” means any person who submits a complaint alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of college community submitted the complaint itself. The college can act as the complainant if there is no identified complainant.
19. The term “*accused student*” means any student accused of violating this Student Code of Conduct.

## **Article II: Student Code of Conduct Authority**

Violation of college conduct rules may be handled by the following authorities:

### **A. Civil Authorities**

Any violation of law on the campus of Southwestern Michigan College may be reported by the college administration to the proper civil authorities. Additionally, any person always has the option of notifying law enforcement authorities, an option which shall be assisted by campus authorities if the person so chooses. All college employees shall cooperate to the fullest with civil authorities in their investigation and prosecution of any crime committed on campus. Prosecution by civil authorities shall be in addition to

disciplinary action by college authorities and shall not preclude such disciplinary action.

**B. Chief of Staff or Their Designee**

All violations of sexual harassment, Section 504, or Title IX rules shall be handled by the President's

**C. Vice President of Instruction or Their Designee**

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and determine which Student Conduct Board shall be authorized to hear each matter.
2. The Vice President of Instruction shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board hearings that are not inconsistent with provision of the Student Code of Conduct. The Vice President of Instruction will also determine the composition of an appeal board.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Proscribed Conduct**

**1. Jurisdiction of the College Student Code of Conduct**

The College Student Code of Conduct shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Instruction shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

**2. Conduct—Rules and Regulations**

**1. Abuse of the Student Conduct System--** including but not limited to:

- a. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the student conduct system.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- c. Institution of a Student Conduct Board proceeding in bad faith.
- d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- e. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
- f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
- g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- h. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

**2. Acts of dishonesty-** Including but not limited to the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty
- b. Furnishing false information to any college official, faculty member, or office
- c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
- d. Violation of Federal Copyright laws. This includes illegal peer to peer transfers on the SMC network.

3. **Abusive Behavior (Non-Intimate Partner/Relationship)**- Physical abuse, verbal abuse, threats, and/or conduct which threatens or endangers the health or safety of any person. This also includes intimidation, harassment and/or coercion which is severe, pervasive and objectively offensive sufficient to deny a student their opportunities to participate in their education or institutional benefits or activities.

4. **Alcohol Violation**- Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Please note, you may be found responsible for an alcohol violation even if you are only a passive participant.

5. **Bystanding** - Failure to immediately report to College Officials any obvious acts of violence or sexual misconduct.

6. **Classroom Safety Violations** - Safety glasses, headgear, aprons, lab coats, earplugs, and other appropriate safety equipment may be needed by all students in specific courses, and students must abide by classroom safety regulations governing the use of safety items.

7. **Discrimination** - Severely and objectively offensive conduct against any person on the basis of race, color, gender, religion, sexual orientation, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, disability or veteran's status, or other protected status through any mode of communication including, but not limited to, in person, in writing, or electronic communication means particularly that conduct which is intended to deny an individual their rights or opportunities in the educational environment.

8. **Dishonesty Non-Academic** - This category of dishonesty includes, but is not limited to, knowingly furnishing false information to the college or college personnel including campus security; forgery, including unauthorized alteration or unauthorized use of any college documents, records, or identification cards, including computer records, and misuse of computer facilities and electronic mailing systems.

9. **Disruptive Behavior** - Interfering with any normal college or college-sponsored events and activities, including, but not limited to, studying, teaching, research, administration, and fire, police, or emergency services. This also includes its public service functions on or off campus, or of other authorized non- college activities when the conduct occurs on college premises.

10. **Disorderly Conduct**- Conduct that is disorderly, lewd, breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct also includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.



11. **Drugs Violation**– Use, possession, manufacturing or distribution of marijuana, narcotics, or other controlled substances except as expressly permitted by law. This includes the possession of paraphernalia. Please note, you may be found responsible for a drug violation even if you are only a passive participant.
12. **Failure to Comply** - Failure to comply with reasonable directions of college officials, including college security officers or faculty and staff acting in performance of their duties. This includes refusal to present identification when requested.
13. **Fire Violation** - Knowingly or recklessly causing or attempting to cause a fire in a college building, initiating or causing to be initiated any false alarm/report, warning, or threat of fire, explosion, or other misuse of fire safety or emergency equipment.
14. **Firearms, Explosives, Other Weapons, and/or Dangerous Chemical possession** – Illegal or unauthorized possession of firearms, explosives, other weapons, and/or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or cause fear to others. This includes non-lethal or look-alike weapons that may cause fear in others.
15. **Gambling** – Playing at any game of chance for money or other stakes.
16. **Hazing** – Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership, in a group or club. The express or implied consent of the victim may not be used as a defense.
17. **Misuse of computer facilities**- Theft or other abuse of computer facilities and resources, including but not limited to:
- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file. This includes sending and receiving copyrighted materials.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the college computing system.
  - g. Use of computing facilities and resources in violation of copyright laws. h. Any violation of the Acceptable Use Policy.
18. **Obstruction of Traffic**- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
19. **Parking Violation**- Any parking that disrupts the flow of parking, including parking a vehicle in more than one designated parking spot and parking in an area not designated for parking.
20. **Sexual / Gender-Based Misconduct**- Any behavior covered under the Sexual / Gender-Based Misconduct Policy & Grievance Procedures. This includes charges such as sexual assault, non- consensual sexual contact, sexual harassment, intimate partner/relationship violence and gender based stalking.
21. **Smoking on Campus** - Smoking and/or use of smokeless tobacco products including electronic cigarettes is prohibited in all college buildings and vehicles. Smoking must be limited to designated areas outside of college buildings.

22. **Solicitation of Funds** - Distribution of materials or items on the college campus for financial gain unless it is in the context of a pre-approved club fund-raising activity. Materials to be posted or distributed on college property must be approved by the Academic Support office.

23. **Stalking (Non Gender-based)** – Any pattern of behaviors and activities that instill fear in and/or threaten the safety of the victim. These behaviors may include, but are not limited to the following:

- a. Non-consensual communication, including face-to-face, telephone calls, voice messages, written messages, text messages, electronic mail, unwanted gifts, etc.
- b. Repetitive threatening behaviors c. Pursuing or following
- c. Surveillance or other types of observation

24. **Theft** - Attempt or actual theft of property of the College or property of any member of the college community or other personal or public property, on or off campus including possession of stolen items.

25. **Unauthorized Entry** - Any unauthorized entry into or unauthorized use of any college facility including unauthorized possession, use and duplication of keys and ID cards. This may also include allowing another individual to utilize your School ID.

26. **Vandalism** – Attempt or actual destruction of college or any community member’s personal or public property on or off campus

27. **Violation of Law**- Violation of any federal, state, or local law.

### 3. Housing Conduct—Rules and Regulations

These additional rules are applicable only to students that are residents in campus housing at SMC.

- a. **Apartment Safety Violation**- Failure to maintain a safe living environment. This includes having an unclean apartment and anything that creates a hazard such as overloading plugs or removal of window screens.
- b. **Guest Violation—Behavior**- Failure to monitor guest behavior. Students are responsible for the actions of their guests. This may also include allowing another individual to utilize your School ID.
- c. **Guest Violation—Failure to Check-in**- Failure to check a guest in between the hours of 11:00 p.m. and 8:00 a.m. All guests, even those who arrive before 11:00 p.m., must be checked in during these hours.
- d. **Guest Violation—Length**- Having a guest in housing for longer than 3 consecutive days or more than 9 cumulative nights in a semester.
- e. **Hall Horseplay**- Bicycles, skateboards, skates, rollerblades, and similar items are prohibited inside SMC Housing. In addition, residents may not play any type of sport or throw anything inside the facilities which might harm or injure others or damage property.
- f. **Possession of a Prohibited Item**- Possessing any item that is on the [prohibited items list](#).
- g. **Quiet Hour Violation**- Failure to maintain a reasonable level of noise during designated quiet hours.
- h. **Unauthorized Pets**- Having any animal in housing besides fish. All fish must be kept in a 20 gallon or smaller tank.

### 4. Violation of Law and College Discipline

- a. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior

to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Instruction. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

- b. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the college may advise off-campus authorities of the existence of the Student Code of Conduct and of cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **5. Passive participation in Code of Conduct Violations**

**Any student present during a violation of the Code of Conduct may be found responsible for the violation even if they were not actively violating the policy. A student present in a room where alcohol or drugs are being consumed may still be found responsible even if they were not consuming alcohol or drugs.**

### **Article IV: Student Conduct Code Procedure**

#### **A. Complaints and Student Conduct Board**

1. Any member of the college community may file complaints against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing through the [College Concerns Form](#). Any complaints should be submitted as soon as possible after the event takes place, preferably within 10 days.
2. The college utilizes the college supplied email system for all communications. Students are expected to check their college e-mail on a regular basis. When communication is sent to a student's email account, it is considered delivered.
3. Charges of Sexual Misconduct will be handled according to the protocols of the Sexual and Gender-Based Misconduct Policy.
4. The Student Conduct Administrator may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the complaints are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
5. In cases where the college is acting as the complainant, the Student Conduct Administrator may offer the accused student the option to accept responsibility and waive the official hearing. If the accused student accepts responsibility and the sanctions they will not have any options for appeals. If a student

does not accept responsibility and the offered sanctions, they will then proceed to a Student Conduct Board hearing.

6. All complaints shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than three nor more than fifteen calendar days after the student has been notified. The maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator in response to exigent circumstances.
7. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Article IV.A.9 below:
  - a. Student Conduct Board hearings are normally conducted in private.
  - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
  - c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Board hearings concerning each student to be conducted either separately or jointly.
  - d. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. Unless the case involves a discrimination complaint, the advisor must be a member of the College Community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information unless the college acts as the complainant, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board hearing.
  - e. The complainant, the accused student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.
  - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson or the Student Conduct Administrator or designee.

- h. After the portion of the Student Conduct Board hearing concludes, in which all pertinent information has been received, the Student Conduct Board shall determine (by majority of vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each section of the Student Code of Conduct which the student is charged with violating.
  - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
8. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (with the exception of violations solely of Housing Conduct found in Article III.3 which may not be recorded). Deliberations will not be recorded. The record will remain the property of the college.
  9. If an accused student, with notice, does not appear before a Student Conduct Board hearing, the information in support of the complaints shall be presented and considered even if the accused student is not present.
  10. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President of Instruction to be appropriate.

## **B. Sanctions**

1. The following Sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
  - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
  - d. Fines—previously established and published fines may be imposed.
  - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

- f. Discretionary Sanctions—Work assignments, essays, service to the college, or other related discretionary assignments or educational classes.
  - g. Change of grade/course status—A lower or failing grade on an assignment, a request to repeat or resubmit an assignment, a request to withdraw from the course with the appropriate grade of W or F, a lower grade including a failing grade for the course.
  - h. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
  - j. College Suspension—Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - k. College Expulsion—Permanent separation of the student from the college.
  - l. Revocation of Admission and/or Degree—Admission to or a degree awarded from college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - m. Withholding Degree—Southwestern Michigan College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, college suspension, college expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, college suspension, college expulsion or revocation or withholding of a degree may be expunged from the student's confidential record 7 years after final disposition of the case. (b) In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  4. The following sanctions may be imposed upon groups or clubs:

- a. Those sanctions listed in Article IV.B.1.a-f
  - b. Loss of selected rights and privileges for a specific period of time.
  - c. Deactivation. Loss of all privileges, including college recognition for a specific period of time
5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

### **C. Interim Actions**

#### **1. Interim Suspension**

- 1. In certain circumstances, the Vice President of Instruction or a designee may impose a college or residence hall suspension prior to the Student Conduct Board Hearing
  - a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the college community or preservation of college property; b) To ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college.
  - b. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Vice President of Instruction or the Student Conduct Administrator may determine to be appropriate.
  - c. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

#### **2. No Contact Order**

- 1. In certain circumstances, the Vice President of Instruction or a designee may impose a mutual no-contact order between individual in a situation prior to the Student Conduct Board hearing
  - a. During a no contact order, individuals may not contact each other in any way. This includes contact by phone, email, or any other method.

- b. No other person can contact the other individual on the behalf of the other party.
- c. While the No Contact Order is in place, the parties may work with the Student Conduct Administrator and/or Student Conduct Board.

#### **D. Appeals**

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator (except solely Housing Conduct found in Article III.2) may be appealed by the accused student(s) or complainant(s) to an Appeals Board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Instruction.
2. Decisions in regards to solely Housing Conduct (found in Article III.2) may be appealed in writing within five (5) business days to the Executive Director of Student Housing and Campus Life.
3. Except as required to explain the basis of new information or for solely Housing Conduct case, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the complaints and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the sanction(s) imposed were appropriate for the violations of the Student Code of Conduct which the student was found to have committed.
  - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
  - d. To determine if there was bias on the part of the Student Conduct Board that significantly altered the findings. Perceived prejudice will not be grounds for appeal. There must be evidence of bias.
4. If an appeal is upheld by the Appeals Board, the matter shall be returned to Student Conduct Administrator for re-opening of Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). All attempts will be made to assign a new Student Conduct Board in cases of bias. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.



## **Article V: Interpretation and Revision**

1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President of Instruction or designee for final determination.
2. The Student Code of Conduct shall be reviewed yearly under the discretion of the Vice President of Instruction and the Student Conduct Administrator.

## **Article VI: Administration of Records**

1. Records of college judiciary activities as they pertain to the individuals shall be administered under the following guidelines:
  - a. Disciplinary records shall be made available only to the following:
    1. Employees of the college who have access to the student record as guided by FERPA
    2. Other educational institutions upon request
    3. Prospective employers upon request
  - b. The President of the college shall provide the Board of Trustees with an annual list of all violations resulting in suspension or expulsion.

## **Section 3: Sexual/Gender-Based Misconduct Policy**

### **Introduction**

Members of the college community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Southwestern Michigan College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### **Section 1: Scope and Jurisdiction of Misconduct Policy**

The College Sexual/Gender-Based Misconduct Policy shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. All reports of sexual misconduct will be handled by the office of the Chief of Staff:

Tom Atkinson  
[tatkinson@swmich.edu](mailto:tatkinson@swmich.edu)  
269-782-1276  
David C Briegel Building  
Room 2104

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if

the student withdraws from school while a disciplinary matter is pending. The Chief of Staff shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

### **Expectations of Physical Sexual Conduct**

The expectations of our community regarding sexual conduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't.

Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

### **Expectations of Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (for example, Resident Assistants or other student employees and those over whom they have direct responsibility) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

## **Section 2: Sexual Misconduct Charges**

### **1. Sexual Harassment**

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the

ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

## **2. Non-consensual Sexual Contact**

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman that is without consent and/or by force. This includes the attempt to commit any of these acts.

Examples include: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

## **3. Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object or body part, by a man or woman upon a man or a woman that is without consent and/or by force. This includes the attempt to commit any of these acts.

Examples include: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## **4. Sexual Exploitation**

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. This includes the attempt to commit any of these acts.

Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- offering a sexual partner to other partners for financial gain;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism, watching someone engaged in private activities without their knowledge or consent;
- knowingly transmitting an STI or HIV to another student;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;

- sexually-based stalking and/or bullying (including Cyber) may also be forms of sexual exploitation.

#### 5. **Other Gender-Based Misconduct Offenses**

Other violations of the Southwestern Michigan College Student Code of Conduct may fall under this policy when the parties involved are or have been in an intimate relationship with each other or their actions are sex or gender- based.

### **Section 3: Sexual Misconduct Definitions**

#### **Consent**

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

#### **Force/Coercion**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

#### **Alcohol Use**

Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

## **Retaliation**

Retaliation is the act of harassing or bothering the complainant during or after an informal or formal investigation. Retaliation may be by the charged individual or by another individual doing so on their behalf. Retaliation will not be tolerated and may result in severe sanctions or an additional charge.

## **Michigan Statute covering Sexual Misconduct**

Michigan Compiled Law Section 750.520a - m

### **Section 4: Reporting Sexual Misconduct To Report Confidentially**

If one desires that details of the incident be kept confidential, they should speak with a private counselor, members of the clergy and chaplains, or off-campus rape crisis resources who can maintain confidentiality. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023.

### **Reporting to those who can likely maintain the privacy of what you share**

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the college has not specifically designated as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, should be instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

### **Formal reporting options**

You are encouraged to submit a College Concerns Form at [swmich.edu/campus-services/safety](http://swmich.edu/campus-services/safety). You may also speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The college considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

### **Section 5: College Reporting Actions**

#### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report can be found in room 2104 of the Briegel Building and also on the college website and helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, intramural coaches, residence life staff, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

### **Section 6: Formal Complaint Process for Sexual/Gender-Based Misconduct:**

The Chief of Staff is designated to process all formal complaints. The Chief of Staff may designate an investigator to review the case. A formal complaint can be made in person or orally to an appropriate official, but the college strongly encourages submission of complaints regarding sexual misconduct through the College [Cause for Concern Incident Reporting System](#) which is available online. The college also reserves the right to act as complainant.

The report should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The report should contain the name and all contact information for the complainant. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why. There is not a requirement that any informal actions take place.

Persons who feel that their rights have been discriminated against may also file a complaint with the Office for Civil Rights US Department of Health and Human Services at 233 N. Michigan Ave., Suite 240, Chicago, IL 60601. Voice phone 800-368-1019.

### **Part I: Assignment of Investigator**

Upon receipt of a complaint, the Chief of Staff will:

1. Assign an investigator to the case
  - a. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings.
2. Review if any immediate steps need to be taken for the safety of campus or individuals involved.
3. Monitor that the investigation is completed within 60 days unless there are reasonable documented external factors which require an extension.

### **Part II: Pre-investigation**

Prior to the beginning of the formal investigation, the investigator may review all information in order to:

1. Initiate any necessary remedial actions;
2. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a college proxy or representative);
3. Identify the correct policies allegedly violated;
4. Determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
  - a. If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
5. Meet with the complainant to finalize the complaint

### **Part III: Formal Investigation**

Once the pre-investigation is completed and it is determined there is reasonable cause to charge the student, the formal investigation process will begin.

1. A Notice of Charge letter will be sent to the accused student that includes the charges and a scheduled initial meeting time;
2. The accused student will be presented with the opportunity to accept responsibility. If responsibility is accepted, the investigator may meet with any individuals they deem necessary before moving to Sanctioning.
3. The investigator will meet with all individuals involved including all witnesses.
  - a. The investigation process may require several meetings to before completion. Please see Part IV: Investigation Meeting Details for more information.
  - b. The investigator will review all additional available.

### **Part IV: Investigation Meeting Details**

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the accused student and the complainant be in the same room;
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. Each interview will be recorded by the College. This will be the sole recording for the meeting.
4. Both parties will be allowed an advisor to be present during the meetings.
  - a. The advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to address the investigators.
5. The college reserves the right to compel individuals to participate in the investigation.

### **Part V: Determining Responsibility**

At the conclusion of the formal investigation, the investigator will determine if the accused student is responsible for the alleged violation and assign appropriate sanctions.

1. The investigator will make a decisions based on the preponderance of evidence (51%). This means that they will be determining if it is more likely than not the violation took place.
2. Once the decision is made, an Investigation Outcome Letter will be sent both parties. There are two possible outcomes:
  - a. Not Responsible- It was determined that there was not enough available information to show that it was more likely than not that the violation took place.
  - b. Responsible- It was determined that there was enough available information to show that it was more likely than not that the violation took place.
3. If the student is found not responsible, both parties will have the option to appeal (see Part VII: Appeal)

4. If the student is found responsible, the Investigation Outcome Letter will contain information about sanction (See Part VI: Sanctioning)

## **Part VI: Sanctioning**

Once an individual is found responsible, the investigator will determine sanctioning based on the following criteria:

1. The goal of sanction is to mitigate the situation, prevent its reoccurrence, and remedy its effects on the victim and college community.
2. While the investigators reserve the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior, the following are the usual sanctions as related to Sexual Misconduct.
  - a. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
  - b. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
  - c. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

## **Part VII: Appeal**

Once the outcome letter is complete each party will have a chance to appeal.

1. Each party has the right to appeal:
  - a. The finding of responsibility
  - b. Sanctions imposed
2. All appeals must be received within five (5) business days.
3. Appeals will be sent directly to the Chief of Staff.
4. Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
5. The Chief of Staff may meet with individuals involved but is not required to unless they deem it necessary.
6. New Information will only be considered if the information was not available at the time of the initial investigation.
7. The Chief of Staff will make the following determinations:
  - a. Was the finding of responsibility correct
  - b. Was the sanction imposed proper and meet the goals in Part VI.1.
8. The Chief of staff may lessen, alter, or dismiss any finding or sanction from the investigators.
9. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
10. The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal.
11. The decision of the Chief of Staff is the final official decision of the college. There are no more options to appeal after this point.



## **Section 7: Additional Important Information**

### **Attempted violations**

In most circumstances, the college will treat attempts to commit any of the violations listed in this handbook as if those attempts had been completed.

### **College as Complainant**

As necessary, the college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

### **False Reports**

Southwestern Michigan College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **Immunity for Victims and Witnesses**

The college community encourages the reporting of Student Code of Conduct violations, especially sexual misconduct. Sometimes, victims or witnesses are hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking that occurred at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, the college pursues a policy of offering victims of sexual misconduct and witnesses to sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses, in such cases.

### **Bystander Engagement**

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to get help). The college pursues a policy of partial immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### **Parental Notification**

In regards to the Sexual Misconduct Policy, Southwestern Michigan College will not contact parents unless is determined to be absolutely necessary. The college reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is a non-dependent, the college will contact parents/guardians to inform them of situations in which there is a significant and health and/or safety risk. The college also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

### **Notification of Outcomes**

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college will release this information to the complainant in any of these offenses regardless of the outcome.

### **Past Sexual History/Character**

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Student Conduct Administrator. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Student Conduct Administrator may supply previous complaint information to the investigators, the conduct board, or may consider it him/herself if s/he is hearing the complaint, only if:

- 1) The accused was previously found to be responsible;
- 2) The previous incident was substantially similar to the present allegation;
- 3) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

### **Section 8: Statement of the Rights of the Accuser**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during the campus hearing process;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;

- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student's housing to a different on-campus location;
  - Assistance from college support staff in completing the relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the investigation and to have that statement considered by the investigator in determining its sanction;
- The right to a campus no-contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by the investigator.
- The right to appeal the finding and sanction of the investigation, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right the investigation closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;

- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence.
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to have college policies and procedures followed without material deviation;
- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

#### **Section 9: Statement of the Rights of the Accused Student**

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a thorough investigation before responsibility is determined;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right the investigation closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to have college policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process.
- The right to a fundamentally fair investigation, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to a conduct panel comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## Section 10: Examples of Sexual Misconduct

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being "a prude." Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never had done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left. **Bill is responsible for violating the college Non-Consensual or**

**Forced Sexual Contact policy.** It is likely that a college hearing board would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Adam comes to Beth's dorm room with some mutual friends to watch a movie. Adam and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Adam and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Adam verbally expresses his desire to have sex with Beth. Beth, who was abused by a babysitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Adam takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Adam to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Adam would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Adam, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Adam had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**
3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.**

## Section 11: Frequently Asked Questions

Here are some of the most commonly asked questions regarding the college's sexual misconduct policy and procedures.

- *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the college's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of

the privacy of the complainant or the accused student may lead to conduct action by the college.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the college, Chief of Staff, Coordinator of Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the college and there is evidence that a felony has occurred, local police may be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution may legally be required to notifying law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- *Will my parents be told?*

No, not unless you tell them. Whether you are the complainant or the accused student, the college's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials may directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused student has signed the permission form which allows such communication.

- *Will the accused student know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the college does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- *Do I have to name the perpetrator?*

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the college's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

- *What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Conduct Administrator who can explain the college's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed and room changes for the accused student can usually be

arranged quickly. Other accommodations available to you might include:

- Assistance from college support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

- *What should I do about preserving evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution may also accompany you to the hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the college's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either



remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

- *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*  
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.
- *What should I do if I am uncertain about what happened?*  
If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should review the materials in this document and perhaps discuss your situation with a responsible college employee.

## **Section 12: Sexual Violence- Risk Reduction Tips**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally

able to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the college never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

## Section 4: Drug and Alcohol Abuse Prevention Program

### Employees, Staff and Faculty:

It is Southwestern Michigan College's desire to provide an alcohol and drug-free, healthful, and safe workplace. To promote this goal, employees and students are required to abide by the College's Drug and Alcohol Policies as found in the Employee & Student Handbooks.

### Employee:

While on Southwestern Michigan College premises and while conducting business-related activities off Southwestern Michigan College premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs, or be intoxicated. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace

### Student:

While on college premises or at college sponsored events, use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by college regulations) as well as use, possession, manufacturing or distribution of marijuana, narcotics or other controlled substances (except as expressly permitted by law) are violations of the Student Code of Conduct. This includes public intoxication and possession of drug paraphernalia. It should be noted that the student may be found responsible of an alcohol or drug violation even if they are only a passive participant.

Violations of the above policies & conduct code may lead to disciplinary action, up to and including immediate termination of employment or expulsion, and/or required participation in a substance abuse rehabilitation or treatment program.

### POTENTIAL LEGAL CONSEQUENCES

Violations of laws and ordinances relating to drugs and alcohol also may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

**Federal Drug Sanctions** - A full description of federal sanctions for drug felonies can be found at: <http://www.usdoj.gov/dea/agency/penalties.htm>.

**State Alcohol Sanctions** - Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law.

**Michigan Law Governing Medical Marijuana** – The Michigan Medical Marijuana Act of 2008 (MMMA) permits qualified patients and their primary caregivers to use, possess and grow limited amounts of

marijuana for treatment of certain debilitating medical conditions. However, the MMMA conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession or cultivation of marijuana in any form and for any purpose constitutes a violation of the Southwestern Michigan College Drug and Alcohol Free Workplace Policy and student conduct code.

- A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.
- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Michigan.

#### HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

|   |  |
|---|--|
| ALCOHOL   | Loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.   |
| AMPHETAMINES  | Can cause rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death. |
| CANNABIS  | Can cause permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.   |
| COCAINE   | Cause damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as "crack") are highly addictive.  |
| HALLUCINOGENS<br>(PCP, LSD, ecstasy)  | Cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.                   |
| INHALANTS<br>(Nitrous oxide, Amyl nitrite, Butyl nitrite, Chlorohydrocarbons, Hydrocarbons) | Cause nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.                |

|   |   |
|---|---|
| NARCOTICS<br>(Heroin, morphine, Opium, codeine) | Highly addictive; tolerance increases rapidly; cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis.                      |
| SEDATIVES                                       | Tolerance increases rapidly; produces physical and psychological dependence; cause reduced reaction time and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death. |

#### AVAILABILITY OF SUBSTANCE ABUSE REHABILITATION AND COUNSELING

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval from Human Resources to take unpaid time off to participate in a rehabilitation or treatment program. Southwestern Michigan College health insurance may cover such treatment (please review the health insurance summary plan document). Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Southwestern Michigan College policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Southwestern Michigan College any undue hardship. Employees or Students seeking confidential substance abuse treatment and counseling can contact Woodlands Behavioral Healthcare Network at their 24 hour crisis hotline at 1-800-323-0335Call: 1-800-323-0335 or 269-445-2451Call: 269-445-2451.

#### POLICY DISSEMINATION

The College will provide students and employees with a copy of the Drug and Alcohol Abuse Program Notice annually. New employees and faculty will also be required to sign acknowledgement forms of these terms at New Employee and New Faculty Orientations. A copy of the Drug and Alcohol Abuse Prevention Program Notice and the above provisions of these procedures also will be posted on the college website. The College will also include the Drug and Alcohol Abuse Prevention Program Notice in the College Catalog, Student Handbook and Employee Handbook.

#### BIENNIAL REVIEW

The College shall conduct a biennial review of the Drug and Alcohol Abuse Prevention Program to: 1) determine its effectiveness and implement changes, if needed; and 2) determine the number of drug and alcohol related violations and fatalities that occur on campus or during College activities; and are reported to College officials.



## Chapter 5: Financial Aid Policies

### What is Financial Aid?

Getting a college education can be expensive, not only for the student but also for their 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 <http://www.fafsa.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 applications and most scholarships.

Most Southwestern Michigan College students receive some type of financial aid. Financial aid at SMC falls into 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 Brittany Cavanary, accounting/third party billing specialist, at 800-456-8675, ext. 1298 or email [ecashier@swmich.edu](mailto: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 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 a professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

#### How much can I get?

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 2016-2017 award year (July 1,

2016 to June 30, 2017) is \$5815. 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-scholarships/pell/calculate-eligibility>.

#### Federal Supplemental Educational Opportunity Grants (SEOG)

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 the most financial need will receive FSEOG first.

#### FSEOG Facts:

- Student 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's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. Awards are generally \$200 per academic year and are not automatically renewed. Students must complete the FAFSA and meet all eligibility requirements each year.

### **State Grant Programs**

#### **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 a student's other 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 or 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 complete 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 U.S. Department of Education. Federal Direct Loans are administered 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 met, 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 based 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 due to non-payment of interest while the student is in-school or in grace, but the interest will build and the student 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 7/1/2015, interest rates for both Subsidized and Unsubsidized Direct Loans for undergraduate students are 4.29%.

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

## **Federal Direct PLUS Loan**

This is a non-need based 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 <http://www.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 called "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(if 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 their award online on SMC Wired, My Courses tab, Financial Aid link..

If 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 corrections 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](http://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 aid 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](mailto: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](mailto:finaid@swmich.edu).

## Repeated Coursework

Federal regulations now limit the number of times a student may repeat a course and receive financial 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 your 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, Federal Perkins Loans, Federal Direct Subsidized Loans and some outside resources (i.e. faculty/staff tuition benefits, scholarships, stipends, etc.). Non-need based aid includes Federal Stafford 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 the Office of Student Financial Aid of any money you are receiving from any outside source such as scholarships, alternative loans, etc.
2. Check with the Financial Aid office before applying for additional aid to see if the maximum

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

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



## Chapter 6: Housing Policies

### Student Housing Information and Procedures

#### Resident Rights and Responsibilities

1. Each Resident has a right to study, sleep, and be free from undue interference from noise, guests, and other distractions. Residents must respect this right by not creating disturbances or causing unreasonable noise or distraction.
2. Each Resident has a right to privacy. Residents must respect this right by asking permission before borrowing or using other residents' possessions (e.g., computer, stereo, clothing, food, etc.) unless such possessions have been specified as a "shared item" in the Roommate Agreement. Residents must also respect each other's private time. The College reserves the right to enter apartments as explained in this Handbook and in the Terms and Conditions of Residential Housing.
3. Each resident has a right to a clean living environment. Residents must respect this right by maintaining common areas in a clean and orderly fashion. Residents must report maintenance issues and damage to rooms, suites, or common areas as soon as such issue or damage is noticed.
4. Each resident has the right to be free from fear of intimidation, physical harm, or emotional harm. Residents must respect this right by conducting themselves as good citizens and good neighbors.

#### Terms and Agreements of Residential Housing

Residents are required to be familiar with both the Student Handbook and the Terms and Conditions of Student Housing. By signing the Housing Application, you agree to follow both of these documents.

#### Important Housing Dates

This section includes the important contractual dates

**Cancellation Deadline: June 1, 2016-** Student must request cancellation by this date in order to receive a refund of their security deposit. Any cancellations after this date will result in forfeiture of the deposit.

**Fall Enrollment Deadline: June 20, 2016-** Students must be enrolled full time by this date. Students who are not enrolled full time will be moved to the bottom of the waitlist and lose their guaranteed spot in housing. Students who do not make the registration deadline are not exempt for the cancellation deadline.

**Fall Payment Date: July 18, 2016-** Students housing, tuition, and fee charges must be paid by this date. Students have the option to pay-in-full, use authorized financial aid, or set up a payment plan by this date. Failure to do so by this date will result in being moved to the bottom of the waitlist. Students who do not make the registration deadline are not exempt for the cancellation deadline.

**Fall Move In Date: September 1, 2016:** All students may move into student housing.

**Fall Move Out Date: December 16, 2016:** All students must check out with an Resident Assistant by this date. The specific procedure for checking out will shared two weeks prior to this date. Students who are returning for the Spring semester may leave personal items but cannot stay unless approved for break stay.

**Spring Enrollment Date: December 1, 2016:** Students must be enrolled full time by this date. Students who are not enrolled full time may lose their spot in housing for the Spring semester.

**Spring Payment Date: December 1, 2016:** Students housing, tuition, and fee charges must be paid by this date. Students have the option to pay-in-full, use authorized financial aid, or set up a payment plan by this date. Students who are not paid in full may lose their spot in housing for the Spring semester.

**Spring Move In Date: January 5, 2017:** All students may move in/return to student housing.

**Spring Move Out Date: May 5, 2017:** All students must check out with an Resident Assistant by this date. The specific procedure for checking out will shared two weeks prior to this date. Students who are returning for the Summer semester may leave personal items but cannot stay unless approved for break stay.

## **Moving Into SMC Housing**

### **Move-In Dates**

Typically, students are able to move in the Thursday prior to first day of classes each semester. Students will be informed of the exact move in date and time in their roommate assignment letter that is sent out prior to the beginning of the semester.

### **Move-In Inventory**

On move-in day, a Resident Assistant will meet with each student to review the Room Inventory. The Room Inventory will have any preexisting damages. It is the resident's responsibility to make sure that all damages are noted on this inventory. Once it is reviewed, the RA will e-mail a copy of the form to the resident. The Room Inventory will be reviewed with residents at move-out. Residents are responsible for all damage to the apartment, beyond normal wear and tear, that was not identified on the room condition report at move-in.

### **Week of Welcome**

During the first week of each semester, SMC housing hosts the Week of Welcome. This annual event includes some informational meetings as well as many fun activities to help students meet new people. We strongly encourage all students to take part in this great event!

## **Moving Out of SMC Housing**

### **Move-Out Dates**

Students that are not returning next for the following semester must move out on by the assigned move-out date. This date is typically 24-48 hours after finals are completed each semester. The exact move-out date will be communicated to students each semester. Students may ask for a move-out extension by sending a request to the

Director of Student Housing no later than 48 hours before the scheduled move-out time. Failure to move out by the move-out date will result in a \$25 charge per day.

### **Damage**

SMC will charge residents for any damage to the apartment beyond normal wear and tear not listed on the “room condition report” at move-in, including any necessary cleaning charges. Damages to common areas of an apartment (kitchen, bathroom, living room) will be split between all residents unless we can identify an individual or individuals responsible for the damage.

### **Damage to Public Areas**

If damage occurs to a public area inside SMC resident student housing and SMC cannot determine who is responsible for the damage, the costs of repair may be charged back to all residents. This policy is designed to encourage pride in SMC housing and to discourage damage. If a resident destroys college property, that resident may be responsible for restitution and other sanctions.

### **Late Stay**

If a resident needs to stay in the apartment beyond the official move-out date, the resident must request an extension of the move-out date from the Housing Manager. The protocol for requesting an extension will be further explained in the move-out letter. If a resident is granted a move-out extension, the resident must pay a daily rate, prorated based on the daily rate for a 12-month contract term, for each day he or she remains in the apartment. Extensions are not guaranteed, and SMC reserves the right to deny a request for an extension.

## **Canceling a Student Housing Contract**

### **Canceling Before Moving In**

Residents should review the Terms and Conditions of Residential Housing for a description of the processes and fees associated with canceling or terminating a resident housing contract. Residents who wish to cancel their contract must complete the Cancellation Application in Simple Campus Housing before the deadline found in the Terms and Conditions of Residential Housing document.

### **Canceling After Moving In**

Once a student moves into SMC housing, they are responsible for their spot in housing for the entire contract term. This includes both the Fall and Spring semesters. Students may request an early cancellation of their contract by completing the Cancellation Application in Simple Campus Housing and contacting the Director of Student Housing. If we are able to find somebody to take over your contract, then you may be released from your contract. This replacement is not for your physical bedroom but instead for your overall place in housing.

## **Summer Housing**

Each student is allowed to elect to stay or not stay during the summer regardless of the initial contract that they signed. The sign-up will take place during the Spring semester each year. Summer housing students are expected to meet the Summer Housing Enrollment Requirements.

## **Academic Requirements**

SMC recognizes that residents are first and foremost students. SMC reserves the right to cancel a residential housing contract if SMC believes that living in residential housing is interfering with the resident’s academic success.

## **Housing Academic Probation**

Residents who earn a GPA between 1.0 and of 2.0 during any term will be on academic probation. These residents

must meet with a housing professional staff member and may be required to utilize campus resources, including tutoring, to improve their grades.

### **Housing Academic Dismissal**

#### **Repeat Academic Probation Students**

Any student who, while on probation, earns between a 1.0 and a 2.0 GPA may be removed from SMC Housing. SMC housing will terminate their housing contract for the next semester.

#### **Student Withdrawal GPA Dismissal**

If a student is approved to drop below 12 credit hours during a semester, they must earn at least 1.50 GPA instead of the required 1.00 GPA. Any resident who drops below 12 credit hours and earns less than a 1.0 semester GPA during any semester may be removed from housing. The removal will take place immediately and will result in the cancellation of a student's contract. They will have the option to appeal as stated below.

#### **Below 1.00 GPA Dismissal**

Any resident who earns less than a 1.0 semester GPA during any semester may be removed from housing. The removal will take place immediately and will result in the cancellation of a student's contract. They will have the option to appeal as stated below.

#### **Housing Dismissal Appeal**

All students have one opportunity to appeal Academic Dismissal. This appeal must be received in writing to the Director of Student Housing by the deadline stated in the dismissal letter. Appeals are not guaranteed.

If an appeal is granted, the student must agree to comply with probation program. The probation stipulations are:

- Attend at least 90% of all classes
- Complete at least 90% of all assignments
- Submit a quarterly progress report signed by all teachers
- Attend a weekly study hall
- Not be found responsible for college or housing policy violations
- Not earn less than C in any class that is being repeated
- Not withdrawal from any classes

Failure to complete any part of the probation program will result in immediate removal without refund for the semester.

### **Enrollment Information**

#### **Fall and Spring Enrollment Requirements**

To remain a resident of student housing, residents must be full-time students during the Fall and Spring terms, taking no less than 12 credits per term.

#### **Summer Enrollment Requirements**

If a student has not been found responsible for any conduct violation and has at least a 2.50 cumulative GPA, they are only required to be enrolled in 3 credit hours during the Summer semester. All other students are required to be enrolled in at least 6 credit hours.

#### **Exceptions to Enrollment Requirements**

Students may submit a request in writing to the Director of Student Housing to have the enrollment requirements waived. These will be considered on a case-by-case basis. One example would be that only 9 credit hours are needed in order to complete a degree.



### **Dropping Below Enrollment Requirements during a Semester**

If a student wants to drop below 12 credit hours, they must contact the Director of Student Housing. SMC Housing allows students to drop below 12 credit hours one time during their time at SMC. Students that drop below 12 credit hours must maintain at least a 1.50 semester GPA instead of the 1.00 GPA requirement.

### **Room Assignment and Roommate Information**

#### **SMC Initiated Changes**

**SMC reserves full discretion to assign and reassign residents to specific apartments. SMC staff may move a resident to another room if staff believes such a move is in the best interest of SMC, the resident, or other residents. Students must comply with a request to change rooms. Student Requested Changes**

Students may request to change rooms during the semester by completing a room change request form at their front desk. SMC will consider all requests but requests are not guaranteed. No room changes request will be granted during the first two weeks of each semester except for emergency reasons.

#### **Roommate Selection**

SMC will consider requests for specific assignments, including requests for roommates, but it may choose not to grant such a request. Returning Students will be allowed to select their specific roommates during the room sign-up period.

#### **Roommate Agreements**

During the first two weeks of the semester, a Resident Assistant will meet with every room and complete a roommate agreement. The agreement will address such matters as overnight guests, bathroom schedules, study schedules, cleaning of common areas, and the designation of items as shared or community items. Guest visitation will not be allowed until the Roommate Agreement is completed.

#### **Roommate Conflict Resolution**

If a resident is physically injured by another resident or a guest or is fearful of another resident or guest, or if a resident knows that another resident is fearful of or has been injured by a resident or guest, the resident should notify a SMC staff immediately. In all other cases, residents should discuss issues of conflict or concern directly with suitemates and neighbors before involving housing staff. Residents must respectfully listen to fellow residents and attempt to resolve problems and concerns amicably. If a resolution cannot be reached between the residents, a resident may ask for assistance from a Resident Advisor or a Housing Professional Staff Member.

The typical roommate situation will should follow these steps:

1. Students try to work out situation with roommates. If the issues are not resolved then;
2. The Resident Assistant on the floor will try to mediate. If the issues are not resolved then;
3. The Resident Hall Manager will try to mediate. If the issues are not resolved then
4. The Director of Housing or an outside Mediator will try to mediate. If the issues are not resolved then;
5. SMC Housing will determine what students to move to a new location.

#### **Guest Information**

Guests must sign in at the front desk and show picture identification (e.g., driver's license, military ID, state ID). The guest's host-resident must also sign in acknowledging that the host-resident takes responsibility for the guest. The host-resident must escort his or her guest for the duration of the guest's stay.

Guests must follow SMC Housing policies and procedures. The host-resident accepts all responsibility for any damage, problems, or violations caused by his or her guest's behavior or actions. **SMC may revoke or deny visitation privileges to any guest for any reason.**

All guests who are at least 18 years old are permitted to stay overnight with the consent of the other suitemates. Residents must have a Guest Visitation Agreement on file in order to have any overnight guests.

Guests may not stay longer than three nights in a row without the prior consent of the housing professional staff. No guest may stay more than 9 cumulative nights in residential student housing in a semester.

All Guests must be checked in at 10:00 p.m. Any guest found in the building after 10:00 p.m. without checking in will be asked to leave without the option of check in.

Guests under 16 are not allowed in SMC Housing after 10:00 p.m., unless approved in advance by the housing professional staff.

Residents are limited to 2 guests per room, with no more than 4 guests in an apartment at any time. Suitemates should have conversations ahead of time if they plan to have guests visit.

### **Emergency Contacts**

SMC Housing may contact individuals identified by a resident as emergency contacts at any time SMC deems such contact appropriate. Students will also be asked to leave an emergency contact in case they become missing. This contact will be kept confidential and will only be used for the purpose of a missing person report.

### **Missing Person Policy**

#### **Definition of a Missing Person**

A Missing person is anyone whose absence is contrary to his/her usual pattern of behavior and it is suspected that unusual circumstances may have caused the absence.

#### **Collection of information**

SMC Housing will ask residents to provide the missing person contact at move in. This will be stored separate from the emergency contact information collected and will only be used for the purpose of a missing person.

#### **Investigation**

SMC housing will first attempt to locate the individual. If we are unable to contact the individual we will notify SMC's Security Coordinator who will work in conjunction with the Dowagiac Police Department.

#### **Notification**

SMC Housing will contact the missing persons contact provided by the student within 24 hours of determining the student is missing. SMC housing will also contact the parent of any student under the age of 18.

### **Fire Procedures**

Federal law requires that every university that operates on-campus student housing facilities maintain a written and easily understood log of all fires that occur in such facilities, including records of the nature, date, time and general location of each fire.

- The law requires that the log be available for public inspection for the most recent 60-day period and that additions or changes to the log be made within two business days of the receipt of the information.
- The Law also requires that any portion of the log older than 60 days be made available within two business days of a request for inspection.

For the purpose of this log, a "fire" is defined as "any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner". If a specific day is not listed, then no fires were reported on that day.

## **This fire log will be available at each Residence Hall Front Desk.**

### **Approved and Prohibited Items**

All Residence Life apartments come equipped with a full-size refrigerator, oven, dishwasher, and microwave.

Residents may not bring any other appliance or electronic item into the apartment unless the item is identified below as a pre-approved item or unless the resident is granted specific approval by the Office of Residence Life. Under no circumstances may a resident bring or allow any of the items identified below as a prohibited item to be brought into the apartment.

### **Pre-Approved Items**

- Irons (equipped with auto shutoff feature)
- Desk lights with glass cover
- Personal computers and accessories
- Clocks
- Coffee makers
- Portable hair dryers
- Desk fans
- Non-halogen floor lamps
- Answering machines
- Radios
- CD players
- TVs
- VCRs
- DVD players
- Personal refrigerators (must be under 5 cubic feet and must use less than 1.5 amps of electric current)
- Toasters
- Popcorn poppers
- George Foreman style grills
- Fish tanks (20 gallons or less)

### **Prohibited Items**

- Mug warmers
- Wax/candle warmers
- Candles
- Grills
- Hoverboards
- Halogen lamps
- Space heaters
- Combustive chemicals, such as gasoline or propane
- Waterbeds or other water-filled furniture
- Live trees (e.g. holiday trees) or large potted plants

- Pets (caged or uncaged)
- Air conditioners
- Mattresses
- Microwaves
- Incense
- Lofts
- Weapons of any kind (see Weapons section below)

In addition, motorcycles and other fuel-driven engines may not be stored or operated anywhere inside SMC housing and must be parked in designated parking areas.

### **Restrictions on and Instructions for Use of Appliances and Electronic Items**

Residents may not leave heat producing items (e.g., irons, toasters, blow dryers, George Foreman grills, etc.) unattended. Such items should be unplugged when not in use and should be cool to the touch before they are stored. Residents may not cover ventilation openings on TVs, stereos, or radios. Appliances and electronic items may only be used with proper extension cords. If the cord of an appliance or electronic item is frayed or damaged, the appliance or item is no longer safe and may not be used in the apartment.

Residents must unplug all appliances and electronic items before leaving for an extended period of time. Residents may not overload circuits by plugging too many devices into one outlet. If SMC determines that a resident is overloading a circuit, an SMC staff member will ask the resident to remove some items from the circuit. Residents must comply with such a request, and the failure to comply with such a request may result in disciplinary action.

### **Pets/Animals**

Pets are prohibited, with the exception of aquarium fish with a maximum tank size of 20 gallons. Anybody requesting exception to this rule must contact the Director of Student Housing. This restriction does not apply to residents needing service animals. Residents needing service animals should contact the Director of Student Housing.

### **Noise**

#### **Courtesy Hours**

Courtesy hours are in effect 24 hours a day, 7 days week. Residents should inform other residents if activity is unreasonably disruptive. Residents have a responsibility to listen to other residents who approach them about their noise level. Residents are expected to first approach their neighbor or suitemate about a concern before requesting assistance from the Office of Residence Life.

#### **Quiet Hours**

During quiet hours, noise should be contained to a resident's apartment or bedroom. Noise that can be heard clearly through closed doors or walls is considered excessive. The following hours have been designated as quiet hours:

Sunday Night-Thursday Night: 11 p.m. - 8 a.m. Friday Night-Saturday Night: 1a.m. – 8 a.m.

#### **Academic Focus Floor Quiet Hours**

SMC Housing has an Academic Focused Themed Community. One part of this community is that it maintains special quiet hours for that floor.

The following hours have been designated as quiet hours for the Academic Focused Themed Community: Sunday Night-Thursday Night: 9:00 p.m. - 8 a.m.

Friday Night-Saturday Night: Midnight – 8 a.m.

SMC housing will not enforce quiet hours on the surround floors until that floors posted hours.

### **Exam Week Quiet Hours**

Due to the varied class schedules of residents during exam week, and the intensity of study and quiet needed during this time, Quiet Hours are in effect starting at 11:00 p.m. on the day before the Final Exam prep day prior to finals week each academic term and lasting through the end of final exams, with the exception of a brief courtesy hour between 6 p.m.-7 p.m. each day. This courtesy hour is not for blasting loud music or screaming in the hallways, but is for residents to vacuum or remove furniture if moving out or to perform similar activities that might cause too much of a disturbance otherwise.

### **Trash/Littering**

In order to maintain a clean, healthy, and bug-free environment, residents are expected to properly dispose of all garbage in proper receptacles in a timely manner. Residents who leave bags of trash, boxes, or other items outside their door create a fire hazard. Trash should be disposed of in plastic bags that are tied shut. Trash picked up by staff will be billed to the responsible party's account at the rate of \$25.00 per bag. If no responsible party can be identified, the apartment that the trash is found outside of may be held responsible and all suitemates will split the rate of \$25.00 per bag.

### **Apartment Security**

Residence Life provides door security systems on all apartment doors and ensures that they are maintained in working order. Residents should report malfunctioning locks immediately to the Front Desk. Residents may not affix any additional locks on apartment doors. Residents may not undermine the use of room security by disabling locks.

Residents may not use emergency exits or windows for entry or exit of the building except in emergency situations. SMC encourages residents to purchase small lockboxes or safes to keep in their personal bedrooms for the storage of personal valuables.

Residents may not allow any other individuals to use their ID to enter the buildings or suites. Any unauthorized use will result in disciplinary actions.

SMC is not responsible for damages to personal property in your apartment. SMC encourages residents to obtain renters insurance.

### **Apartment Inspections and Staff Room Entry**

#### **Periodic Safety Inspections**

SMC's Residence Life and Buildings and Grounds staff may periodically inspect apartments, including bedrooms and bathrooms, to ensure that no safety hazards exist. Staff will attempt to schedule such inspections and will attempt to give residents at least 48-hours' notice before the inspection. During the safety inspection, SMC staff will check for malfunctioning appliances, unreported damage, and that the apartment is being kept in an overall clean and safe condition. Following the inspection, SMC staff will leave the residents notice that the inspection was completed and of any follow up that may be necessary.

#### **Maintenance Inspections and Repairs**

SMC staff may enter apartments and inspect common areas and bedrooms and bathrooms in the course of routine maintenance inspections. These inspections are designed to alert staff to maintenance and upkeep needs, to prevent short- and long-term damage to buildings, and to prevent unnecessary charges or fees to residents. SMC will attempt to provide residents with at least 24-hours' notice before conducting one of these routine inspections.

Following the submission of a work request, maintenance staff will attempt to repair the issue as soon as possible. In these instances, SMC staff will knock and announce themselves before entering the apartment. If, after three attempts, no one opens the door, SMC staff may open the door and enter the apartment without a resident present. Following the inspection, SMC staff will leave the residents notice that the inspection or repairs were completed and of any follow up that may be necessary.

### **Emergency Inspections**

SMC staff may enter an apartment without notice or permission when it has reason to believe that a resident may be violating this Handbook, SMC rules or regulations, or federal, state, or local law or when entry is necessary to protect someone's health or safety or to preserve the rights of other residents.

### **Discovery of Violation or Contraband During Inspection**

If, during an inspection, a staff member observes evidence of a violation of this Handbook, the SMC's rules and regulations, or of a federal, state, or local law, the staff member may contact appropriate SMC authorities who may enter the apartment or the bedroom or bathroom to further investigate. If an inspection reveals contraband or an item that is likely to cause a safety threat to the building or the community, SMC staff may confiscate the contraband or item without the consent of the resident. If evidence of a violation of this Handbook, SMC rules, or federal, state, or local law is discovered during an inspection, the resident or residents of the apartment may be subject to further investigation and discipline. If SMC staff discover, during the course of an inspection, evidence of illegal activity, staff may refer the matter to law enforcement personnel for further investigation and possible prosecution.

### **Media Policy**

Residents may not knowingly permit members of the media to enter SMC resident student housing buildings without the approval of the Director of Student Housing.

### **Solicitation and Posting**

To protect the safety, welfare, and privacy of student residents, solicitation from outside vendors is prohibited. Residents and their guests may not sell or distribute items door-to-door in resident student housing buildings without the prior approval of Director of Student Housing. If a resident notices a violation of this policy, the resident should contact the front desk immediately.

Signs advertising academic, educational, or social activities sponsored by SMC or official SMC organizations may be posted in authorized areas of resident student housing buildings after they are stamped by the Office of Residence Life. Signs not stamped by the Office of Residence Life will be removed.

Residents may not post personal items on the walls, doors, or unauthorized bulletin boards in public or common areas of the resident student housing buildings, including, but not limited to, rideshare information, offers to buy or sell items, or advertisements for events that are not sponsored by SMC or an official SMC organization. Students may post such items on public or community bulletin boards designated for such postings. SMC is not responsible for the content of material posted on public or community bulletin boards.

### **Safety and Security Protocols**

In the event that an emergency arises, it is the goal of SMC and the Office of Residence Life that all residents feel and are fully prepared and know what to do and how to respond. Resident safety is of the utmost importance. Resident Advisors will meet with all students at the beginning of each contract term to review emergency protocols. Residents should be aware of all protocols and take all alarms, threats, and warnings seriously.

## Fire

If a fire is minor and a Resident feels safe handling it, all suites are equipped with fire extinguishers. To use a fire extinguisher:

- **P**ull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- **A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
- **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

Once the fire is out completely, residents should call 911 and find a staff member to file a report. Firefighters should still be called to the scene to assess the cause of the problem and make sure the fire is completely out.

All apartments and common areas are equipped with smoke detectors. Should the smoke detector in a resident bedroom or apartment go off, it will not trigger the entire building system. Residents who have an out-of-control fire in their apartment or bedroom should exit their apartment, pull the door to their bedroom and apartment shut (to prevent the fire from spreading), and pull the fire alarm in the hallway to activate the all-community alarm. The resident should then call 911 and find a staff member or firefighter and tell them where the fire is located and if possible, how it was started. At no time should a resident try to combat or continue to combat a fire that is out of control. If a resident does not feel safe or a fire extinguisher is not doing enough, the resident should exit as quickly as possible and do as much as they safely can to alert the rest of the community.

When a fire alarm sounds, residents should always respond as if it is a real fire. Residents should immediately exit their apartments. Procedures for exiting during a fire alarm are as follows:

- Feel all doors and doorknobs for heat on the other side with the back of your hand before opening them. If a door is hot, do not open it. If a door is not hot, open it cautiously, and be prepared to quickly shut it if smoke or flames start to rush in. If no flames or smoke rush in, look out and check the hallway. If it is clear, close the door behind you and walk to the nearest exit. Never use an elevator during a fire. Take stairs to the ground level and exit the building. Once you have exited the building, meet in the parking lot, and find your floor and group so that staff can properly account for all residents. Follow all instructions of Residence Life Staff and other SMC officials. Always stay 25 feet away from the building and away from areas that firefighters need access to.
- If smoke or flames rush into your apartment, close the door quickly. If there is time, place a wet towel under the door to prevent smoke from entering your apartment. If possible close yourself into a bedroom with a window, again closing the door and placing a wet towel under the door. Open your window and hang a towel outside for someone to see. If you have a cell phone or phone near you, call 911 and tell them which apartment you are trapped in and the location of the fire. Tell them you have hung a towel out your window as a sign of where you are. Remain calm and stay on the line with the operator. If you do not have a working phone, go to your open window and start yelling for help. SMC staff and firefighters should be inspecting the outside of the building looking for anyone in distress.

- Residents should remain in the parking lot with their floor group until an all-clear is sounded or they are instructed that they may return to the building. If the building remains unsafe to re-enter, residents will be relocated for the evening and given instructions by SMC staff.

Knowingly or negligently causing or attempting to cause a fire in a college building; initiating or causing to be initiated any false alarm, report, warning, or threat of fire, explosion, or other emergency is prohibited and a cause for disciplinary action. Misuse or damage to fire safety equipment such as fire extinguishers, exit signs, first aid kits, or emergency supplies is also prohibited and a cause for disciplinary action.

### **Severe Weather or Tornado**

Tornadoes can occur at any time, but are more prevalent during the Spring months. They are usually a funnel-shaped cloud, spinning rapidly and extending toward earth from the base of a thunder cloud. When close by, a tornado sounds like the roar of airplanes.

A weather monitor is located at the front desk. In the case of severe weather or tornado, an alarm will sound, (students should hear an alarm that is a steady tone, as opposed to a fire alarm sound which is a ringing sound) and all residents in the building will be directed down stairwells to the basement. Residents should not use the elevator. Suitemates should check to make sure other suitemates are exiting the apartment. Residents should take keycards and close all doors.

Flashlights are not provided by Residence Life. Residents should consider obtaining flashlights for their apartment in the event of a power outage or extreme weather. Candles are prohibited.

The following are weather warning levels:

**Tornado Watch** – A tornado watch means that conditions are favorable for the development of a tornado. A tornado watch will be announced only through local radio and television (no sirens). Although tornado watches are issued frequently, one should be prepared to take appropriate action should threatening weather develop.

**Tornado Warning** – A tornado warning means that a tornado has been sighted, and SMC is in its path. The County Emergency Management Agency will activate its siren. The siren will issue a steady tone for three to five minutes. If residents hear the siren, they should proceed to the basement as discussed above.

### **Bomb Threat**

In the event a bomb threat is received:

Residents will be evacuated immediately from the building. Residents should stand at least 100 feet from all buildings.

No one may re-enter the building until clearance is given by SMC Staff or the Housing Manager. Should it be determined that the individual responsible for the bomb threat is a student, the College will initiate immediate disciplinary action and refer the student for criminal prosecution.

### **Campus Lockdown**

RAVE is SMC's emergency notification service provided free to students, faculty, and staff. This system is used to send safety alerts and advisory messages immediately to all phone numbers provided by SMC students, faculty and staff. In the case of a campus lockdown, residents will receive notification via the RAVE system and a campus message will be sent out on SMC Wired.

During a campus lockdown, residents are asked to remain where they are, lock doors to apartments and bedrooms, stay clear of windows, and wait until an all-clear message is sent or directions are given through the



RAVE system or on the SMC Wired account. If a resident feels that he or she is in immediate danger and is unable to relocate, the resident should call 911.

### **Registered Sex Offender**

If it comes to the attention of the Department of Residence Life or SMC that an individual required by law to register as a sex offender applies to reside in or currently is a resident of SMC Housing, the Executive Director of Campus Life and other college officials will form a review committee to determine if the individual will be allowed to reside in or continue to reside in SMC housing.

The individual will be given opportunity to provide information to the committee and may be requested to appear before the committee. The committee will then determine whether it is in the best interest of the housing community and the SMC community for the individual to reside in student housing, and if so, whether conditions of residency will apply.

If the committee concurs, by majority vote, that the individual will not be allowed to stay in student housing, the individual will be notified in writing. The decision of the committee will stand, unless the individual submits a written appeal within 7 calendar days of receiving notification. Such appeals must include supportive reasons and must be made in writing to the Executive Director of Campus Life. If appealed, the Executive Director of Campus Life will make a final determination as to whether the individual will be allowed to reside or remain in SMC housing.

Students may obtain information about registered offenders living on or near the SMC campus through the Michigan Public Sex Offender Registry at <http://www.mipsor.state.mi.us/>.

### **Felony Conviction History**

Individual that have a felony conviction are not allowed inside any SMC Housing Residential buildings. This includes both residents and their guests. If it is discovered that a person with a felony conviction history has been or currently is in housing, they will be asked to leave.

Any requests for exceptions must be sent to the Director of Student Housing who will initiate the review process.

### **Code of Conduct**

All residents must comply with the Code of Student Conduct contained in the SMC Student Handbook. All rights, procedures, and possible sanctions described in the SMC Student Code of Conduct apply to residents. In addition, residents must also comply with the rules and regulations contained in this Handbook. Residents who violate the Code of Student Conduct or the rules and regulations contained in this Handbook may be suspended or expelled from student housing and may be subject to any of the sanctions described in the SMC Student Handbook and in this Handbook. At any time, SMC and the Department of Residence Life reserve the right to alert proper law enforcement authorities of possible criminal activity.

### **Abandoned Items**

The personal belongings of a student will be considered abandoned 5 calendars days after the required move out. The required move out is the date posted for semester move out or a date listed on a conduct or GPA removal letter. After the 5 calendar days, abandoned items will be discarded, donated, or repurposed.

### **Suspended Student Procedure**

When a SMC Housing student is suspended from classes due to non-payment, they will be given 12 calendar days from the date of suspension in order to be fully reinstated in classes. If they are not reinstated by end of the 12th

calendar day, they will have to move out of SMC housing and will not be allowed inside campus housing until the suspension is lifted.

The student's spot in housing will be reserved until the end of the semester or upon the cancellation request of the student. Removal due to suspension from classes does not cancel the student's housing contract.

SMC reserves the right to shorten the 12 calendar day limit if the student has prior conduct history or is currently on housing GPA appeal. Additionally, SMC reserves the right to shorten the 12 calendar day limit if the student is causing a disruption to the living or learning environment in SMC Housing.

### **Cohabitation Policy**

The Cohabitation policy refers specifically to other students that currently live in SMC housing. All other visitors are subjected to the guest policy. Roommate agreements may increase the restrictions but cannot lessen them. Any guest, including current SMC students, must follow the gender guidelines in the roommate agreement.

Students may not live or cohabitate in a room besides their assigned room. Any of the following items are considered cohabitation:

- 1) Keeping personal items in the apartment beyond what is needed for the allowed duration. This includes clothing and personal hygiene items. Current housing students are expected to use the showers provided in their own apartments.
- 2) Staying overnight in a room more than 3 nights in a week. Overnight is considered to be after 2:00 a.m.
- 3) Staying overnight in a room more than 15 nights in a semester. Overnight is considered to be after 2:00 a.m.
- 4) Bringing college furniture from one apartment to another.
- 5) Being in an apartment while the host is not present.

### **Mandatory Meetings**

SMC Housing is dedicated to student success. As part of this, we require each student to hold at least two meetings per semester with the Residence Hall Manager. These meetings are designed to help a student to understand and follow the components of our Agree to Succeed program. Failure to participate in these meetings may result in a \$50 charge being placed on the student account.

Additionally, students must hold their initial Agree to Succeed Meeting and their roommate Agreement meeting before they will be allowed to have guest stay overnight in their apartment.

### **Parking Policy**

SMC Housing offers free parking to all students. In order to have a car on campus, the housing student must register their car at the front desk. They will be issued a parking tag that must be displayed in your vehicle at all times while in the parking lot. Failure to have a car registered may result in a fine and/or your vehicle being towed.

### **Weapons**

**The display, possession, use or intent to use firearms, ammunition, firecrackers, explosives, or other hazardous objects or substances is prohibited inside all SMC Housing buildings. Prohibit weapons include, but are not limited to: Handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or sling shots; Longbows, compound bows, crossbows and arrows; All knives (with exception of culinary knives used solely in kitchen areas for cooking purposes); Martial arts weapons such as nun chucks, swords, throwing stars, etc. Weapons may not be possessed or used in SMC Student Housing buildings.**

**PLEASE NOTE: THE CONTENTS OF THE STUDENT HANDBOOK MAY CHANGE AT ANY TIME. SHOULD CHANGES OCCUR, STUDENTS WILL BE NOTIFIED VIA THE COLLEGE PORTAL, SMC WIRED.**