



JACKSON *jcc* **COLLEGE**
Community

Learn. Live. Succeed!

catalog
2005-2006



2111 Emmons Rd., Jackson, MI 49201-8399
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2005—2006 CATALOG

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JCC has made every reasonable effort to determine that everything stated in this catalog was accurate at the time it was printed. Please check online at www.jccmi.edu for the most current version.

QUICK REFERENCE

JCC PHONE NUMBERS

Admissions	(517) 796-8425
Advising	(517) 796-8402
Bookstore	(517) 796-8440
Cashier	(517) 796-8420
Center for Student Success	(517) 796-8415
College Incentive Program (CIP)	(517) 796-8480
Dean, Academic Services	(517) 796-8564
Dean, Student Services	(517) 796-8409
Fieldhouse	(517) 796-8455
Financial Aid	(517) 796-8410
General Information	(517) 787-0800
Human Resources	(517) 796-8460
Institutional Advancement	(517) 796-8172
JCC Flight Center, Adrian	(517) 263-1351
JCC Flight Center, Jackson	(517) 787-7012
JCC Foundation	(517) 787-0244
JCC LeTarte Center, Hillsdale	(517) 437-3343
JCC @ Lenawee VO-TECH	(517) 265-5515
Learning Resources Center (Library)	(517) 796-8622
Marketing	(517) 796-8416
Nursing Admissions	(517) 796-8424
Office of Multicultural Relations	(517) 796-8470
Potter Center Ticket Office	(517) 796-1600
President's Office	(517) 796-8403
Records/Transcripts	(517) 796-8405
Registrar	(517) 796-8584
Registration	(517) 796-8400
Service Learning & Civic Engagement	(517) 796-8445
Speakers Bureau	(517) 787-0800
Student Life Office	(517) 796-8628
Switchboard	(517) 787-0800
Toll Free Number	1-888-522-7344
Transcript Request (Recording)	(517) 796-8602
Tutoring (Main Campus)	(517) 796-8415
Veteran Affairs	(517) 796-8410

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GOOD DAY TO YOU!

Thanks for taking a moment to review our Jackson Community College (JCC) catalog. Perhaps you're wondering if JCC is right for you, or maybe you doubt whether you can take courses with so many things happening in your life, or possibly you are considering whether you can afford to take classes.

I want you to know that JCC PUTS STUDENTS FIRST! You are so important to us...in fact, you are the reason that we are here. Regardless of your questions, misgivings, or fears, we are committed to helping you succeed in your life's goals. Whether you are 16 or 61, JCC offers a broad array of courses, degree programs, and co-curricular activities. We also have some great people in our Student Services and Financial Aid offices to help you with your questions and navigating the (sometimes confusing) financial aid waters. When you enter the classroom on the first day, you'll meet some of the kindest, caring, and knowledgeable faculty that I have ever known. At the end of your first day, I know you'll be glad you chose to come to JCC.

I'm sure you know that participating in a quality-learning experience is so essential in today's fast-changing world. JCC maintains close ties with the local services, business, and industry sectors to stay current with what the job market demands. Students graduating from JCC benefit from an average of a 90% passage rate on state licensing boards the first time they take the exam. You should also know that over 95% of our graduates are employed in their career field of choice.

JCC is also an excellent first step toward further study at a four-year college or university. If a bachelor's degree is your goal, JCC offers a guaranteed transfer program to the public universities in Michigan. We also have a number of articulation agreements that allow students to take a majority of their coursework through JCC before transferring, providing greater convenience and cost savings.

If you're interested in getting involved as a student, we've got numerous opportunities for you, ranging from our Golden Jets Hockey team, to our Student Parliament, to various clubs and organizations.

I hope you'll take a moment now to stop in and visit our Office of Admissions, tour our campus facilities, or stop by our college centers in Adrian and Hillsdale, Michigan and let our excellent staff meet with you and visit with you about your career goals. It is my belief that you will find JCC to be an outstanding choice for your college plans!

Best wishes,

Daniel J. Phelan, Ph.D.
President/CEO

ABOUT JCC

JCC was founded as Jackson Junior College in 1928 and operated as a division of the Jackson Union School District, sharing lab and library facilities with the high school. In 1962, Jackson County voters created Jackson Community College as a distinct entity; and in 1964, they passed a charter millage that still funds the College today.

Rapid enrollment and program growth in the 1960s spurred JCC to build a new campus on its present site. Today, the College owns more than 500 acres and sits on a scenic rural site six miles south of the city of Jackson, with centers in Adrian and Hillsdale. An integral educational and economic force in the Jackson Lenawee and Hillsdale communities, JCC operates on a \$25 million dollar general fund budget.

Each year, more than 9,500 students enroll at JCC, with 67 percent attending part-time. About 68 percent take classes on the main campus; others attend one or more of JCC's centers, or take classes online via JCC's extensive distance learning offerings. About 31 percent of JCC's students are in programs preparing for transfer to a four-year college or university. JCC has 93 full-time faculty (90 percent have postgraduate degrees in their teaching field) and 242 adjunct faculty, many of whom teach at more than one JCC location. The College is supported by 137 full-time and 34 part-time administrators and staff members.

In its efforts to be more accessible to students, the College operates two centers in the tri-county region, each with many of the same services available on the main campus. The centers include the JCC @ VO-TECH, Adrian, and the LeTarte Center, Hillsdale. It also offers extensive online courses and programs.

ACCREDITATION

- Commission on Institutions of Higher Education of the North Central Association of Colleges and Secondary Schools (for information, contact the Accreditation Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440).
- Association of Collegiate Business Schools and Programs for the offering of programs in accounting, management and marketing.
- Committee on Allied Health Education and Accreditation for the offerings of the diagnostic medical sonography program, echocardiography and medical assistant program.
- The Michigan Board of Nursing for the offering of nursing programs.
- National Automotive Technicians Education Foundation for the offering of automotive programs.

MISSION

Jackson Community College is an institution of higher education whose mission is to assist learners in identifying and reaching their educational goals.

OBJECTIVES

In fulfilling its mission, Jackson Community College will provide learning opportunities and other programs and services which:

- Enable learners to transfer college credit and successfully pursue their education at other institutions.
- Enable learners to become employed and advance in a variety of occupations.
- Enable learners to participate successfully in general, occupational or transfer programs.
- Enable learners to take and pass appropriate licensing and/or certification examinations.
- Enable learners to become or remain productive employees.
- Assist learners in identifying and reaching their educational goals.
- Support the economic development of individuals and the community.
- Enrich cultural, vocational and other intellectual interests of individuals and the community.

VISION

Jackson Community College is the learning college of choice for the communities it serves because it exceeds the expectations of all stakeholders.

In fulfilling this vision, Jackson Community College:

- Is a community of learners (students, employees, trustees) who respect each other as full partners in the learning process and encourage diversity among those learners.
- Is valued as an essential contributor to the intellectual, cultural and economic well-being of those communities.
- Provides lifelong learning experiences, which result in substantive change in individual learners and assesses that change.
- Honors teaching which produces the greatest learning.
- Generates active learning and provides learners with collaborative/cooperative learning opportunities.
- Aligns the role of the faculty with the needs of the individual learners and responds to those needs by recognizing different learning styles and offering a variety of methods and options for learning, including distance learning.
- Cares about the success of the learners while maintaining high academic standards and expecting learners to share responsibility for their own learning.
- Ensures opportunities across the curriculum for learning the critical skills of communication, computation, problem solving, working in teams, knowledge management and developing practical, analytical and creative intelligence.

- Employs technology extensively in the learning process and supports that technology.
- Serves as a community hub with connections to other institutions and organizations.

VALUES

The following organizational values shall guide all policies and practices at the College.

INTEGRITY

- Responsible, accountable and ethical behavior.
- Honest and open communication.
- Intellectual honesty.

CARING

- Mutual respect and trust.
- Commitment to student success.
- Responsiveness to student and other customer needs.
- Respect for differing viewpoints.

INTERDEPENDENCE

- Partnerships with business, industry, government, other educational entities and our communities.
- Active student participation in their own learning.

QUALITY

- Academic excellence.
- New ideas and technologies to serve our students and other customers.
- Creative risk taking.
- High quality programs and services.
- Continuing improvement in team-based culture.

INCLUSION

- Programs and activities that attract, nurture and support a diverse student and staff community.
- Programs accessible to all persons in the college service area.

SERVICE

- Service to our students and from our staff.
- Student learning from service activity through focused educational opportunities and course content.
- Students and staff connected with each other, the institution and the community.

PROFESSIONALISM

- Attitudes, action and comments demonstrate professional conduct and reflect on the organization in a positive light.

TRANSFER GUARANTEE

Jackson Community College guarantees that any course which is included on an official JCC transfer guide sheet, or course equivalency guide, transfers to that baccalaureate degree institution, provided the following criteria are met:

- Earn a minimum grade of 2.0 in the course(s) you transfer.
- Meet the admission criteria of the baccalaureate degree institution.
- Transfer to a baccalaureate degree institution within three years of completing the course(s) you wish to transfer from JCC.

Keep your record current with the Registration and Records Office so that your program of study and your intended transfer institution are correct and accurate. Changes in program of study or transfer institution may impact the transferability of courses taken before the change. Contact an academic advisor if you have any questions about transferability of courses as a result of changing your program of study or transfer institution. Change forms are available in the Student Center on main campus, or at the JCC centers.*

If you meet all of these conditions, JCC will refund your tuition for any course that is not accepted for transfer by the baccalaureate degree institution.

**JCC cannot guarantee courses taken at other colleges or universities. If you have questions, or for more information about the JCC guarantee, contact an academic advisor.*

CAREER PROGRAM GUARANTEE

Jackson Community College guarantees that the courses you take in any Associate in Applied Science degree program will give you the entry-level skills you need for that particular occupation, providing the following criteria are met:

- Follow and complete the official JCC program guide sheet for course selection and sequencing. Apply for and be approved for graduation (the full program of study must be completed at JCC).
- Be employed full time in a job related to your JCC program of study within one year of graduation.
- Keep your record current with the Registration and Records Office, to ensure your program of study is correct and accurate.

Note: Although some students are employed prior to graduation, the guarantee will only apply if you have completed all courses required for graduation prior to becoming employed in your field of study.

If you are subsequently judged by an employer to be lacking in technical job skills normally expected of any entry-level employee, JCC will provide further skill training up to 16

credits within two academic years without additional charge for tuition or fees.

In order to be eligible for retraining, the employment must be certified by Enrollment Services on the main campus as being directly related to the graduate's program of study.

The employer must certify in writing that the employee is lacking the entry-level job skills identified at the time of initial employment, and must specify the area(s) of skill deficiency within 90 days of the graduate's initial employment.

This guarantee applies only to those skills for which the student received training in his or her program at Jackson Community College. It does not apply to students who fail to pass licensing, certification, or registration tests required by an external body.

The employer, the graduate and a faculty advisor in the program of study will develop an educational plan which specifies the courses constituting up to 16 credits of retraining. The graduate must meet all prerequisites, co-requisites, and other admission requirements for retraining courses.

POLICIES

Many JCC policies are published in Student Rights and Responsibilities, a handbook made available to all students via the College web site. Copies are also available at the Student Center, 2nd floor, George E. Potter Center, main campus and all JCC locations, or by calling (517) 796-8402.

DRUG-FREE CAMPUS

JCC strictly prohibits the unlawful manufacture, possession, use or distribution of controlled substances including alcohol, marijuana, narcotics, stimulants, depressants and hallucinogens. No person shall come on College premises or participate in a College activity while under the influence of such a substance. Violators will be subject to discipline and sanctions, up to and including expulsion. (See Student Rights and Responsibilities handbook.)

POLICY REGARDING FINANCIAL OBLIGATION HOLD

JCC reserves the right to withhold student record information including but not limited to transcripts, diplomas and/or other records until a financial obligation as a result of unpaid tuition, fees and other charges has been met.

POLICY REGARDING WEAPONS ON CAMPUS

Possession of any firearm or any other potentially lethal items or dangerous weapons on campus or College property is prohibited. Violation of this policy by a student or employee may result in disciplinary action and/or referral to law enforcement authorities for prosecution. Other persons violating this policy (with the exception of individuals licensed or legally permitted to carry firearms) may be removed from

campus, prohibited from returning and/or referred to law enforcement agencies for prosecution.

RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES

Jackson Community College provides information technology resources such as computers, Internet and campus intranet access, to students, staff and faculty, and authorized guests who are performing educational, cultural, or other tasks that further the College mission. Users of information technology resources must comply with all federal, state, other applicable laws, and JCC's regulations and policies.

JCC's Responsible Use Policy includes guidelines on topics ranging from password and file protection to privacy and copyright issues. The policy also defines a process for investigating possible violations.

All users are expected to be familiar and comply with the Responsible Use Policy. It is in several publications, including the Student Rights and Responsibilities handbook available in the main campus Student Center and the main offices of the Hillsdale LeTarte Center and JCC @ VO-TECH, Adrian. The policy is also available online or by calling the Solution Center, (517) 796-8639.

SEXUAL HARASSMENT

Sexual harassment is not tolerated on campus. Offenders are subject to College disciplinary action and/or criminal prosecution. Disciplinary proceedings for a student may result in expulsion. Complaints should be brought to the immediate attention of the compliance officer, Human Resources Department (517) 796-8460. (See Student Rights and Responsibilities handbook.)

JCC @ VO-TECH, ADRIAN

1376 N. Main Street

Adrian, MI 49221

Phone: (517) 265-5515 • FAX: (517) 265-5450

In the fall of 1989, Jackson Community College expanded its operation to Lenawee County with the opening of the Lenawee Center in Adrian, Michigan. The center's steady growth from 280 students to over 900 students by the spring of 2003 was affirmation that Lenawee residents were looking for the quality education that JCC could afford them in a convenient location within the county.

By 2001, JCC was again looking to expand its Lenawee operations and signed a historic educational partnership with the Lenawee Intermediate School District to provide expanded educational opportunities to Lenawee residents. As part of this partnership, JCC purchased land on the LISD Vo-Tech Center's

campus and built a beautiful 27,000-square-foot facility. JCC @ VO-TECH, as it is now referred to, opened its doors in the Fall of 2003 offering its students state-of-the-art computer lab technology, high-tech classrooms, a student lounge, a full-service bookstore, a bistro, and science labs. These features and more have allowed JCC to expand its course offerings in Lenawee County in an attractive, comfortable, and professional atmosphere.

In less than two years at JCC @ VO-TECH, enrollment has grown an astounding 45 percent, reaching 1,150 students. With the expansion of its course offerings and courses offered at convenient times for both traditional-aged and working-adult students, JCC @ VO-TECH is the right choice for students pursuing a high-quality education in a location that offers convenience, affordability, and accessibility.

Please contact the center so that an advisor may assist you with your educational goals. Our knowledgeable staff will help you with advising, registration, financial aid, and more.

LETARTE CENTER, HILLSDALE

3120 W. Carleton P.O. Box 712

Hillsdale, MI 49242

Phone: (517) 437-3343 • FAX: (517) 437-0232

On November 21, 2000, the Hillsdale Center was renamed to honor JCC's former President Clyde E. LeTarte and his service to the College and the tri-county area.

The Hillsdale LeTarte Center thrives, offering nearly 700 students more than 90 classes. JCC has a long history of offering classes in Hillsdale. Prior to the opening of the center, all classes were offered through the adult education program at Hillsdale High School.

Continued growth resulted in the Hillsdale LeTarte Center. This 10,700-square-foot facility houses seven classrooms, one computer lab, a lounge area with vending machines, and student computers in the lobby area, available any hours that the center is open. All classrooms also have Internet connections. Academic advising is available by appointment. The LeTarte Center offers one-stop services designed to make the enrollment process easy for students.

DISTANCE LEARNING

JCC's accredited distance learning program allows students to complete their coursework without time and place restrictions with the benefit of added flexibility. These courses teach the same concepts and require students to master the same competencies as courses offered on campus; the difference is in the delivery. Although students can work on their course work at any time and any place, there are timelines and due dates in the online courses. While distance learning can take a wide variety of forms, all distance-learning activities are

characterized by the separation of place and/or time between the instructor and the learner. At JCC, the major difference between distance learning online courses and traditional courses is the mode of instructional delivery. Traditional courses are generally structured around a group of students meeting at a fixed time and place. Distance learning courses are considered equivalent to JCC's traditional courses with the same content and the same guarantees of transfer to other two- and four-year colleges. Distance learning courses are not necessarily suited to all students' learning styles or needs. They also should not be considered "open entry/open exit" courses. There are timelines and due dates for online courses. Some students find it difficult to study independently and need face-to-face contact with an instructor and other students on a regular basis. Self-motivated learners with strong reading, writing and computer skills have the best success with these modes of instruction. Distance learning courses do have enrollment limits. Registering for classes early is advised.

JCC offers full online associate degrees and certificates, along with articulation agreements with four-year colleges and universities to complete bachelor's degrees online. To get up-to-date course and degree information visit the Distance Learning web site at <http://www.jccmi.edu/distancelearning> or call toll-free at 1-888-522-8744.

If you are looking for additional transferable distance learning courses, not currently offered by JCC, visit the Michigan Community College Virtual Learning Collaborative (MCCVLC). The Michigan Community College Association, with support from the Michigan Virtual University, has created a virtual learning collaborative (MCCVLC) among Michigan's community colleges. The collaborative allows Michigan community college students to take courses from other member colleges while receiving support services and maintaining their academic record at their designated home college. Visit the MCCVLC web site at <http://www.mccvlc.org> for more information.

GEORGE E. POTTER CENTER/ INSTITUTIONAL ADVANCEMENT

Ticket Office: (517) 796-8600

Rental information: (517) 796-8473

Performers rave about the world-class acoustics of the Harold Sheffer Music Hall, one of three theatres in the George E. Potter Center. Celebrities such as Bill Cosby, Michael Bolton, Vicki Lawrence, Brad Paisley and Ann-Margret take the stage here as well as stage productions that include *Fame*, *Smokey Joe's Cafe* and *Crazy for You*. The Michael Baughman Theatre, a smaller, more intimate stage, hosts such groups as JCC's Theatre Department, the community's Center Stage Jackson and the Shakespeare Festival. The Ruth Day Theatre, a stage in the round, welcomes even smaller audiences.

More than a hundred community organizations rent the George E. Potter Center's facilities each year, including the Federer meeting rooms and Robert E. Snyder Dining Room.

The George E. Potter Center is also a popular site for weddings and family celebrations, offering complete catering and set-up services. Assistance with audio visual equipment is also available.

JCC FLIGHT CENTERS

JCC Flight Center at Reynolds Municipal Airport
3610 Wildwood, Jackson, MI 49202-1811
(517) 787-7012

JCC Flight Center at Lenawee County Airport
2651 Cadmus Road, Adrian, MI 49221
(517) 263-1351

The JCC Flight Center, established in 1979, is a 5,200-square-foot facility complete with lounge, briefing room, simulator room, classroom and hangar.

JCC utilizes seven modern Cessna and Piper single and multi-engine aircraft. Facilities are state-of-the-art to increase effectiveness of flight training.

JCC provides an associate degree as well as private and commercial pilot certification. Other areas of certification include instrument, multi-engine and flight instructors. Coursework/credits may transfer to a four-year college or university for a bachelor's degree in aviation.

JCC also offers flight training at the Lenawee County Airport in Adrian. JCC grew their Jackson flight training program into one of the largest and safest community college flight training program in America.

ADMISSIONS PROCESS

JCC is an equal opportunity, equal-access College with an open-door admission policy.

- Admission is open to anyone who has graduated from high school or who has a high school equivalency certificate such as a GED.
- Admission is open to others who demonstrate the capacity and maturity to benefit from programs and courses offered by JCC.
- International students are welcome at JCC. See page 11 for special admissions procedures.
- Students still in high school may attend with the written permission of a parent or legal guardian and school principal or counselor (dual enrolled) by using the High School Dual Enrollment form, available from area schools, online, or at any JCC location.
- Admission to JCC does not guarantee admission to a specific program of study. Students interested in nursing, allied health or apprenticeship programs in particular should consult with an academic advisor.
- Applicants must follow the requirements below.

ADMISSION PROCESS

1. Submit an application for admission.
 - International students must submit their application 12 weeks prior to enrollment.
 - Former JCC students who have not attended JCC for more than one year must update their student record.
 - Applicants who completed the admission process but did not register for classes within one year must update their record by contacting the Enrollment Services Office.
2. Recent high school graduates should have ACT or SAT scores and any advanced placement test results sent to JCC. If these scores are on a high school transcript, send an official document directly to the Enrollment Services Office. JCC's placement assessment may also be required.
3. Degree-seeking students should have official transcript(s) from all prior colleges/universities sent directly to the Enrollment Services Office.
4. Participate in course placement, if necessary.

COURSE PLACEMENT & ASSESSMENT

New students participate in our assessment process. Information from the assessment will help students and academic advisors select appropriate classes. Students must take prerequisites as indicated by assessments to ensure they

possess a minimum level of skills and knowledge to succeed in their courses. Assessments may be one of the following:

- ACT or SAT scores
- Course placement
- Assessments administered at other accredited colleges
- Evidence of successful college coursework

For current score levels and time limits, see our web page.

NEW STUDENT ADVISING

New students will have the opportunity to meet with an advisor to review their educational plan, select courses and receive information about registering for classes. Advisors will need course placement results, ACT/SAT scores, or previous college transcripts to properly assist students in choosing coursework. If a student is still attending high school, please arrange to have a final official transcript sent upon graduation.

NEW STUDENT ORIENTATION

Research in higher education speaks strongly about the importance of colleges and universities providing their new students with informative and thorough introductions to campus services, programs and activities. To meet this end, Student Services and the Office of Student Life sponsor orientations prior to the start of each academic semester so incoming students can learn about their college community and ask questions to promote a successful start to their college education.

Prospective students should contact the Enrollment Services Office at (517) 796-8425 for details about the orientation program and how to sign up for a session.

TRANSFERRING CREDITS TO JCC

Students who have studied at other institutions of higher education may have those courses evaluated for possible JCC credit. Transcripts and official documents are evaluated only if the student has a current Application for Admission on file. The following are guidelines for transferring credit to JCC:

1. Only official transcripts are evaluated for transfer credit to be posted to an academic record. Student grade reports or student copies (including sealed envelopes) of transcripts are only used for advising purposes, not credit evaluation.
2. Only credit granted by regional accrediting associations (i.e. North Central Association of Colleges and Secondary Schools) are considered for transfer to JCC.
3. Credit is granted and posted for courses with a 2.0/C grade or better only.

4. Evaluation of credit is not necessary when a student has received a two- or four-year degree from another institution, except for courses that apply to the student's declared program at JCC.
5. Evaluation of credits from non-semester schools is based on consistent course content. If course content is evaluated as consistent, the course requirement is evaluated as met; however, the student is responsible for meeting the total credits required for the declared JCC program.
6. Military Service Credit may be awarded where such credit is applicable to the student's declared JCC program. Evaluations of military credit are consistent with the American Council on Education's Guide to the Evaluation of Education Experiences in the Armed Forces recommendations (ACE).
7. JCC recognizes Advanced Placement (AP), College Level Examination Program (CLEP), and Defense Activity for Non-traditional Education Support (DANTES). Scores on AP are course specific in order to receive academic credit. See the JCC web site for specific scores. CLEP score must be at or above the 65 percentile.
8. A minimum of 12 credits must be taken at JCC to earn a degree or certificate. For an additional degree, 12 additional credits must be taken at JCC. For an additional certificate, six additional credits must be taken at JCC.

REGISTRATION

It's easy to register for classes at JCC!

- After completing the JCC application and completing the course placement requirements, new students should plan to meet with an academic advisor. Academic advisors are available at all JCC locations.
- For guest students, students still in high school, and those taking classes for personal interest or continuing education, registration can take place at any JCC location. Orientation and course placement may be waived for students who have met the prerequisites.
- For returning students, registration can be completed in person in the Student Center, at any JCC location, by mail, by fax or online. Easy instructions are included in each semester's schedule of classes. Those who have been students within the last two years may be eligible to register online.
- The registration period normally begins one month prior to each semester/session with the publication of the Schedule of Classes. View the schedule online by visiting e-Services on our web site.

Points to Remember

- It is the student's responsibility to satisfy all prerequisites and co-requisites prior to enrolling in a course. The College reserves the right to drop students from courses for which they do not meet these requirements.
- Payment arrangements must be made at time of registration. Holds are placed on the student's registration, records and transcripts until financial obligations are met.
- Students who qualify for financial assistance need to obtain the appropriate documents from the Financial Aid Office and give them to the cashier.

CREDIT FOR PRIOR LEARNING

You may be able to get college credit for work and life experiences if these experiences have helped you acquire college-level competencies and skills required in specific college courses.

- Have you participated in training programs or seminars sponsored by your employer or professional association?
- Have you benefited from specific military education?
- Have you participated in community and volunteer activities?

These experiences often include significant learning experiences that develop mastery of college course content and skills for credit assessment. Credits awarded for prior learning are applicable for degree and certificate requirements and may be earned by the following options:

PRIOR LEARNING OPTIONS

Jackson Community College recognizes that some students enter college with proficiencies that warrant college credit.

Prior learning credit for waiver or substitution of a degree requirement may be granted to students through the College Level Examination Program (CLEP), Advanced Placement (AP) and credit by examination administered by JCC faculty.

CREDIT BY EXAMINATION

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the College. The examination may be a comprehensive written exam, oral, portfolio review, lab projects, computer programs, timed writings or any combination depending on the subject area.

Credit by examination is designed to grant credit at JCC and may or may not transfer to other colleges or universities. Credit by examination forms are available from the appropriate department chair's office or the JCC web site. Students should discuss with the chairperson the feasibility of completing the examination. If the application for credit by examination is approved, it is assigned to a faculty member who contacts the student and provides more information about the examination.

Be aware of the following:

1. One attempt at credit by examination per course is allowed. A maximum of 30 credits is allowed via credit by examination.
2. Credit by examination may not be used as a method for repeating a course.
3. Credit earned as a result of the exam will not be applied to the graduation minimum of 12 JCC credit hours.
4. To receive credit by examination, a grade of 2.0 or better must be earned. Before the credit is posted to your transcript, payment must be made to the cashier on main campus or any extension center.
5. Complete the process by paying 50% of the current in-district per credit hour rate.
6. Transcripts show credit only for the course as a result of the exam, not a grade.

ARTICULATION AGREEMENTS

The College has developed a number of program articulation agreements with area career centers and other colleges. To learn whether you are eligible for advanced placement or credit for previous experience visit our web site at www.jccmi.edu.

STUDENT STATUS

Students are classified according to their educational goals.

DEGREE-SEEKING

- Students working toward an associate degree or certificate.
- International students (see criteria below).

INTERNATIONAL

In accordance with the U.S. Immigration and Naturalization Service/Homeland Security stipulations, JCC will classify as an international student any applicant who is not a United States citizen and who has been admitted to the U.S. in a temporary, nonresident status. International students at JCC pay the out-of-state tuition rate. Individuals who have refugee, immigrant or resident alien status are not classified as international students. The visa classification of each international applicant determines the admission requirements and the attendance regulations applied to the applicant.

General admission to JCC for all types of visas requires applicants to:

- Be at least 18 years old.

- Provide proof of competency in the English language.
- Provide additional documents as required by the applicant's USINS visa classification.

Admission to JCC is considered after receipt of the application and all required documents. Applicants outside the United States are advised to apply as early as possible to allow for mail delays, obtaining visas and exit permits, and making travel arrangements. All admission material should be received by JCC no later than 12 weeks prior to the semester registration period.

Prior to registering for classes, international students are asked to take course placement administered to new students.

In addition to the regular admission process, international students need to provide:

- Certified transcripts with certified English translation.
- A brief personal statement explaining educational background and plans.
- Evidence of English proficiency (550 or better for the written test of English as a foreign language or a score of 213 for computer TOEFL).
- An Affidavit of Support (F-1 students with U.S. sponsors).
- An F-1 transfer clearance form, if transferring from a U.S. college or university.
- A personal financial resource statement (with supporting documentation no more than six months old).
- A passport size photo.

Upon completion of these requirements, JCC issues the I-20 Certificate of Eligibility.

Jackson Community College will not provide housing for students nor does it assist in securing housing for students at this time.

Jackson Community College will not provide jobs or financial assistance for international students.

NON-DEGREE-SEEKING

- Students taking courses for personal interest or skill development.
- High school students with permission from their parents and principal or guidance counselor, enrolled for academic courses. Dual Enrollment forms are available at all JCC locations, at local high schools, and on the JCC web site. The JCC Dual Enrollment form must be used by high school and home-schooled students to register, drop and withdraw from courses. The form must be filled out completely.
- Students attending other colleges or universities often enroll at JCC for a single semester or more. Students must obtain a MACRAO guest application from their home institution in order to enroll in courses. It is recommended that the student obtain written approval for transfer of credit to the home college before registering at JCC.

CHANGING YOUR MIND

If you are a former JCC student returning to college, congratulations! Consult an academic advisor to update your record if you have not attended classes for one academic year. Returning students are subject to the curricula and requirements in effect at the time of the change.

If you are changing your program, consult a JCC academic advisor and update your record.

FINANCIAL AID

Getting ready for college takes lots of planning - especially financial aid planning.

The Financial Aid Office can help you find whatever educational financial aid is available. You may have more options than you thought possible!

Call the Financial Aid Office, (517) 796-8410, for more information. We'll help with your questions about meeting college costs and applying for financial aid. You will find us on the 2nd floor of the George E. Potter Center, main campus.

TYPES OF FINANCIAL AID AT JCC

JCC administers federal, state, institutional and private sources of financial support. You may qualify for one or more of these four types of financial aid.

- Grant or scholarship - gift assistance you do not have to repay.
- Loan - borrowed money you must repay with interest.
- Work-study - part-time employment on or off campus.

FEDERAL:

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Work-Study
Federal Stafford Loans
PLUS (Parent Loan for Undergraduate Student)

MICHIGAN:

Michigan Competitive Scholarship
Michigan Educational Opportunity Grant
Michigan Adult Part-time Grant
Michigan Merit Award
Michigan Work-Study
Tuition Incentive Program
Michigan Nursing Scholarship

INSTITUTIONAL:

JCC Presidential Scholarships:

Each year JCC sets aside a portion of its operating budget for Institutional Scholarships. Although the amount differs each year, the college attempts to provide assistance to both new and returning students. All departments participate in the allocation

of funds. Follow the "How to Apply for Financial Aid Section" of this chapter. Contact the Financial Aid Office for details on scholarships available, timelines, and any other assistance.

JCC Foundation Endowed Scholarships:

Dozens of private scholarships are awarded at JCC based on criteria set by the sponsoring organizations and donors.

HOW TO APPLY FOR FINANCIAL AID

1. Apply for admission to Jackson Community College.
2. Complete annually a Free Application for Federal Student Aid (FAFSA) form as soon after January 1 as possible.
3. Complete the JCC Scholarship and Loan application for institutional and private funding consideration.
4. Respond promptly to any requests from the Financial Aid Office for additional information such as copies of federal tax returns, verification of untaxed income or benefits, etc.
5. Explore other financial aid options available in the community: high school counselors; parent/student employers; local businesses; professional, civic and social clubs and organizations; religious clergy; community foundations; and public or college libraries.

Remember, you must reapply for financial assistance each academic year.

DETERMINING THE AMOUNT OF AID

Most financial aid is awarded to students on the basis of need: estimated expenses - tuition, books, supplies, transportation, room and board, and personal expenses - minus the family's expected contribution.

Some financial aid may also be available regardless of need. Such monies may be based on a specific area of interest, academic major, talent or other category. For details, see the JCC web site.

FINANCIAL AID RECIPIENTS - DROPS AND WITHDRAWALS

Students attending JCC as Title IV (Federal Funds) financial aid recipients who withdraw from all of their classes during the first 60% of the semester will be subject to an adjustment of Title IV Funds. This U.S. Department of Education calculation may result in the student owing the College. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant and Federal SEOG.

Students should consult the Financial Aid Office prior to dropping any classes. Students will be billed for any financial obligation.

FINANCIAL AID DEADLINES

Students applying for Federal assistance based on need should file the Free Application for Federal Student Aid as soon as possible. Please contact the Financial Aid Office for application deadlines.

For more information, pick up a copy of "Money for College," a helpful brochure that outlines all of the financial aid programs administered by JCC. Brochures are available at all JCC locations. The Financial Aid Office is located on the 2nd floor of the George E. Potter Center, main campus. For more information, call (517) 796-8410.

Students requesting financial aid consideration must apply each academic year. Financial aid recipients must enroll in classes prior to the end of the drop/add period to receive their financial aid for the semester.

VETERAN AFFAIRS

Veterans are encouraged to apply for VA educational benefits at least three months prior to the beginning of classes. The Request for Enrollment Certification Form is available through the Financial Aid Office on the 2nd floor of the George E. Potter Center, main campus (517) 796-8410 and on the JCC web site.

STANDARDS OF PROGRESS FOR VA BENEFIT RECIPIENTS

As required by the Veterans Administration, JCC has established and monitors the following standards of progress for students receiving VA education benefits.

- Students must have a cumulative grade point average of 2.0. Marks of Y (audit), W (withdrawal), IP (in progress) and I (incomplete) are considered unsatisfactory.
- Students may receive VA benefits only for courses required for their academic program and must progress at a rate that enables them to complete their program within the prescribed number of credits as outlined in the JCC Catalog or guide sheets.
- Students who do not meet these standards are placed on probation for the next two consecutive enrollment periods for which they are certified to receive VA educational benefits. Students are not reinstated for certification for subsequent semesters until they have raised their cumulative GPA to a 2.0 and completed the VA Request for Change of Program or Place of Training form, if applicable.
- Students must notify the VA and the Financial Aid Office immediately regarding all schedule changes. Students must report any failing grade or risk delays and/or forfeiture of VA education benefits.

- Students who have attended a college other than JCC need to have official transcripts sent to the Admissions office. Appropriate credit must be granted and reported to the student and the Veterans Administration. Transcript evaluation must take place during the student's first semester at JCC to be eligible for further certification to the Veterans Administration.
- JCC notifies students by mail when they are not in compliance with the standards of progress. JCC also notifies the VA when a student is not eligible for recertification.

ON-CAMPUS STUDENT EMPLOYMENT

Student employment is one way JCC provides both financial assistance and meaningful work experience for students. In addition, student employment helps out busy College departments while developing a pool of capable employees for the community. Only JCC students are eligible to be employed through the Federal Work Study, Michigan Work Study or Student Aid programs. Each program has specific enrollment requirements, which may vary each semester. Students should consider their other commitments when considering a job on campus, i.e., class load, family obligations and other off-campus employment. High school students attending JCC by special permission may not work on campus.

JCC students interested in a position should apply through Human Resources.

ACADEMIC YEAR

JCC operates on a 16-week semester system. The 16-week Fall semester begins in late August and ends mid-December. The 16-week Winter semester begins in early January and ends mid-May. Commencement follows the Winter semester. The 12-week Spring semester begins in May and ends in early August and includes two six-week sessions available May-June and July-August. In all three semesters, classes may run for various lengths of time. Continuous enrollment/attendance means a student must attend at least one semester during an academic year which is defined as August 1 through July 31.

REGISTRATION PROCEDURE

Register for classes in person at any JCC location, by mail, fax, or online, according to instructions published each semester in the Schedule of Classes. You may obtain a current course schedule on the JCC web site or by visiting or calling any JCC location. Arrangements to pay must be made at the time of registration. See page 10.

STUDENT CLASSIFICATIONS

The following student definitions are used by JCC. Other schools, agencies, government organizations and financial aid sources may use different definitions.

Full-time:	12 or more credits.
Part-time:	Fewer than 12 credits.
Overload:	19 or more credits (requires approval by the Dean of Student Services)
Freshman:	Completion of 23 or fewer semester hours of credit.
Sophomore:	Completion of 24 or more semester hours of credit.

TUITION & FEES

Total costs of attending JCC are determined by the number of billing contact hours, course fees, and other fees listed here. Please refer to the current JCC Schedule of Classes for tuition and fee rates currently in effect.

- Tuition covers the actual cost of instruction. Tuition is paid by billing contact hour.
- Billing contact hours and credit hours may vary with each course. Billing contact hours are determined by the amount of time the student spends with an instructor in the classroom.
- Student services fee covers costs associated with registration and transcripts. This fee is paid by all students each registration period.
- Technology fee covers the cost of computers, networks and related technology for use on campus, such as walk-in

computer labs. This fee is paid by all students for each billing contact hour.

- Course fees cover costs directly related to the course. This fee is paid on a per course basis.

Tuition and fees are subject to change at any time by action of the Board of Trustees.

RESIDENCY

Residency is based on the student's permanent address 30 days before the beginning of the semester.

Jackson County resident: A student whose permanent address is within the boundaries of Jackson County. The Board of Trustees also extends the Jackson tuition rate to:

- Permanent residents of Albion, Chelsea, Grass Lake, Homer, Leslie, Manchester and Stockbridge communities.
- Students whose Jackson County employers are paying tuition and fees.
- Students who own property in Jackson County but keep their permanent address elsewhere.

CHANGE OF RESIDENCY

If you receive approval for a residency change before or during the Add/Drop period for your course(es), you receive a refund for the difference between tuition rates. You need a driver's license or state ID and one of the following documents as proof of residency:

- Voter registration card
- Vehicle registration
- Dog license
- Property tax receipt
- Rental/lease agreement

JCC reserves the right to make the final decision about residency.

REFUND POLICY

CANCELED COURSES

A 100 percent refund is given for any courses canceled by JCC.

REFUND POLICY

To be eligible for a refund, a student must "officially" drop the course(s) either by initiating in person, by letter/fax to any JCC Student Services location, or online through eServices before the end of the Add/Drop period of the course(s). The date the request is made determines the refund. Students receive 100 percent tuition refund for any course(s) dropped on or before the last day of the Add/Drop period for the course(s). No refunds are made after this date. The Add/Drop period is

published in the current semester's Schedule of Courses and on the JCC web site. Students are responsible for knowing the dates of the Add/Drop period for each course. For Drops outside of the Add/Drop period see Withdrawal/Drop Procedure on page 16.

Student Services Fee is not refundable after the start of the semester.

OPEN ENTRY /OPEN EXIT COURSES

Students are responsible for learning Add/Drop date for their OE/OE course(s) available in the current Schedule of Courses and on the JCC web site.

FINANCIAL AID RECIPIENTS

If tuition and fees are paid from a financial aid source, the refund is returned directly to that source. (The refund cannot be greater than the amount actually received from that source.)

Students attending JCC as Title IV (Federal Funds) financial aid recipients who withdraw from all of their classes during the first 60% of the semester will be subject to an adjustment of Title IV Funds. This U.S. Department of Education calculation may result in the student owing the College. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal PLUS Loan, Federal Pell Grant and Federal SEOG.

Students should consult the Financial Aid Office prior to dropping any classes. Students will be billed for any financial obligation. Contact the Financial Aid Office at (517) 796-8410, for further information.

ACADEMIC STANDARDS

GRADING SYSTEM

GRADING SCALE

Grade	Honor Points
4.0 - Excellent	4.0
3.5	
3.0 - Superior	3.0
2.5	
2.0 - Average	2.0
1.5	
1.0 - Inferior	1.0
0.5	
0.0 - Not passing	0.0

GRADE POINT AVERAGE (GPA)

GPA is a weighted average of grades for courses taken at JCC. It does not include the following:

- Grades of W (withdrawn), I (incomplete), Y (audit), P (pass), F (fail).
- Repeated courses (Only the highest grade is used for calculation).

- Continuing Education Classes (CED, CEU, CFO, JTI, PDI, CEO).
- Transfer credit or other credit, such as Advance Placement (AP), departmental exam, CLEP, military service, articulation credit and experiential learning.

TO CALCULATE A GPA:

1. Multiply the grade in each course by the corresponding credits to calculate honor points.
2. Divide the total number of honor points by the number of credits to figure your GPA.

GPA's are calculated by semester and are cumulative on the transcript.

PREREQUISITE REQUIREMENTS

Students must complete prerequisites to ensure they possess a minimum level of skills and knowledge to succeed in their college courses. Prerequisites are met when students successfully complete prerequisite courses with a 2.0 or higher, or achieve sufficient score levels in Course Placement or other assessments.

ACADEMIC INTERVENTION

JCC is committed to student success. The progress of all certificate and degree-seeking students is monitored each fall and winter semester. If your GPA falls below a 2.0, you will be required to meet with your academic advisor prior to continued enrollment. Refer to requirements listed for specific degrees, second admissions programs, and financial aid for additional GPA and completion stipulations.

PARTICIPATION REPORTING

Participation in your courses is important to your success. Three times a semester, your instructor will review your progress and provide feedback, accessible via eServices.

- H** - Your instructor feels you would benefit from additional assistance, and has referred you to Foundation Studies for academic tutoring.
- Q** - Your instructor believes that your consistent lack of attendance will prevent your success, and has recommended to the registrar that you be withdrawn from the course.
- V** - Your instructor confirms that you are participating regularly.

It is the instructor's responsibility to verify participation. An instructor initiated drop can occur through the first half (50%) of the course. Following the 50% point of the course it is the your (the student's) responsibility to officially withdraw.

If you are dropped, it is your responsibility to contact your instructor within five business days and request written permission for reinstatement. If permission is granted for re-registration, the written instructor's permission must accompany your new registration request.

WITHDRAW/DROP PROCEDURE

DROP, NO GRADE

The Add/Drop period is the first 10 percent (10%) of the course(s). When a student drops a course during this period, no grade is assigned and no entry is made on the student's academic record. The student is responsible for learning the Add/Drop dates for each of their courses. This information is available on our web site.

ADDING A COURSE

We want each student to be successful. Any student who wants to add a course after the designated Add period, must have the instructor's signature allowing the student into the course.

W - WITHDRAW

After the Add/Drop period, a student may withdraw from a course in accordance with the dates published in the semester course schedules and online. No refund will be given.

A mark of "W" (withdraw) is recorded on the academic record but is not calculated in the grade point average. After the withdrawal period for the course, a request to withdraw cannot be honored and the instructor is required to assign a grade, which is used in calculating grade point average.

Students should be careful to drop or withdraw according to instructions published each semester in the Schedule of Courses and online. Failure to follow proper procedures may result in a 0.0 grade. It is the student's responsibility to visit Registration and Records in the Student Center on main campus to ensure all proper transactions have taken place.

POLICY FOR W EXCEPTION REFUND

Students who are financial aid recipients must check with the Financial Aid Office before requesting a "W" exception or refund.

- The following criteria must be met for exceptions to Jackson Community College's refund or "W" removal policy. Supporting third party documentation on official letterhead, signed by physician, employer or military (medical, employer, military) must be attached.
 - Death of an immediate family member
 - Return to work/change in working hours
 - Call to active military duty
 - Medical

- A request for a "W" exception, refund or balance forgiven that meets the above criteria must be submitted before the last day to withdraw for full semester courses as indicated in each semester's course schedule book. For shorter length courses, it is the student's responsibility to check with the registrar's office for the last date to withdraw.
- All requests must be submitted in writing, from the student, with the required supporting third party documentation to:
Jackson Community College Tuition Review Committee
2111 Emmons Road
Jackson, Michigan 49201
- Requests with supporting documentation must be submitted during the semester in which the course(s) was taken.

OTHER MARKS

I - Incomplete: The incomplete grade is designed for passing students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality, but is lacking in quantity to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as agreed to by the instructor and the student. If the student does not complete the course within the designated time period the "I" grade will be replaced by the grade earned as assigned by the instructor.

The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

P/F - Pass/ Fail: JCC may assign this option to some classes. Students cannot elect the option for any other classes. No honor points are awarded and the credits are not used in computing the GPA. Students are limited to two classes with a grade of P for graduation purposes. Grades of P rarely transfer to other colleges.

W - Withdraw: See description at left.

Y - Audit: If students wish to attend a course without receiving a grade or credit, the student must register for an audit. The audit option must be selected at registration or before the end of the Add/Drop period and the student must pay tuition and fees for the course. The student's transcript will reflect the audited courses with a mark of Y. The Y mark is not calculated into the grade point average. Credit for audit classes is not granted at a later date.

Other - E and N were used in a previous grading system and may appear on transcripts of returning students.

ATTENDANCE POLICY

Instructors may grade on attendance. Each instructor includes in the course syllabus a specific attendance policy for the course, clearly stating how attendance affects student grades.

GRADE REPORTS

Grade reports will be made available on e-Services at various times during the semester. The grade report shows all classes for which a grade has been received, withdrawn (W), or audited.

ACADEMIC HONESTY

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting other's work as your own
- Exhibiting other behaviors generally considered unethical

Cheating is obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Collaboration: While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Consequences/Procedures: Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the academic dean.

Student Appeal Process: In the event of a dispute, both students and faculty should follow the conflict resolution policy. This policy is presented in Student Rights and Responsibilities handbook and the Master Agreement.

GRADE POLICY FOR REPEAT CLASSES

You may repeat a course:

- Students may repeat a JCC course, but credit is given only once. The highest grade is used to calculate semester and cumulative GPAs. All final grades are a permanent part of the transcript.
- If the student repeats a course that transferred from another source, credit is only granted once and the JCC course will be used regardless of grade received. (Credit granted from another source that is repeated at JCC with a grade of 0.0, for example, is counted as a 0.0 for the GPA.) All entries remain a permanent part of the transcript and repeats not used in calculations are marked.

***NOTE:** Repeated classes at JCC may be calculated differently by other colleges, so be sure to check the policy of the institution under consideration.*

GRADE CHANGE REQUESTS

The student or the instructor may initiate a Request for Change of Grade, which must be approved by the instructor, academic dean and registrar. Questions regarding grades should be discussed with your instructor. The time limit for disputing a grade is one full semester following the semester of the course taken, (i.e. a fall grade dispute must be started by the end of the winter semester).

TRANSCRIPTS

JCC maintains the permanent record and official transcripts in the Student Center on main campus. All final course grades are recorded on a student's academic record. Transcripts are classified as either "official" or "issued to student."

An official transcript is stamped with the College seal and signed by the registrar. An official transcript never passes through the hands of the student. Official transcripts are sent directly to the recipient, such as another institution or employer. Official transcripts cannot be carried or mailed by the student as the recipient will not accept them as official. JCC does not release official transcripts to students.

A transcript issued to a student does not include the registrar's signature or college seal. The transcript is marked "issued to student." These transcripts are recommended for the student's reference, advising and planning purposes only.

Official transcripts are printed on security paper. JCC's policy on transcripts protects the integrity of the student's record and ensures its accuracy.

TRANSCRIPT REQUESTS

Transcripts are only released and issued upon the student's written request. Transcript request forms are available at all JCC locations and on the web. Transcript requests must

include the following: name, former names, present address, student ID number, birth date, approximate date of last attendance and signature. We cannot release any student confidential information, including a transcript without the student's legal signature.

Transcript requests are processed in a timely manner, with additional time needed for research of those records dating back five or more years or filed under a former last name(s).

JCC cannot fax transcripts when we cannot be assured that the recipient is the only person at the other end of the fax. Official transcripts are printed on security paper, which does not allow for faxing of these documents.

There is no fee for processing transcript requests. We can overnight transcripts for a delivery fee. If overnight delivery is requested, payment arrangements need to be made prior to our releasing the record. If there is a business office hold on the record for tuition, fees or repayment of student loans, JCC does not release the official transcript until the hold is released or cleared.

Registration and Records	(517) 796-8405
Transcript request recording	(517) 796-8602
Records office fax	(517) 796-8446

STUDENT RECORDS ACCESS & PRIVACY

Release and disclosure of student records maintained by JCC is governed by state and federal laws, which provide reasonable definitions of privacy and are subject to change. JCC accords all rights under the law to students and has an accepted practice of not releasing any records without the written consent of the student, regardless of age or class standing.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides:

1. The right to inspect and review the student's educational records within 45 days from the day the College receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not maintained by JCC, the registrar will advise the student.
2. The right to request an amendment to the student's educational records that the student believes is inaccurate or misleading. The requested amendment to the educational record must be made in writing citing specifically what portion of the record they want changed and specify why it is inaccurate or misleading. The College

makes the decision to amend the requested educational record and the student is notified.

3. The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

The following exceptions are permitted under the law:

- Employees of JCC within the limitations of their need to know.
- Accrediting agencies carrying out their accreditation functions.
- Persons in compliance with a judicial order (subpoena); however, the College makes a "reasonable effort" to notify the student prior to complying with the court order.
- A person or company with whom the College has contracted (attorney, auditory, collection agency).
- In an emergency situation, in order to protect the health and safety of other students or persons.

As stated above, JCC does not release any student information without the student's written consent, except in the circumstances permitted under the law. However, the College does verify student "directory" information. Under the law, directory information may include: student name, address, e-mail address, date of birth, place of birth, area of study, dates of enrollment, dates of employment, degrees and awards received, previous educational institutions attended and participation in officially recognized activities, clubs and sports.

A student may request, in writing, that JCC withhold all directory information. This request should be made as close to the beginning of the semester as possible, within the first 10 days of the semester. To remove this request for withholding of directory information, the student must also do so in writing.

As a part of the College's instructional program improvement efforts, and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, the College uses student's Social Security numbers to compile certain data for the purpose of instructional program improvement and Perkins and WIA reporting.

GRADUATION & COMMENCEMENT

An application for graduation needs to be filed for each degree or certificate. When applying for graduation, follow one of the following guidelines:

CURRENTLY ENROLLED STUDENTS

1. Complete degree or certificate requirements from the current catalog (year of graduation), or
2. Complete degree or certificate requirements from the catalog in effect the year a student first entered JCC (the catalog of entry) or any subsequent catalog provided that the student has maintained continuous enrollment at JCC.
3. Continuous enrollment/attendance means a student must attend at least one semester during an academic year which is defined as August 1 through July 31.

PREVIOUSLY ENROLLED STUDENTS

Students have five academic years to apply for graduation from the time they complete their last JCC course.

Apply For Graduation By The Following Deadlines:

<u>Anticipated Graduation</u>	<u>Application Deadline</u>
December	October 1
May	March 1
August	June 1

The minimum number of credits that must be taken at JCC for any degree or certificate program is 12. A minimum of 12 additional credits must be taken at JCC for a second degree while a minimum of six additional credits must be taken at JCC for a second certificate.

CATALOG OF ENTRY

A new College catalog takes effect at the beginning of the academic year, the beginning of the Fall semester.

Graduation requirements apply in their entirety (e.g., students cannot select specific elements of a degree/certificate program from one catalog, with other elements from another catalog).

Degree/certificate requirements may be changed during a catalog year only when the program is regulated or licensed by a government agency or other external accreditation agency, and that agency has mandated those changes. In order for JCC to provide the most current degree/certificate credentials possible, degree and certificate course requirements in a later catalog may be substituted if deemed appropriate and beneficial to the student. Any course substitutions must be approved by the department chair of the course affected and the academic dean.

GRADUATION WITH HONORS

Honors are conferred at graduation to associate degree and certificate students who have achieved the following GPAs:

3.80 to 4.0	High Honors
3.5 to 3.79	Honors
3.0 to 3.49	Recognition

Honors are noted on your diploma and transcript.

COMMENCEMENT

Commencement is the graduation ceremony, held annually in early May. Fall graduates and current Winter semester candidates who have not participated in a commencement are invited to attend. Spring semester candidates* may participate before completion of their degree/certificate program if they:

- Apply by the March deadline.
- Are within 10 credits of graduation and the required courses are offered in the Spring semester.

**Student must meet with an academic advisor and must agree there is reasonable expectation that all graduation requirements will have been met.*

STUDENT CENTER - MAIN CAMPUS

The Student Center focuses on students, providing assistance and support. Our staff offers timely and accurate information and service. Located on the second floor of the George E. Potter Center on main campus, the Student Center offers a complete range of walk-in services, including registration and advising. The Student Center offers extended hours at various times during the semester.

ACADEMIC ADVISING SERVICES

NEW STUDENTS

Students new to JCC have the opportunity to meet with an academic advisor after completing the JCC application and course placement requirements. Advisors will review the student's education development plan (EDP), high school transcript, ACT/SAT or course placement results and employment experience to help map out an educational plan to achieve the student's goals.

The purpose of academic advising is to develop connections between students, faculty and staff to build supportive relationships. Academic advisors provide students with appropriate information, make referrals to campus resources, and support students in achieving their goals. Faculty advisors are best qualified to discuss career opportunities in their disciplines. They usually have the clearest understanding of their department's curriculum and may be most knowledgeable about what is required of students to be successful in their fields. In addition, JCC provides career exploration services.

The Student Center offers access to academic advisors for quick answers to your questions. For more involved questions or extensive assistance, make an appointment with your faculty advisor or an academic advisor in the Student Center, or at any JCC location.

RETURNING STUDENTS

Advising continues throughout your JCC experience. Students are encouraged to consult with their advisor prior to registering for courses in subsequent semesters. Students are responsible for determining that the courses for which they are registered are applicable to their degree program.

STUDENTS INTENDING TO TRANSFER

Students should request transfer program information from the four-year universities and colleges that are being considered. Even if it's the first semester at JCC, talk with an advisor at the intended transfer institution to be sure you are taking the right courses for the program of your choice. Transfer information is also available on the JCC web site, Student Center, and JCC extension center offices.

Students can learn more about transferring to four-year colleges and universities via JCC's web site and by visiting the Student Center. We have view books, catalogs, guide sheets,

applications and scholarship information from most Michigan colleges and universities. An academic advisor can assist with web research for program information to help students select the most appropriate courses at JCC for transfer.

CAREER ADVISING

One-on-one career advising includes information on career planning, labor markets, occupations, and education opportunities. Individual academic advising is available to undeclared students and for others who need career development assistance. Creation of an Educational Development Plan (EDP) can enhance success and goal attainment.

The Student Center maintains a computerized career assessment program, Internet access, reference books, videos, and periodicals. It also provides assistance with career exploration and occupational outlook.

JOB PLACEMENT SERVICES

Jackson Community College is pleased to provide job placement services, in partnership with South Central Michigan Works! Service Centers, in Jackson, Lenawee and Hillsdale counties.

South Central Michigan Works! is a customer focused workforce development system that prepares people for work. Assistance to all employers and job seekers is available to ensure that employers are provided with a supply of skilled workers and individuals are provided with an opportunity to advance knowledge and skills to achieve economic self-sufficiency. Employers seeking workers can list their job openings on an Internet-based public labor exchange system. Job seekers can post their résumés for review by employers who are recruiting employees. Employers and job seekers can access local and state labor market information, job-seeking assistance such as résumé writing, career information and information about employment prospects in a specific industry. Employment advisors at South Central Michigan Works! will assist you in preparing your résumé.

SOUTH CENTRAL MICHIGAN WORKS!

SERVICE CENTER LOCATIONS

Jackson County

Commonwealth Commerce Center
209 East Washington Avenue
Jackson, Michigan 49201
(517) 841-5627

Lenawee County

Human Services Building
1040 South Winter Street
Adrian, Michigan 49221
(517) 266-5627

Hillsdale County

21 Care Drive
Hillsdale, Michigan 49242
(517) 437-3381

FOUNDATION STUDIES

Foundation Studies supports each student in the development of skills to adjust to the demands of college and to succeed academically by bringing together the resources of JCC, providing support and development services, assisting faculty in curriculum development, and promoting extra-curricular opportunities. For specific information on services offered through Foundation Studies, please refer to these sections in the catalog:

- Center for Student Success
- Tutoring
- Assistance for students with special needs
- Office of Service Learning and Civic Engagement
- Atkinson Library
- JCC Testing Lab
- Course Placement and Assessment

THE CENTER FOR STUDENT SUCCESS

The Center for Student Success is here to help you succeed in your college studies both academically and personally. The center offers a variety of services including free tutoring for enrolled students, a drop-in learning lab, the Writing Center, special software, free workshops, accommodations for students with documented disabilities, special funding for students enrolled in occupational programs, academic advising, and special events. The Center is staffed by full- and part-time faculty, peer tutors and support staff to provide appropriate resources and referrals.

Writing Assistance: Strong writing abilities are important in most courses. Get help with your papers, essays, lab reports, documentation of sources and other written assignments. You will learn about brainstorming topics, organizing ideas, writing rough drafts, editing and proof reading. Reference materials and computers are available for your use. Both faculty and peer tutors are available to help you on a drop-in basis or by appointment.

Tutoring: If you need help with a difficult subject, a math class, or a writing assignment, the Center for Student Success can help. Full and part time faculty, para-professional, certified and peer tutors offer tutoring in a variety of formats including on-line tutoring to help you succeed. We also hire tutors and train them through our College Reading and Learning Association Certified Tutor Training Program, a great opportunity to earn while you learn. This service is free to JCC students. To request a tutor or train to become one, please call us at the number listed on page 22.

PLATO: PLATO is a program of computerized instruction that is designed to help students improve math, reading, writing and science skills. The PLATO computer program allows you to work independently or with one of our faculty at your own pace, to practice and review old skills, and to learn new ones. Call to schedule an appointment for your assessment or just visit the center.

Special Funding: You may be eligible for financial assistance if you are enrolled in an occupational education program. We provide funds for single parents, displaced homemakers, those involved in non-traditional occupations, those who are academically or financially disadvantaged, or those with a documented disability. Students who are interested must also submit the Free Application for Federal Student Aid (FAFSA). Those with the greatest financial need are served first and must meet program and income guidelines. Application deadlines are in place for each semester so apply early. If qualified, this grant may help you with tuition, books, uniforms, child care or mileage. Academic advising is available in the center for students receiving this type of funding.

Accommodations: If you have a learning disability, hyperactivity (ADHD), vision or hearing impairment or other disability that interferes with your learning, the center for Student Success can provide the support you need. We also provide mobility assistance and special seating or other reasonable accommodations for those with physical challenges. In accordance with the Americans with Disabilities Act (ADA) these disabilities must be documented within the last three years. In cases where your need to obtain appropriate documentation, we may assist you in finding the resources or by making referrals. Other reasonable accommodations may include notetakers, textbook on tape, sign language interpreters, lecture taping, scribe, extended test time, oral testing, quiet testing place and others as appropriate. Academic advising for students with disabilities is available through the center. Assistive technology is available in the computer labs. These services are free to JCC students.

English as a Second Language: You can improve your English listening and reading skills with JCC's interactive, self-paced instruction at beginning, basic, intermediate and advanced levels. The studies are designed with an interactive computer program, workbook, and text. Our ESL faculty will assist you and customize your instruction.

GED Preparation: Completing your GED may be your first step toward college. Enrollment in this program helps prepare you for the five tests that comprise the GED: language arts - writing, social studies, science, language arts - reading and mathematics. This computer-assisted program is self-paced and allows you flexibility in enrollment and study time to suit your

busy schedule. The instruction is individualized, guiding you to work only on areas in which you need practice. Enroll at anytime and use the program as often as you like during the semester you enrolled. Note: This course will not apply towards a JCC certificate or degree.

Center for Student Success in Walker Hall (517) 796-8415

THE OFFICE FOR SERVICE LEARNING & CIVIC ENGAGEMENT

Service learning links a hands-on service opportunity in the community with in-class learning. Service learning gives you an opportunity to explore majors and careers and to increase your learning while helping to make the curriculum relevant to your life.

The mission of JCC's Office of Service Learning and Civic Engagement is to create an environment and infrastructure that facilitates and supports the integration of service learning methodology across the curriculum leading to civically engaged students.

Contact the Service Learning Office at (517) 796-8445 or talk with your instructor about including a service learning component in your class.

LEARNING RESOURCES

ATKINSON LIBRARY - MAIN CAMPUS

The Atkinson Library provides students and guests a balanced collection of books, magazines, videos, DVDs, books-on-tape and other materials. Our online catalog is available on the web using any computer with Internet access. The library shares its online catalog with the Jackson District Library (JDL). This partnership allows books and other materials to be requested from any JDL branch and sent directly to the JCC library.

The library offers access to many online databases for magazine, journal and newspaper citations. Several of these databases provide instant full-text access. Specialized databases are available covering such fields as nursing, education, science, psychology, business, and sociology. Reference librarians are always available to help you find the best resources for your needs.

The library offers an extensive interlibrary loan program. Articles, books, videos, etc. can be requested directly online or at the library.

We also provide microfilm and microfiche copiers, photocopiers, and a listening lab for using CDs, audiocassettes and videos.

The library is located on the first floor of Bert Walker Hall, main campus. For information call (517) 796-8622 or visit our JCC web site.

COMPUTER LABS

Need computer access? Drop in at JCC's open computer lab with student consultants, up-to-date software, printers and scanner to help you. Check the hours posted each semester for drop-in access to these computer labs:

- Whiting Hall, Room 104
- Walker Hall, Room 100D (inside the library)

OR TRY JCC'S EXTENSION CENTERS:

- Hillsdale Computer Lab
LeTarte Center, Hillsdale, Lobby or Room 17.
If class not in progress
- Lenawee Computer Lab
JCC @ VO-TECH, Hours posted or call for current semester hours.

JCC TESTING LAB

The JCC Testing Lab provides applicants, students, and guest students with a routine location to complete course placement assessments and course exams in a comfortable, secure environment for computerized tests and paper-pencil tests. Check for current hours by calling the library at (517) 796-8622. Students who need special accommodations due to physical impairments or learning disabilities should contact the Center for Student Success, (517) 796-8415. Students with needs must make arrangements at least one week prior to taking a test or the course placement assessment. The Testing Lab is equipped with assistive technology.

BOOKSTORE

The JCC Bookstore and the JCC @ VO-TECH Bookstore are operated under an agreement with the Follett Higher Education Group. The bookstores stock new and used textbooks, school supplies, JCC clothing, gifts, magazines, reference books and academically discounted software. The bookstore conducts book buyback year round — however the best prices are generally offered at the end of the fall and winter semesters.

Check the JCC schedule of classes each semester for current bookstore hours. The JCC Bookstore is located on the first floor of the George E. Potter Center on JCC's main campus, next to the Frank Dove Student Union. The JCC @ VO-TECH Bookstore is located in room 212 of the JCC @ VO-TECH Center, in Adrian. Additionally, a temporary bookstore is operated at the beginning and end of each semester at the Hillsdale LeTarte Center.

For more bookstore information, please call (517) 796-8440.

FOOD SERVICES - MAIN CAMPUS

Cafeteria food service is provided by ARAMARK in the George E. Potter Center, Robert Snyder Dining Room on class days. To inquire about hours, call (517) 783-1521.

The McDivitt Cafe (James McDivitt Hall) provides light food service in the early evening, Monday through Thursday.

Vending machines are available in all classroom buildings and in the Potter Center's Frank Dove Commons.

TRANSPORTATION - MAIN CAMPUS

City buses run on class days from Jackson to the JCC main campus through the Jackson Transportation Authority. Schedules and rate information are available in the Student Center on main campus.

STUDENT LIFE & CAMPUS ACTIVITIES

Jackson Community College is committed to providing students with a comprehensive educational experience that offers excellent learning opportunities inside and outside the classroom. The Office of Student Life is charged with offering students a wide variety of social and educational opportunities to enhance their learning experience and connect with peers. From Student Parliament and Phi Theta Kappa to intramural athletics and the arts, Student Life at JCC provides you with the chance to get involved on campus, develop friendships and have fun.

Any group of students wishing to form a new organization or club should check with the assistant dean of student life for assistance and guidelines on how to get started. All new student groups must meet specific guidelines set forth by the Student Parliament and apply for official recognition before becoming an officially sanctioned campus organization.

THE OFFICE OF STUDENT LIFE

This office operates under the supervision of the assistant dean of student life and is located in the Victor Cuiss Fieldhouse. All inquiries regarding Student Life and campus activities should be made to the assistant dean of student life at (517) 796-8628.

JACKSON COMMUNITY COLLEGE STUDENT ASSOCIATION

Every student is a member of the Jackson Community College Student Association (JCCSA). With the support of faculty, the association provides a democratic means for students to govern themselves. The association is governed by the Student Parliament.

STUDENT PARLIAMENT

This group is composed of interested students who submit petitions for election to the assistant dean of student life. The Parliament members act as official representatives of the student body in matters needing joint student and faculty or administration consideration. The Student Parliament annually allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission. Please contact the assistant dean of student life at (517) 796-8628 to learn more about Student Parliament and its election process.

INTRAMURAL SPORTS

JCC offers a comprehensive intramural program including sports such as flag football, soccer, basketball and volleyball and gaming events such as euchre, chess and Play Station tournaments. Intramurals are open to any current JCC student, faculty or staff member. The coordinator of intramurals is located at the Victor Cuiss Fieldhouse at (517)787-0800, ext. 8592. Please call if you have questions regarding intramurals or if you would like to learn more about participating in our intramurals program.

CLUB SPORTS

A club sport is a program available to all full-time students (minimum of 12 credit hours) at JCC. This program is initiated and funded solely by the full-time students or interested parties participating in the program. The emphasis of a club activity can be recreational, instructional, or competitive. Examples of club programs can be, but are not limited to volleyball, hockey, basketball, and cross country. To help in the administrative and decision-making processes, all club activities are overseen by the assistant dean of student life. When participating in club activities, all members are representatives of JCC and abide by all rules and regulations set forth by the College.

Hockey fans will be happy to know that JCC has its very own hockey team. The Golden Jets are members of the American Collegiate Hockey Association and is comprised of full-time JCC students who compete regionally against teams such as Muskegon Community College, Wright State University and Hope College. Please contact the assistant Dean of student life at (517) 796-8628 for more details about the Golden Jets hockey team or questions regarding club sports at JCC.

STUDENT PUBLICATIONS

The Phoenix, a newspaper published by students, covers campus events and information of general interest to the campus community. Students also contribute to the publication *Trillium* and the collection of essays titled "The Best of JCC."

STUDENT HONORS

PHI THETA KAPPA

The international honor society of community colleges recognizes and encourages academic excellence, and is open to any JCC student who has completed 12 undergraduate semester credit hours with a cumulative grade point average of 3.5 or above. Phi Theta Kappa provides opportunities for fellowship, scholarships, leadership development, service learning and idea exchange among scholars.

EXCELLENCE IN LEARNING AWARDS

Faculty nominate students for this award given annually in April. Students who demonstrate initiative, commitment, enthusiasm, or outstanding performance in the pursuit of learning are eligible. JCC has established this award to recognize learning excellence in ways not tied to course grades because we believe good grades are not the only indicator of successful learning.

DEAN'S LIST

Students are recognized each fall or winter semester for high academic achievement by being named to the Dean's List.

The minimum requirements for being named are:

- Full-time students who complete 12 or more credits during the semester with a semester GPA of 3.5 or higher.
- Part-time students, who after completing a total of 12, 24, 36, 48, 72, 84 and 96 credit hours, have earned a cumulative GPA of 3.5 or higher.

The College sends recognition letters to students' homes and notifies local newspapers.

OFFICE OF MULTICULTURAL RELATIONS

MISSION

"To actively promote and support diversity and multicultural education."

Jackson Community College and the Office of Multicultural Relations welcomes and encourages people from all cultural backgrounds and walks of life to experience the dynamic learning environment that JCC provides the community.

Student diversity is, as defined by the JCC Office of Multicultural Relations, (but not limited to) race, color, creed, religion, national origin, gender, life styles and physical abilities.

The College's efforts in developing a learning environment that embraces and promotes diversity and inclusion is a valuable indication of its commitment to providing quality educational opportunities to the community.

The Office of Multicultural Relations is responsible for monitoring, developing, and implementing programs and activities that will enrich the academic process and social experience at JCC. The office is responsible for motivating and directing the college toward institutionalizing a systematic process that embraces and promotes the principles of diversity and inclusion.

The director of multicultural relations will provide leadership to the college community by monitoring, implementing, and advancing training programs and events focused on diversity, multicultural education and inclusion. The office will utilize its resources to monitor, support, and develop opportunities for the college to participate as an active member in the greater Jackson, Hillsdale and Lenawee communities.

MINORITY STUDENT SERVICES

JCC is committed to providing support services, assisting minority students in becoming and remaining successful college students. The director of the Office of Multicultural Relations serves as a resource for minority students, provides referrals to the appropriate services and assists in the translation of the information obtained.

The director of the Office of Multicultural Relations works with minority students to resolve student-related issues. Anyone seeking additional information regarding minority students may call (517) 796-8470.

COLLEGE INCENTIVE PROGRAM

The Office of Multicultural Relations has been entrusted with the important responsibility of serving the needs of the College Incentive Program (CIP), formerly known as C.A.R.E. The program is committed to providing resources for improving postsecondary opportunities for CIP youth. Students that complete CIP will earn two years free college tuition at JCC in addition to obtaining valuable life skills that will enrich their educational journey.

For additional information contact the CIP office, (517) 796-8480.

FIELDHOUSE SERVICES

The staff and faculty welcome you as a currently registered student to use the Victor Cuiss Fieldhouse during open times. The facilities include an indoor jogging track (10 laps to the mile), two full-size basketball courts, two volleyball courts, lockers for men and women and adapted lockers and showers for students with disabilities. The Victor Cuiss Fieldhouse is open to all students through the intramural program and through classes in the Health and Physical Fitness Department.

WEIGHT TRAINING AND CONDITIONING CENTER

The Weight Training and Conditioning Center, located in the Fieldhouse, provides Cybex weight conditioning equipment and aerobic conditioning options. The facility is open to all students who register for any health and physical fitness class.

EXTENDING INTO THE COMMUNITY

CAMPUS CHILD CARE

Child care, operated by ABC Academy, is available 6 a.m. - 6 p.m. Monday - Friday all year on JCC's main campus. Preschool, latch key, infant, toddler care, and free Head Start and MSRP programs are available. Admittance is prioritized to JCC students first, JCC employees next, and then the general public. For more information, (517) 768-9323 or visit their web site @ www.abccademyjackson.com.

ASSOCIATE DEGREE OPTIONS & REQUIREMENTS

JCC offers four associate degrees. Each degree includes general education classes as well as specific program courses. Students should select an associate degree based on their plan of study or career goal.

ASSOCIATE IN ARTS (AA), ASSOCIATE IN SCIENCE (AS)

Students intending to transfer to another college or university usually select one of these degree programs. Students choose from courses that prepare them for a variety of professions and academic disciplines. *Note: Students are not required to earn a degree prior to transferring.*

ASSOCIATE IN APPLIED SCIENCE (AAS)

This degree prepares students for entry into a technical or skilled occupational career immediately following JCC.

ASSOCIATE IN GENERAL STUDIES

This degree is for students who want to plan their own program of study not defined by a specific job or career. The degree's flexibility allows the creation of a unique learning experience, such as combining the student's JCC experience with other academic institutions or community organizations, to prepare for or create a specialized career option.

ASSOCIATE DEGREE

1. A minimum cumulative grade point average of 2.0 overall. (Some programs have additional grade and course requirements. Follow the guide sheet for your program and meet with an academic advisor for complete information.) **Important: only courses with a 2.0 or better will transfer to most four-year colleges and universities.**
2. A minimum grade of 2.0 in each course that applies towards a degree.
3. Completion of specific courses in a degree.
4. A minimum of 60 credits.
5. A minimum of 12 credits earned at JCC, unless otherwise specified.
6. A completed Application for Graduation for an associate degree submitted by the deadline date to Registration and Records, located in the JCC Student Center, George E. Potter Center, or to JCC centers. Students have five academic years to apply for graduation from the time they complete their last course at JCC. See Graduation and

Commencement, page 19. Applications are available at all locations or on the JCC web site.; official audits are processed by the Registrar's Office

7. Completion of the degree requirements from any catalog of entry issued during continuous enrollment. Students who are not continuously enrolled and have completed degree requirements must meet the requirements of the catalog in effect at the time of graduation application. Students re-entering who have not completed degree requirements must follow catalog in effect at time of their re-entry date.
8. Coursework completed within a reasonable time period. This may require repeating certain essential courses, even though a passing grade was previously earned. An essential course involves material that affects skill development and successful performance and/or contains content likely to change significantly over time, as determined by appropriate academic departments.
9. A minimum of 12 additional credits beyond those credits completed for one degree are required to earn a second associate degree. Multiple degrees may be conferred in the same graduation period.

CERTIFICATE

1. A minimum cumulative grade point average of 2.0 overall. (Some programs have additional grade and course requirements. Follow the guide sheet for your program and meet with an academic advisor for complete information.) **Important: only courses with a 2.0 or better will transfer to most four-year colleges and universities.**
2. A minimum grade of 2.0 in each course that applies towards a degree.
3. Completion of specific courses in a certificate.
4. A minimum of 30 credits.
5. A minimum of 12 credits earned at JCC.
6. A completed Application for Graduation for a certificate submitted by the deadline date to Registration and Records, located in the JCC Student Center, Potter Center, main campus or to any JCC Center. Students have five academic years to apply for graduation from the time they completed their last course at JCC. See Graduation and Commencement page 19. Applications are available at all locations, or the JCC web site. Official audits are processed by the Registrar's Office.

7. Completion of the certificate requirements from any catalog of entry during continuous enrollment. Students who are not continuously enrolled and have completed certificate requirements must meet the requirements of the catalog in effect at the time of graduation application. Students re-entering who have not completed the certificate requirements must follow the catalog in effect at the time of their re-entry date.
8. Coursework completed within a reasonable time period. This may require repeating certain essential courses, even though a passing grade was previously earned. An essential course involves material that affects skill development and successful performance and/or contains content that is likely to significantly change over time, as determined by appropriate academic departments.
9. A minimum of six additional hours, beyond those credits completed for one certificate, are required to earn a second certificate. Multiple certificates may be conferred in the same graduation period.

SKILL SET CREDENTIALS

JCC offers "Skill Set Credentials" that are a coordinated set of courses whose purpose is to enable students to quickly achieve a specific occupational goal. Each of these credentials will:

1. Require no fewer than 12 and no more than 29 credit hours.
2. Provide a coherent set of skills and knowledge of benefit to students within specific career areas.
3. Serve as building blocks toward certificates or associate degrees.
4. Require students to have no developmental education holds or have special permission of the appropriate academic department.

GENERAL EDUCATION PHILOSOPHY — a message to students from the JCC faculty

General education promotes essential skills and understandings that collectively define the educated person; it is the centerpiece of all degree and certificate programs at JCC. The completion of general education by associate degree candidates and other students is consistent with the College's mission. The general education requirement is designed to ensure breadth of knowledge and to promote intellectual inquiry among all students, regardless of their area of study.

JCC faculty want students to observe, to identify ideas, issues, problems. We want students to evaluate and analyze what they see – by historical perspective, by scientific evidence,

by consideration of values, by articulating what is seen within a community of learners. We want students to apply their understanding of these processes to new problems and to think critically. Most important, we want them to become curious and excited to discover and wonder, to reflect and create. These are common human experiences we designed general education to foster.

JCC has identified two strategies to help students achieve the goals established by this philosophy of general education. Because JCC's vision includes a variety of educational, cultural and economic goals, the general education requirements involve both traditional intellectual exploration and practical skill development.

The first strategy for reaching these goals, traditional intellectual exploration, is accomplished through the completion of 17 credits of coursework in the following subject areas:

English	3 credits
Mathematics	3 credits
Science	4 credits
Social Science	3 credits
Humanities	3 credits
Health/Physical Fitness	1 credit

Specific courses needed in each of these categories are outlined in the program of study.

The second strategy, development of practical skills, is guided by the associate degree outcomes (ADOs). These are the skills which you should possess upon graduation from JCC:

HIGHEST PRIORITY SKILLS

1. The ability to communicate clearly, concisely, and intelligibly, using writing/oral skills.
2. The ability to comprehend and use information including written and oral forms.
3. Computational skills and understanding appropriate to the program of study.
4. Critical thinking and problem solving.
5. Working productively with others.
6. Scientific reasoning.
7. Facility in the use of computers and other technologies appropriate to the program of study.
8. An understanding of wellness and the relationship between life-style choices and the quality of life.

TRANSCENDENT UNDERSTANDINGS

9. An understanding of social, political, and economic systems.
10. An understanding of human behavior.
11. A knowledge of science and technology.
12. An appreciation of the visual and performing arts.
13. An international perspective and the interdependency of all peoples and nations.
14. An understanding of, and appreciation for, our multi-ethnic and multicultural society.
15. A historical perspective. Both strategies are used in designing each program of study. Students fulfill the requirements as they proceed through the courses in each program.

SUBSTITUTIONS & WAIVERS FOR GENERAL EDUCATION REQUIREMENTS

Students who encounter hardships with required general education courses while pursuing a planned educational program may request consideration of alternative courses through a substitution and/or waiver process. Each request must be reviewed and recommended by the department chair of the course under review and approved by the academic dean and registrar. Substitution and waiver guidelines and forms are available from department chairs, advisors and the Registration and Records Office.

STUDENT ASSESSMENT AT JCC

Assessment is a vital part of the academic life at JCC. The purpose of assessment is to measure student progress in the knowledge, skills and attitudes they exhibit from their studies. Assessment is conducted during class time, at the conclusion of programs of study, and at important stages of the academic cycle on a year by year basis.

Students are expected to complete a variety of assessments during their college career. These include course examinations, portfolios, attitude surveys, journals and demonstrations of skills used in occupational fields. A standardized test is administered in selected classes to measure overall student success in the achievement of basic foundational skills. Other assessments are made after students leave JCC that help faculty know the long-range effects of their teaching on student employment and the success of students who transfer to other colleges and universities.

Teachers identify course learning objectives and communicate them to students in their course syllabi, in

classroom materials, or in teacher-led discussions about course goals. Learning objectives are closely aligned with the Associate Degree Outcomes. Feedback from student performance on the learning objectives provides faculty with an assessment of the teaching and learning that occurs.

ACADEMIC SKILLS REQUIREMENTS

The associate degree and certificate requirements at JCC include proficiency in the academic skills of reading and writing. Similarly, associate degrees and most certificates include proficiency in mathematics. To ensure development of students' abilities in these skills, the College offers an academic skills development program.

The first phase of the program occurs upon entry to the College when students' competencies are assessed via ACT scores and/or College-administered placement assessments. Students with an ACT score of 18 or higher in English, reading and mathematics are exempt from placement assessments and are deemed ready to enter all college-level courses. Some programs may require a higher mathematics score. Students with prior successful college coursework may also be exempt. JCC accepts recent course placement scores from other Michigan colleges.

Writing: All JCC students seeking a degree or certificate are required to pass the college-level writing course, ENG 131: Writing Experience or demonstrate proficiency in writing. Upon completion of the writing placement assessment, students whose results indicate a need for further development in writing must enroll in ENG 090 and successfully complete the writing post-assessment before proceeding to the required college-level writing course.

Reading: All JCC students obtaining a degree or certificate are required to demonstrate proficiency in reading. Upon completion of the reading placement assessment students whose results indicate a need for further development in reading must enroll in ENG 080 or ENG 085.

Mathematics: All JCC students seeking a degree or certificate are required to pass a mathematics course best suited to their program of study or demonstrate math proficiency. Upon completion of the mathematics placement assessment, students whose results indicate a need for further development in mathematics must enroll in MTH 095 or MTH 110 and complete the course with at least a 2.0 grade.

Guidelines: ENG 080, ENG 090, ENG 109, MTH 095, and MTH 110 carry academic credit and grades earned are included in calculating the student's grade point average. The credits for these courses, however, constitute additional graduation requirements beyond the total number of credits required for an associate in arts (AA), associate in science (AS), and most associate in applied science (AAS) degrees or certificates.

ASSOCIATE IN ARTS

Minimum credits:	60
Minimum grade in all courses	2.0
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12

NOTE: Only courses with a 2.0 or better transfer to most four-year colleges and universities. To complete the MACRAO Articulation Agreement, students must plan their courses carefully. Completion of the Associate in Arts degree does NOT guarantee the MACRAO designation.

This degree is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree. It is selected by students planning to pursue a career in such fields as business, education, psychology and social work.

GENERAL EDUCATION REQUIREMENTS — (17 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)**Choose one of the following:**

MTH 131 Intermediate Algebra	4
MTH 133 Introduction to Probability and Statistics	3
MTH 140 Precalculus	5
MTH 151 Analytic Geometry and Calculus I	4
MTH 210 Foundations of Mathematics	3

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy and Physiology	5
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 251 Modern University Physics I	5

SOCIAL SCIENCE — (3 credits)**Choose one of the following:**

ANT 131 Introduction to Anthropology	3
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CRJ 101 Criminal Law	3
CRJ 104 Criminal Justice Psychology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 120 Human Relations for Corrections	3
CRJ 127 Corrections Law	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of the U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 236* Women in a Changing Society	3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance - Present	3
ENG 210 Introduction to Film	3
ENG 236* Women in a Changing Society	3
ENG 246 Short Story and Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH AND FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3

HPF 268 Advanced Weight Training	2
HPF 277 Stress Management	2

**Cannot be double-counted: prefix chosen at registration cannot be changed.*

ADDITIONAL DEGREE REQUIREMENTS — (19 credits)

WRITTEN AND ORAL COMMUNICATION— (3 credits)

ENG 132 Writing Experience	3
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NATURAL SCIENCE — (4 credits)

(Different discipline than taken in general education)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy	5
BIO 220 Microbiology	4
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
CEM 241 Organic Chemistry I	5
CEM 242 Organic Chemistry II	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 232 College Physics II	4
PHY 251 Modern University Physics I	5
PHY 252 Modern University Physics II	5

SOCIAL SCIENCE — (6 credits)

(At least one course must be from different discipline than taken in general education)

Choose two of the following:

ANT 131 Cultural Anthropology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 117 Criminology	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
GEO 132 World Regions	3
GEO 220 Weather and Climate	3
GEO 232 Geography of U.S. and Canada	3
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4

HIS 231 Dev. of the U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
PSY 290 Human Sexuality	3
SOC 117 Criminology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 235 Minority Groups in America	3
SOC 236* Women in a Changing Society	3
SOC 251 Modern Social Problems	3

HUMANITIES — (6 credits)

(At least one course must be from different discipline than taken in general education.)

Choose two of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236* Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
FRN 131 Elementary French I	4
FRN 132 Elementary French II	4
GER 131 Elementary German I	4
GER 132 Elementary German II	4
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of the US through the Civil War	3
HIS 232 Dev. of the US from the Civil War	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
SPN 131 Elementary Spanish I	4
SPN 132 Elementary Spanish II	4
SPN 231 Intermediate Spanish I	4
SPN 232 Intermediate Spanish II	4
THR 116 Introduction to Theatre	3

* Courses cannot be counted towards both general education and additional degree requirements

PROGRAM REQUIREMENTS

Additional courses** so that total degree equals 60 credits: Plan to visit an academic advisor to obtain a guide sheet and/or discuss requirements for selected program of study. Students are encouraged to choose courses that transfer as equivalent credit to four-year colleges and universities. Students are responsible to see that courses taken meet the requirements for their chosen program of study.

**Additional courses exclude continuing education courses (prefix CED, CEU, CFO, CJT, CSS, ESL), classes offered through JCC's workforce training programs (prefixes JTI, PDI), and ENG 080, 085, 090, 101, 102, 109, 110, MTH 090, 095, 100, and 110 and MTT 009.

If the transfer college or university of your choice is a MACRAO signator, it is recommended that you complete the requirements of The MACRAO Articulation Agreement (see page 35).

ASSOCIATE IN SCIENCE

Minimum credits:	60
Minimum grade in all courses:	2.0
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12

NOTE: Only courses with a 2.0 or better transfer to most four-year colleges and universities. To complete the MACRAO Articulation Agreement, students need to plan their courses carefully. Completion of the Associate in Science degree does NOT guarantee the MACRAO designation.

This degree is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree. It is selected by students planning to pursue a career in engineering, medicine, health sciences and other science-related professions.

GENERAL EDUCATION REQUIREMENTS — (18 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (4 credits)

Choose one of the following:

MTH 140 Precalculus	5
MTH 151 Analytic Geometry and Calculus I	4

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy	5
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 251 Modern University Physics I	5

SOCIAL SCIENCE— (3 credits)

Choose one of the following:

ANT 131 Cultural Anthropology	3
CRJ 101 Criminal Law	3
CRJ 104 Criminal Justice Psychology	3

CRJ 111 Introduction to Criminal Justice	3
CRJ 120 Human Relations for Corrections	3
CRJ 127 Corrections Law	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of the U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 236* Women in a Changing Society	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236* Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

**Cannot be double-counted: prefix chosen at registration cannot be changed.*

HEALTH AND FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2

HPF 221 Jazz Techniques	3
HPF 268 Advanced Weight Training	2
HPF 277 Stress Management	2

ADDITIONAL DEGREE REQUIREMENTS (19 Credits)

WRITTEN AND ORAL COMMUNICATION — (3 credits)

ENG 132 Writing Experience	3
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NATURAL SCIENCE — (16 credits)

(At least one course must be from different discipline than taken in general education.)

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy and Physiology	5
BIO 220 Microbiology	4
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
CEM 241 Organic Chemistry I	5
CEM 242 Organic Chemistry II	5
GEL 160 Introduction to Geology	4
MTH 151 Calculus I	4
MTH 154 Calculus II	5
MTH 251 Calculus III	4
MTH 254 Differential Equations	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 232 College Physics II	4
PHY 251 Modern University Physics I	5
PHY 252 Modern University Physics II	5

Courses cannot be counted towards both general education and additional degree requirements.

PROGRAM REQUIREMENTS

Additional courses** so that total degree equals 60 credits:
Plan to visit an academic advisor to obtain a guide sheet and/or to discuss requirements for your selected program of study.
Students are encouraged to choose courses that transfer as equivalent credit to four-year colleges and universities. Students are responsible to see that courses taken meet the requirements for their chosen program of study.

***Additional courses exclude continuing education courses (prefix CED, CEU, CFO, CJT, CSS, ESL), classes offered through JCC's workforce training programs (prefixes JTI, PDI), and ENG 080, 085, 090, 101, 102, 109, 110, and MTH 090, 095, 100, 110, 120.*

ASSOCIATE IN GENERAL STUDIES

Minimum credits:	60
Minimum grade in all courses:	2.0
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12

NOTE: Only courses with a 2.0 or better transfer to most four-year colleges and universities. If students want to complete the MACRAO Articulation Agreement, they need to plan their courses carefully. Completion of the Associate in General Studies degree does not guarantee the MACRAO designation.

This degree is adapted to a student's needs, interests and capabilities.

GENERAL EDUCATION REQUIREMENTS (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

Choose one of the following:

MTH 112 Business Math	3
MTH 120 Beginning Algebra	4
MTH 131 Intermediate Algebra	4
MTH 133 Introduction to Probability & Statistics	3
MTH 140 Precalculus	5
MTH 151 Calculus I	4
MTH 210 Foundations of Mathematics	3

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy and Physiology	5
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 251 Modern University Physics I	5

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ANT 131 Cultural Anthropology	3
CRJ 101 Criminal Law	3
CRJ 104 Criminal Justice Psychology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 120 Human Relations for Corrections	3
CRJ 127 Corrections Law	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of the U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 236* Women in a Changing Society	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236* Women in a Changing Society	3
ENG 246 Short Story and Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

*Cannot be double-counted: prefix chosen at registration cannot be changed.

HEALTH AND FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 268 Advanced Weight Training	2
HPF 277 Stress Management	2

ADDITIONAL DEGREE REQUIREMENTS (9 credits)**WRITTEN AND ORAL COMMUNICATION — (3 credits)****Choose one of the following:**

ENG 132 Writing Experience	3
ENG 232 Technical and Business Writing	3
SPH 231 Communication Fundamentals	3

Total of 6 credits from two of the three following areas:

Natural Science, Social Science and Humanities.

NATURAL SCIENCE

(Different discipline than taken in general education)

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
BIO 155 Human Anatomy and Physiology	5
BIO 220 Microbiology	4
CEM 121 Chemistry of Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamentals of Organic & Biological Chemistry ..	4
CEM 141 General Chemistry I	5
CEM 142 General Chemistry II	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 232 College Physics II	4
PHY 251 Modern University Physics I	5
PHY 252 Modern University Physics II	5

SOCIAL SCIENCE

(Different discipline than taken in general education)

ANT 131 Cultural Anthropology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 117 Criminology	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
GEO 132 World Regions	3
GEO 220 Weather and Climate	3
GEO 232 Geography of U.S. and Canada	3
HIS 120 Ancient History	3

HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of the U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
PSY 290 Human Sexuality	3
SOC 117 Criminology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 235 Minority Groups in America	3
SOC 236* Women in a Changing Society	3
SOC 251 Modern Social Problems	3

HUMANITIES

(At least one course must be from different discipline than taken in general education)

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236* Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry & Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
FRN 131 Elementary French I	4
FRN 132 Elementary French II	4
GER 131 Elementary German I	4
GER 132 Elementary German II	4
HIS 120 Ancient History	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Dev. of U.S. through the Civil War	3
HIS 232 Dev. of the U.S. from the Civil War	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
SPN 131 Elementary Spanish I	4
SPN 132 Elementary Spanish II	4
SPN 231 Intermediate Spanish I	4
SPN 232 Intermediate Spanish II	4
THR 116 Introduction to Theatre	3

Courses cannot be counted toward both general education and additional degree requirements.

PROGRAM REQUIREMENTS

Additional courses** so that total degree equals 60 credits:
Plan to see an academic advisor to discuss requirements for your selected program of study.

***Additional courses exclude continuing education courses (prefix CED, CEU, CFO, CJT, CSS, ESL) or classes offered through JCC's workforce training programs (prefixes JTI, PDI).*

ASSOCIATE IN APPLIED SCIENCE

This degree is recommended for students who plan to enter a specific occupation upon graduation from JCC.

DEGREE, ELECTIVE & RELATED REQUIREMENTS

Plan to see an academic advisor to obtain a guide sheet and/or to discuss requirements for your selected program of study. Degree requirements are also available on our web site.

IMPORTANT INFORMATION FOR TRANSFER STUDENTS

You may be able to earn as much as half your bachelor's degree program (freshmen and sophomore years) at JCC. A bachelor's degree at most four-year colleges and universities requires 124 semester credit hours, and most colleges accept 60-64 credits from JCC. Some allow students to transfer more credits but still require about 60 hours to be taken at their institution.

You can decide whether or not to earn an associate degree from JCC before transferring. Transfer students who do wish to earn a degree usually pursue an Associate in Arts or an Associate in Science. Colleges with completion or fast-track degree programs for working adults may allow students to transfer all the credits earned from an Associate in Applied Science degree. Others may accept up to 90 credits earned at JCC and require an additional 30 credit hours. In other programs, it may be to the students advantage to complete the MACRAO Articulation Agreement (see page 35).

Earning a degree from JCC doesn't automatically qualify students to enter as a junior at the transfer institution. Four-year institutions reserve the right to evaluate each course completed at JCC for transfer credit.

The Transferability of Courses Depends On:

- the intended transfer college,
- the program of study, i.e., the major and/or minor(s),
- the grade received in the JCC course (2.0 is minimum acceptable grade point),
- whether or not the transfer college has an equivalent course,
- and the level of the course (e.g. an intermediate algebra course may be acceptable for one program, but not for others that require higher levels of mathematics).

Students are encouraged to keep the syllabi and course materials (including quizzes/tests, notes from courses, and names/authors of texts) of all courses they intend to transfer.

Transfer courses are formally articulated with about 20 four-year colleges and universities and recognized by other colleges and universities throughout the United States.

TOOLS TO HELP TRANSFER STUDENTS

Each transfer institution has its own requirements for admission, majors, general education, second admit programs, etc. Requirements are stated in the transfer college's catalog or you can find additional information on JCC's web site.

General guidelines are available to help students choose courses that transfer to their preferred college. Program guide sheets are available that list JCC courses that meet general education and specific program requirements at various senior institutions. Guide sheets are available in the Student Center on JCC's main campus or in the main office at JCC @ VO-TECH and Hillsdale LeTarte Center or on the web site.

TRANSFER PROCEDURE - A CHECKLIST

Review the following checklist at least a year prior to transferring; JCC suggests starting in your first semester.

1. See a JCC academic advisor.
2. Decide on the college to which you intend to transfer. Colleges/universities vary in requirements.
3. Decide on a program of study or major. JCC academic advisors provide program guide sheets outlining which courses to take. Also, request a catalog from your intended transfer college.
4. Visit transfer colleges and talk with staff and students.
5. Apply for transfer admission well in advance of the anticipated date of transfer. Applications are available from the transfer institution.
6. Request official transcripts to be mailed to each college or university you plan to attend. Transcripts are only accepted if they are mailed directly by the college and have the official seal. Request JCC transcripts from the Registrar's Office in writing; there is no charge.
7. Complete the appropriate financial aid application materials. Financial assistance is not awarded until the student is accepted by the institution. Request financial aid transcripts from each previous institution attended, regardless of whether or not you ever applied for financial aid from that college or university. Request a JCC financial transcript from the Financial Aid Office; there is no charge.

SPECIAL NOTE ON FOREIGN LANGUAGE REQUIREMENTS

Some four-year colleges and universities require competency in a foreign language equivalent to two years of college study.

Students transferring to an institution requiring competency in a foreign language should consider meeting this requirement before transferring.

SECOND ADMIT PROGRAMS

Some programs at four-year institutions require more than the general college admissions requirements. For instance, even though a student may get accepted by Michigan State University, he/she will need to fulfill additional requirements before being accepted into the College of Education. To find out about entry standards and application deadlines, check with the specific academic department (e.g. education, business, engineering) at the transfer institution or check their college catalog.

PRE-PROFESSIONAL PROGRAMS

Students interested in pursuing curricula such as law, medicine, dentistry and other advanced degrees may choose to enroll in pre-professional programs at JCC (pre-law, pre-medical, pre-dental, etc.) Follow the sequence of courses recommended by the transfer institution.

Entrance tests required for professional degrees - GMAT, GRE, MCAT, LSAT and others - are usually taken prior to the senior year in college. JCC students should check on the availability of preparation coursework at the transfer institution.

MACRAO ARTICULATION AGREEMENT WITH COLLEGES & UNIVERSITIES

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement facilitates the transfer of students from community colleges to four-year colleges and universities in Michigan. The agreement ensures that students who have completed the requirements of the MACRAO Articulation Agreement as defined by JCC have satisfied the freshman and sophomore level general education requirements at other participating schools.

By carefully choosing courses, students may obtain an associate degree from JCC and complete the MACRAO Articulation Agreement. However, students do not need to obtain a degree to earn the MACRAO designation. If students meet all the requirements of the agreement, they should contact Registration and Records Office and request the MACRAO designation on their transcripts.

The following colleges participate to some degree with JCC in the MACRAO Articulation Agreement:

Adrian College
Albion College
Alma College
Andrews College
Aquinas College
Baker College

Central Michigan University
 Cleary College
 Davenport University
 Eastern Michigan University
 Ferris State University
 Grand Valley State University
 Hope College
 Kettering Institute
 Lake Superior State University
 Lawrence Technological University
 Madonna College
 Marygrove College
 Northern Michigan University
 Oakland University
 Olivet College
 Saginaw Valley State University
 Spring Arbor University
 Western Michigan University

REQUIREMENTS OF THE MACRAO ARTICULATION AGREEMENT

Minimum grade 2.0 for each course

Note: This list reflects only current classes. The registrar's office maintains a historical listing of courses that are accepted as part of MACRAO.

ENGLISH COMPOSITION — (6 credits)

English (ENG) 131 and 132

NATURAL SCIENCE

(8 credits total from two disciplines; one must be laboratory science)

Biology (BIO) 131, 132, 151, 152, 155, 220
 Chemistry (CEM) 121, 131, 132, 141, 142
 Geology (GEL) 160
 Mathematics (MTH) 133, 140, 151, 154, 251, 254
 Natural Science (NSC) 131
 Physics (PHY) 131, 151, 231, 232, 251, 252

SOCIAL SCIENCE

(8 credits total from two disciplines)

Anthropology (ANT) 131
 Criminal Justice (CRJ) 111, 117
 Economics (ECN) 231, 232
 Geography (GEO) 131, 132
 History (HIS) 120, 131, 132, 231, 232
 Psychology (PSY) 140, 152, 245, 251, 252, 290
 Political Science (PLS) 141
 Sociology (SOC) 117, 152, 231, 235, 236, 251

HUMANITIES

(8 credits total from two disciplines)

Art (ART) 111, 112
 English (ENG) 210, 236, 246, 247, 249, 252, 255, 256, 257
 French (FRN) 131, 132
 German (GER) 131, 132
 History (HIS) 120, 131, 132, 231, 232
 Humanities (HUM) 131
 Music (MUS) 130, 131, 132, 151, 152
 Philosophy (PHL) 231, 232
 Spanish (SPN) 131, 132, 231, 232
 Theatre (THR) 116

At JCC, academic areas are organized into six career pathways to address the variety of career and training options in related fields. Within each career pathway, students can choose between certificate and associate degree programs designed to provide skills for immediate employment or job advancement. Each career pathway also offers several transfer programs for students who plan to pursue advanced degrees at four-year colleges or universities. Based on their career goals, JCC students can find a career pathway that matches their knowledge, skills and attributes. The six career pathways are:

- Arts & Communication
- Business, Management, Marketing & Technology
- Engineering/Manufacturing & Industrial Technology
- Health Sciences
- Human Services
- Natural Resources & Agriscience

ARTS & COMMUNICATION CAREER PATHWAY

This pathway includes careers related to the humanities and the performing, visual, literary and media arts. This career path may include careers in writing, journalism, web design, foreign language, radio and television broadcasting and public relations.

DEGREES/CERTIFICATES

Visual Communication

- Graphic Design
- Web Design

TRANSFER PROGRAMS IN THE ARTS & COMMUNICATION PATHWAY

The first two years of a student's college education usually consist of general education courses, introductory courses in a major and/or program of study and selected electives. Refer to pages 35 for additional information on transfer and MACRAO. Academic advisors will assist students in planning their transfer program. They can also provide transfer guide sheets indicating JCC courses that meet the requirements of various programs of study at four-year colleges. Sample curricula for a few popular transfer programs are included.

- Art • English • History • Music • Theatre

Jackson Community College has published this catalog for information purposes only and its contents do not constitute a contract between this institution and prospective or enrolled students. The information contained in this general College Catalog reflects the current curricula, policies and regulations of the College. However, these are subject to change at any time by action of the Board of Trustees or the administration. The information is generally believed to be accurate, but the College disclaims liability for inadvertent errors or omissions.

VISUAL COMMUNICATION/ GRAPHIC DESIGN — ASSOCIATE IN APPLIED SCIENCE

The graphic design program prepares students for entry-level positions in design organizations. Graphic design graduates find employment in a variety of settings including the publication and printing industries, advertising and marketing organizations, and graphic design department of corporations, government agencies and retailers.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	4
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature -19th Century	3
ENG 256 American Literature -20th Century	3
ENG 257 World Literature I	3

HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (15 credits)

BUA 100 Contemporary Business	3
BUA 120 Human Relations in Business	3
BUA 231 Advertising, Promotion and Public Relations	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

GRAPHIC DESIGN CORE REQUIREMENTS — (31 credits)

ART 101 Two-Dimensional Design or ART 103 Drawing or ART 152 Painting & Composition	3
CIS 128 Typography & Layout	3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	3
CIS 132 Graphic Illustration (Adobe® Illustrator®)	3
CIS 134 Graphic Imaging (Adobe® Photoshop®)	3
CIS 228 Desktop Publishing II (QuarkXPress®)	3
CIS 230 Practicum in Printing	4
CIS 232 Integrated Design (Adobe® InDesign®)	3
CIS 234 Graphic Technology Applications	3
CIS 245 Internship	3

SUGGESTED COURSE SEQUENCE

First Semester

ART 101, 103 or 152, ENG 131, CIS 101, CIS 130

Second Semester

BUA 100, ENG 232, CIS 128, CIS 134

Third Semester

Health & Physical Fitness requirement, Science requirement
and Social Science requirement

Fourth Semester

BUA 120, CIS 132, CIS 228, CIS 230

Fifth Semester

BUA 231, CIS 232, CIS 234, MTH 120 or higher

Sixth Semester

CIS 245, Humanities requirement

VISUAL COMMUNICATION/ GRAPHIC DESIGN — CERTIFICATE

Minimum credits:	40
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS - (9 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3

GRAPHIC DESIGN CORE REQUIREMENTS - (31 credits)

ART 101 Two-Dimensional Design or ART 103 Drawing or ART 152 Painting & Composition	3
CIS 128 Typography & Layout	3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	3
CIS 132 Graphic Illustration (Adobe® Illustrator®)	3
CIS 134 Graphic Imaging (Adobe® Photoshop®)	3
CIS 228 Desktop Publishing II (QuarkXPress®)	3
CIS 230 Practicum in Printing	4
CIS 232 Integrated Design (Adobe® InDesign®)	3
CIS 234 Graphic Technology Applications	3
CIS 245 Internship	3

SUGGESTED COURSE SEQUENCE

First Semester

CIS 101, CIS 130, CIS 132, CIS 228, CIS 230

Second Semester

ART 101, 103, or 152, CIS 128, CIS 134, CIS 232, CIS 234

Third Semester

CIS 245, ENG 131, MTH 120 or higher

VISUAL COMMUNICATION/ WEB DESIGN – ASSOCIATE IN APPLIED SCIENCE

A web designer combines type, graphics, animation, sound, and programming to create a complete experience for the web visitor. Web design is a cooperative process, and the designer may work with interface designers, marketing professionals, engineers, and computer technicians.

Minimum credits:	62
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3

ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

RELATED REQUIREMENTS — (15 credits)

BUA 100 Contemporary Business	3
BUA 120 Human Relations in Business	3
BUA 231 Advertising, Promotion and Public Relations	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

WEB DESIGN CORE REQUIREMENTS — (30 credits)

ART 201 Three-Dimensional Design	3
CIS 023 Microsoft® FrontPage® Workshop	1
CIS 122 Microsoft® Access® Comprehensive	3
CIS 132 Graphic Illustration (Adobe® Illustrator®)	3
CIS 134 Graphic Imaging (Adobe® Photoshop®)	3
CIS 143 HTML	2
CIS 144 Web Page Design (Dreamweaver®)	3
CIS 232 Integrated Design (Adobe® InDesign®)	3
CIS 243 Web Animation (Macromedia® Flash®)	3
CIS 244 Web Programming	3
CIS 246 Web Integration with Database	3

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, CIS 023, CIS 101, CIS 143, Science Requirement

Second Semester

ART 201, BUA 100, CIS 122, CIS 246, Humanities Requirement

Third Semester

MTH 120 or higher, Health and Physical Fitness Requirement

Fourth Semester

BUA 120, CIS 132, CIS 243, ENG 232

Fifth Semester

BUA, 231, CIS 134, CIS 232, Social Science Requirement

Sixth Semester

CIS 144, CIS 244

VISUAL COMMUNICATION/ WEB DESIGN — CERTIFICATE

Minimum credits:	39
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3

WEB DESIGN CORE REQUIREMENTS — (30 credits)

ART 201 Three-Dimensional Design	3
CIS 023 Microsoft® FrontPage® Workshop	1
CIS 122 Microsoft® Access® Comprehensive	3
CIS 132 Graphic Illustration (Adobe® Illustrator®)	3
CIS 134 Graphic Imaging (Adobe® Photoshop®)	3
CIS 143 HTML	2
CIS 144 Web Page Design (Dreamweaver®)	3
CIS 232 Integrated Design (Adobe® InDesign®)	3
CIS 243 Web Animation (Macromedia® Flash®)	3
CIS 244 Web Programming	3
CIS 246 Web Integration with Database	3

SUGGESTED COURSE SEQUENCE

First Semester

ART 201, CIS 023, CIS 101, CIS 122, CIS 132, CIS 143, CIS 243

Second Semester

CIS 134, CIS 232, CIS 246, ENG 131, MTH 120 or higher

Third Semester

CIS 144, CIS 244

TRANSFER PROGRAMS

ART

Visual artists create art to communicate ideas, thoughts or feelings. They use a variety of methods: painting, sculpting or illustration and an assortment of materials including watercolors, acrylics, pastels, pencils, pen and ink, plaster, clay and computers. Visual artists' works may be realistic, stylized or abstract and may depict objects, people, nature or events. Sample curricula for a few popular transfer programs are included.

Admittance to a four-year college art program is highly competitive. Check with the transfer institution to determine the admittance process. During the first semester of your freshman year, check whether ART classes will transfer to meet requirements of the transfer institution.

Some transfer institutions grant studio art credit ONLY upon approval of a portfolio.

SUGGESTED COURSE SEQUENCE FOR ART

First Year, Fall Semester

ART 101, ART 111, ENG 131, MTH 131 or 140*, MACRAO Science course

First Year, Winter Semester

ART 112, ART 201, ENG 132, MACRAO Science course, MACRAO Social Science course

Second Year, Fall Semester

ART 103, ART 152, MACRAO Social Science course, Non-art MACRAO Humanities course

Second Year, Winter Semester

ART 203, MACRAO Social Science course, Electives

**Check mathematics requirements at intended transfer institution.*

DANCE

Dancers use their bodies in a variety of ways to respond to social and political realities. Creative movement, awareness of the body in space and time and performance experience are all excellent training for careers that demand poise and confidence in public presentations. During your first semester, check on the transfer status of DAN classes with the university of your choice.

ENGLISH

Students who major or minor in English can find work in a variety of fields. Careers such as writing, teaching, library science, editing and publishing are directly related to specific studies in English language and literature. English is an excellent pre-law major. Many transfer institutions require that English majors have proficiency in a foreign language. The level of this proficiency varies - some require third-semester proficiency but more require fourth-semester proficiency.

SUGGESTED COURSE SEQUENCE FOR ENGLISH

First Year, Fall Semester

ENG 131, MTH 131 or MTH 140*, Foreign Language 131, MACRAO Science course

First Year, Winter Semester

ENG 132, ENG 246, Foreign Language 132, MACRAO Science course

First Year, Spring Semester

MACRAO Social Science courses

Second Year, Fall Semester

ENG 247, ENG 255, ENG 261, Foreign Language 231

Second Year, Winter Semester

ENG 252, ENG 256, Foreign Language 232, MACRAO Social Science course, SPH 231

**Check mathematics requirements of transfer institution.*

HISTORY

History examines the lives of people and the consequences of ideas. Study of the past reveals valuable achievements as well as dreadful mistakes, and in so doing helps us meet the unexpected challenges of our own day.

SUGGESTED COURSE SEQUENCE FOR HISTORY**First Year, Fall Semester**

ENG 131, HIS 131, MTH 131 or MTH 140*, MACRAO Science course

First Year, Winter Semester

ENG 132, GEO 132, HIS 132, PHL 231, MACRAO Science course

Second Year, Fall Semester

ECN 231, HIS 231, PLS 141, Electives

Second Year, Winter Semester

ECN 232, HIS 232, Electives

**Check mathematics requirements of transfer institution.*

MUSIC

Many occupations include music, the most obvious being a vocalist or musical entertainer. Others include songwriting, music teacher, music therapist, conductor, music critic or music librarian. Some music majors work on the business side of the industry and become agents or store owners.

Music students have access to the College's incredible performing arts complex, the George E. Potter Center. Students who qualify can study and perform with the Broadway Revue and the Community Concert Band. These provide valuable concert experiences as well as academic credit.

Admittance to a four-year college music program is highly competitive and requires an audition. It is recommended that students contact their intended transfer institution during their first year to schedule an audition time.

SUGGESTED COURSE SEQUENCE FOR MUSIC**First Year, Fall Semester**

ENG 131, MTH 131 or MTH 140*, MACRAO Science course, MUS 103***, MUS 151**, MUS 167****, MUS 129, MUS 190

First Year, Winter Semester

ENG 132, MACRAO Science course, MUS 152**, MUS 168****, MUS 129, or MUS 190

Second Year, Fall Semester

MUS 130, MACRAO Social Science courses, Non-music MACRAO Humanities course, MUS 129, or MUS 190

Second Year, Winter Semester

MUS 131, MACRAO Social Science course(s), MUS 129, or, MUS 190

**Check mathematics requirements of transfer institution.*

***May need to take test at transfer institution to receive credit.*

****Semesters required depend on amount of prior piano study.*

*****Vocalists can take MUS 123/124 instead.*

THEATRE

Theatre students have access to the College's incredible performing arts complex, the George E. Potter Center and learn from professionally experienced faculty. Program emphasizes practical experience with requirements in studio and classroom work.

Career positions can include working as an actor, director, stage manager, set designer or in other theatre-related occupations.

SUGGESTED COURSE SEQUENCE FOR THEATRE**First Year, Fall Semester**

ENG 131, MTH 131 or MTH 140*, THR 145, MACRAO Science course

First Year, Winter Semester

ENG 132, PSY 140, THR 146, MACRAO Science course

Second Year, Fall Semester

THR 116, MACRAO Social Science and Humanities courses

Second Year, Winter Semester

THR 260, MACRAO Social Science and Humanities courses, electives

**Check mathematics requirements of transfer institution.*

BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY CAREER PATHWAY

This pathway includes careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. These may include advertising, entrepreneurship, sales, computer/information systems, human resources, office administration, economic and management and retailing.

DEGREES/CERTIFICATES:

- Accounting
- Business Administration
- Management
- Marketing
- Computer Programming Specialist
- Microcomputer Applications Specialist
- Microsoft Office User Specialist
- Networking Specialist
- Office Administration Specialist

SKILL SET CREDENTIAL

The "Skill Set Credentials" process is a building block approach to completing a trade certificate program. Students can choose to complete the skill set credentials depending upon the level of skill and knowledge desired. Students can apply for a skill set credential upon completion of the required courses

TRANSFER PROGRAMS

The first two years of a student's college education usually consists of general education courses, introductory courses in a major and/or program of study, and selected electives. See an academic advisor for a transfer guide sheet to the college/university of your choice. The guide sheet identifies JCC courses that transfer in your program of study. Refer to pages 35 for additional information on transfer and MACRAO.

Sample curricula for some transfer programs are:

- Associate in Arts - Business
- AAS: Accounting or Business Administration to Siena Heights University
- Transfer – Computer Science

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ACCOUNTING —ASSOCIATE IN APPLIED SCIENCE

Accountants and auditors prepare, analyze and verify financial reports and taxes and monitor information systems that furnish this information to managers in business, industry and government.

The accounting/finance major prepares students for initial employment and develops competencies for those already in the field. Students develop skills in the posting and recording of financial data, use of computers, preparation of financial statements and reports, interpretation of financial information, and develop effective supervisory and communicative techniques and skills.

Typical job opportunities and places of employment are: junior accountant with public accounting firms, banks and other financial institutions, educational institutions and other profit and not-for-profit organizations.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3

ENG 236 Women in a Changing Society	3
ENG 246 Short Story and Novels	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

ACCOUNTING CORE REQUIREMENTS (36 credits)

ACC 115 Payroll Accounting	2
ACC 130 QuickBooks Pro or CIS 121 Microsoft® Excel® Comprehensive	2
ACC 220 Taxation Issues in Business or ACC 122 Volunteer Income Tax Project	3
ACC 231 Principles of Accounting I	4
ACC 232 Principles of Accounting II	4
ACC 234 Managerial Accounting	4
ACC 240 Intermediate Accounting	4
BUA 100 Contemporary Business	3
BUA 110 Introduction to Wall Street	1
BUA 250 Business Law I	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical and Business Writing	3

ELECTIVES

(Select electives from the following list so that the degree equals 60 credits.)

ACC 130 QuickBooks Pro or CIS 121 Microsoft® Excel® Comprehensive	2
ACC 220 Taxation Issues in Business or ACC 122 Volunteer Income Tax Project	3
ACC 245 Internship	3
BUA 111 Personal Finance	3
BUA 120 Human Relations in Business	3
BUA 122 Successful Small Business	3
BUA 220 Principles of Management	3
BUA 230 Principles of Marketing	3

ACCOUNTING — CERTIFICATE

This 30-hour program prepares students for bookkeeping and related occupations. Job opportunities exist for audit clerks, general accounting clerks, credit card clerks in hotels and restaurants, general ledger bookkeepers and many more. Learn to keep accounting records and compile reports using computers and calculators; prepare payrolls, tax reports; compute, type, and mail monthly statements, keep general ledgers, and perform many other accounting functions.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

ACCOUNTING CORE REQUIREMENTS — (17 credits)

ACC 115 Payroll Accounting	2
ACC 231 Principles of Accounting I	4
ACC 232 Principles of Accounting II	4
BUA 110 Introduction to Wall Street	1
CIS 101 Introduction to Computer Systems	3
CIS 121 Microsoft Excel Comprehensive	3

ELECTIVES

Select electives from courses in ACC, BUA, or ECN, in order to meet 30 credits required for certificate. Please note: FIN courses have been replaced with BUA.

BUSINESS ADMINISTRATION — ASSOCIATE IN APPLIED SCIENCE

This is a broad-based program of business studies. This program allows the student to customize a program of study that meets the specific employment and/or transfer needs of the student.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
BIO 151 General Botany	4
BIO 152 General Zoology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Our Physical World	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story and Novels	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 131 Understanding Music	3

MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

BUSINESS CORE REQUIREMENTS — (22 credits)

ACC 216 Financial Accounting Concepts or ACC 231 Principles of Accounting I	4
BUA 100 Contemporary Business	3
BUA 220 Principles of Management	3
BUA 230 Principles of Marketing	3
BUA 250 Business Law I	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Business and Technical Writing	3

ELECTIVES — (21 credits)

Select electives from the following list to meet the 60 credit degree requirement. Please note: FIN courses have been replaced by BUA.

ACC 115 Payroll Accounting	2
ACC 122 Volunteer Income Tax Project	3
ACC 220 Taxation Issues in Business	3
ACC 232 Principles of Accounting II	4
ACC 234 Managerial Accounting	4
ACC 240 Intermediate Accounting	4
BUA 110 Introduction to Wall Street	1
BUA 111 Personal Finance	3
BUA 120 Human Relations in Business	3
BUA 121 Leadership	3
BUA 122 Successful Small Business	3
BUA 130 Customer Service	3
BUA 131 Effective Selling	3
BUA 221 Human Resource Management	3
BUA 231 Advertising, Promotion & Public Relations	3
BUA 245 Internship	3
BUA 251 Business Law II	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
PSY 140 Introduction to Psychology	4

Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.

BUSINESS ADMINISTRATION — CERTIFICATE

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world. You can use your ability to get along with people, develop your leadership potential, and use your oral and written communication skills. Jobs may be found in insurance companies, hospitals, health-care facilities, educational institutions, transportation/distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses needed for an associate degree.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (6 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3

BUSINESS CORE REQUIREMENTS — (22 credits)

ACC 216 Financial Accounting Concepts or ACC 231 Principles of Accounting I	4
BUA 100 Contemporary Business	3
BUA 220 Principles of Management	3
BUA 230 Principles of Marketing	3
BUA 250 Business Law I	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

ELECTIVES

Select electives from courses in ACC, BUA, and ECN in order to meet 30 credits required for certificate. FIN courses have been replaced with BUA.

Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.

SKILL SET CREDENTIALS — FINANCIAL SERVICES

This credential prepares students for work in the banking and financial services industries. Job opportunities could include introductory positions with banks (teller or customer service representative), trust offices, pension and retirement planning firms, personal financial planning groups and investment brokerage houses (clerk or customer service representative). Students acquire skills in customer relations and financial problem solving. Students learn about financial markets and economic issues.

Minimum credits:	13
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (13 credits)

BUA 110 Introduction to Wall Street	1
BUA 111 Personal Finance	3
BUA 120 Human Relations	3
BUA 130 Customer Service	3
ECN 232 Microeconomics	3

MANAGEMENT — CERTIFICATE

People with management skills are employed in every industry in the career world. This program will build on your natural ability to get along with people and help develop your leadership potential. The focus in this program is on the principles, theories, and application of planning, organizing, leading, staffing, and evaluating results. Having good communication skills and the ability to make reliable decisions without supervision are essential to beginning a career in management.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

MANAGEMENT CORE REQUIREMENTS — (16 credits)

ACC 216 Financial Accounting Concepts or ACC 231 Principles of Accounting I	4
BUA 100 Contemporary Business	3
BUA 130 Customer Service or BUA 120 Human Relations	3
BUA 220 Principles of Management	3
BUA 221 Human Resource Management	3

ELECTIVES

Select electives from classes in ACC, BUA, CIS, or ECN in order to meet 30 credits required for certificate. FIN courses have been replaced with BUA.

SKILL SET CREDENTIALS – ADVANCED MANAGEMENT

These credentials prepare students for management, leadership, and supervisory positions in any business or industry. It is designed for students who already possess an A.A., A.A.S., B.A., or B.S. degree or 10 years work experience. Students acquire skills in leadership, human behavior, problem solving and critical thinking. Students learn to effectively manage human resources and develop solutions to complex management problems.

Minimum credits:	16
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES – (16 credits)

BUA 121 Leadership	3
BUA 220 Principles of Management	3
BUA 221 Human Resource Management	3
PSY 140 Intro to Psychology	4
PSY 151/ SOC 152 Social Psychology	3

MARKETING — CERTIFICATE

Individuals considering a marketing career should be good listeners, enjoy current events and look forward to the business challenges that come with changing cultural habits. Also important are the abilities to think creatively, communicate effectively, and manage time wisely to meet deadlines.

Minimum credits:	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

MARKETING CORE REQUIREMENTS — (18 credits)

BUA 120 Human Relations	3
BUA 122 Successful Small Business	3
BUA 130 Customer Service	3
BUA 131 Effective Selling	3
BUA 230 Principles of Marketing	3
BUA 231 Advertising, Promotion & Public Relations	3

ELECTIVES

Select electives from classes in ACC, BUA, CIS or ECN in order to meet 30 credits required for certificate. FIN courses have been replaced with BUA.

COMPUTER PROGRAMMING SPECIALIST — ASSOCIATE IN APPLIED SCIENCE

Programmers write the detailed sets of instructions computers understand and act on. Emphasis is placed on computer information systems, programming language, concepts and designs, logic and theory. Job opportunities may include applications programmer, computer operator, information office systems manager, operations scheduler, systems analyst or programmer.

Minimum credits:	65
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 131 Intermediate Algebra	4
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3

ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (16 credits)

ACC 216 Financial Accounting Concepts	4
BUA 100 Contemporary Business	3
BUA 120 Human Relations in Business	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS - (32 credits)

CIS 012 Microsoft® Windows® Workshop	1
CIS 013 Operating Systems: UNIX	1
CIS 016 Microsoft® DOS® Workshop	1
CIS 122 Microsoft® Access® Comprehensive	3
CIS 143 HTML	2
CIS 158 Programming Logic	3
CIS 160 Programming in Visual Basic.NET	3
CIS 165 JAVA Programming	3
CIS 170 Programming in C++	3
CIS 174 PC Repair/A+ Hardware Component or CIS 177 Network + Networking Fundamental Component	3
CIS 244 Web Programming	3
CIS 260 Advanced Visual Basic.NET	3
CIS 273 System Concepts and Design	3

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, MTH 131 or higher, BUA 100, CIS 101, CIS 158

Second Semester

CIS 122, CIS 160, ENG 232, Science requirement

Third Semester

Health and Physical Fitness requirement, Humanities requirement

Fourth Semester

CIS 143, CIS 165, CIS 170, CIS 174 or CIS 177, CIS 012, CIS 016, BUA 120, Social Science requirement

Fifth Semester

CIS 244, CIS 260, CIS 273, CIS 013, ACC 216

COMPUTER PROGRAMMING SPECIALIST — CERTIFICATE

Minimum credits:	41
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
MTH 131 Intermediate Algebra or higher	3

COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS – (32 credits)

CIS 012 Microsoft® Windows® Workshop	1
CIS 013 Operating Systems: UNIX	1
CIS 016 Microsoft® DOS® Workshop	1
CIS 122 Microsoft® Access® Comprehensive	3
CIS 143 HTML	2
CIS 158 Programming Logic	3
CIS 160 Programming in Visual Basic.NET	3
CIS 165 JAVA Programming	3
CIS 170 Programming in C++	3
CIS 174 PC Repair/A+ Hardware Component or CIS 177 Network + Networking Fundamental Component	3
CIS 244 Web Programming	3
CIS 260 Advanced Visual Basic.NET	3
CIS 273 System Concepts and Design	3

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, MTH 131 or higher, CIS 101, CIS 158, CIS 160

Second Semester

CIS 122, CIS 260, CIS 273, CIS 244, CIS 013

Third Semester

CIS 165, CIS 170, CIS 174 or CIS 177, CIS 143, CIS 012, CIS 016

MICROCOMPUTER APPLICATIONS SPECIALIST– ASSOCIATE IN APPLIED SCIENCE

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the microcomputer in modern business and is designed to assist students develop skills in the use of microcomputer applications.

Depending upon the curriculum students choose, career choices may include applications specialist, information office manager, end user support technician, information systems associate, personal computer (PC) coordinator, or software specialist.

Minimum credits:	.65
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	.3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	.3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	.4
BIO 132 Human Biology	.4
CEM 131 Fundamentals of Chemistry	.4
CEM 141 General Chemistry I	.5
GEL 160 Introduction to Geology	.4
NSC 131 Contemporary Science	.4
PHY 131 Conceptual Physics	.4
PHY 151 Astronomy	.4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics	.3
ECN 232 Microeconomics	.3

HUMANITIES— (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	.3
ART 112 Art History: Renaissance to Present	.3
ENG 210 Introduction to Film	.3
ENG 236 Women in a Changing Society	.3
ENG 246 Short Story & Novel	.3
ENG 247 Poetry and Drama	.3
ENG 249 African American Literature	.3

ENG 252 Shakespeare	.3
ENG 254 Children's Literature	.3
ENG 255 American Literature-19th Century	.3
ENG 256 American Literature-20th Century	.3
ENG 257 World Literature I	.3
HUM 131 Cultural Connections	.3
MUS 130 Survey of Non-Western Music	.3
MUS 131 Understanding Music	.3
MUS 132 History of American Popular Music	.3
MUS 133 Music Education	.3
MUS 151 Music Theory I	.3
MUS 152 Music Theory II	.3
PHL 231 Introduction to Philosophy	.3
PHL 232 Logic	.3
THR 116 Introduction to Theatre	.3

HEALTH / PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	.1
HPF 168 Weight Training & Conditioning	.2
HPF 221 Jazz Techniques	.3
HPF 277 Stress Management	.2

RELATED REQUIREMENTS — (19 credits)

ACC 216 Financial Accounting Concepts	.4
BUA 100 Contemporary Business	.3
BUA 120 Human Relations in Business	.3
BUA 121 Leadership	.3
CIS 101 Introduction to Computer Systems	.3
ENG 232 Technical & Business Writing	.3

MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (29 credits)

CIS 012 Microsoft® Windows® Workshop	.1
CIS 013 Operating System: UNIX	.1
CIS 016 Microsoft® DOS® Workshop	.1
CIS 023 Microsoft® FrontPage® Workshop	.1
CIS 119 Microsoft® PowerPoint®	.2
CIS 120 Microsoft® Word® Comprehensive	.3
CIS 121 Microsoft® Excel® Comprehensive	.3
CIS 122 Microsoft® Access® Comprehensive	.3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	.3
CIS 143 HTML	.2
CIS 160 Programming in Visual Basic.NET	.3
CIS 174 PC Repair/A+ Hardware Component	.3
CIS 177 Network + /Networking Fundamentals	.3

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, MTH 120 or higher, CIS 012, CIS 101, CIS 143, CIS 120

Second Semester

CIS 023, CIS 013, CIS 121, CIS 130, Social Science requirement, BUA 100

Third Semester

Health/Physical Fitness requirement, Humanities requirement

Fourth Semester

ENG 232, ACC 116, BUA 121, CIS 177, CIS 174

Fifth Semester

CIS 122, CIS 016, CIS 119, CIS 160, BUA 120, Science requirement

MICROCOMPUTER APPLICATION SPECIALIST— CERTIFICATE

Minimum credits:	38
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (12 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (26 credits)

CIS 012 Microsoft® Windows® Workshop	1
CIS 013 Operating System: UNIX	1
CIS 016 Microsoft® DOS® Workshop	1
CIS 023 Microsoft® FrontPage® Workshop	1
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	3
CIS 143 HTML	2
CIS 160 Programming in Visual Basic.NET	3
CIS 177 Network + /Networking Fundamentals	3

SUGGESTED COURSE SEQUENCE**First Semester**

ENG 131, CIS 012, CIS 101, MTH 120 or higher, CIS 120

Second Semester

CIS 160, CIS 130, CIS 177, CIS 121, ENG 232

Third Semester

CIS 023, CIS 013, CIS 119

Fourth Semester

CIS 122, CIS 143, CIS 016

MICROSOFT® OFFICE® SPECIALIST — CERTIFICATE

Students completing this certificate are prepared to assume a variety of positions in an automated office setting.

The program recognizes the increasingly important role of the personal computer in modern business and is designed to assist students develop their skills in the use of graphing, personal management, project management, and electronic presentations.

The Microsoft® Office® Specialist program provides a framework for measuring student proficiency with Microsoft® Office® applications and prepares students for the industry-recognized Microsoft® Exams for measuring an individual's mastery of "Office®" applications. Students completing the program could be hired at entry-level positions such as secretaries, help desk technicians, administrative assistants, and stenographers.

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (6 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3

RELATED REQUIREMENTS – (10 credits)

ACC 216 Financial Accounting Concepts	4
BUA 120 Human Relations in Business	3
CIS 101 Introduction to Computer Systems	3

MICROSOFT® OFFICE® SPECIALIST CORE REQUIREMENTS – (19 credits)

CIS 024 Microsoft® Outlook® Workshop	1
CIS 110 Beginning Keyboarding/Typing	3
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3
CIS 210 Office Administration Systems	4

SUGGESTED COURSE SEQUENCE**First Semester**

ENG 131, MTH 120 or higher, CIS 101, ACC 216, CIS 120

Second Semester

CIS 210, BUA 120, CIS 110, CIS 122, CIS 121

Third Semester

CIS 024, CIS 119

SKILL SET CREDENTIAL — MICROSOFT® OFFICE® SPECIALIST

These courses are part of the Microsoft® Office® Specialist credential tests. Students who pass the "expert" Word® and Excel® exams and the "core" Access® and PowerPoint® exams will receive "Master" recognition from the Microsoft® Corporation. Other levels of Microsoft® Office® certification are available from Microsoft® as students begin passing exams.

The successful completion of Microsoft® Office® sponsored exams are in addition to the successful completion of JCC's courses for credit. For specific information on Microsoft® certification, students should talk with the program advisor.

Students completing the program could be hired as administrative assistants, database administrators, and secretaries.

Minimum credits:	14
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (14 credits)

CIS 101 Introduction to Computer Systems	3
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3
CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3

NETWORKING SPECIALIST – ASSOCIATE IN APPLIED SCIENCE

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. Many organizations now use computer networks and need networking specialists to maintain their networks. Several other occupations may utilize networking skills, such as office assistants, accountants, or managers.

Students will study various components of computer hardware and networking. These courses prepare the student to take industry standard exams for both A+ and Network+ certifications. For specific information on these certifications, please talk to the instructors.

Students who pass the appropriate related certification exams can also achieve the premier certifications of CompTIA Security+, Microsoft™ Certified System Administrator (MCSA) and Certified Cisco Network Administrator (CCNA).

Minimum credits:	65
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (17 credits)

ENGLISH – (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS - (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE – (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE – (3 credits)

Choose one of the following:

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES – (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS – (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS – (13 credits)

ACC 216 Financial Accounting Concepts	4
BUA 100 Contemporary Business	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

NETWORKING SPECIALIST CORE REQUIREMENT – (35 credits)

CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
CIS 177 Network+ Networking Fundamental Component ...	3
CIS 179 Network+ Certification Exam Preparation	1
CIS 281 Microsoft® Networking 1	3
CIS 282 Microsoft® Networking 2	3
CIS 283 Microsoft® Networking 3	3
CIS 284 Microsoft® Networking 4	3
CIS 285 Microsoft® Directory services	3
CIS 286 Design A Secure Microsoft® Network	3
CIS 287 Interconnect Cisco Devices	3
CIS 289 Networking Security/Security+	3

SUGGESTED COURSE SEQUENCE**First Semester**

CIS 101, CIS 174, CIS 175, CIS 176, MTH 131 or higher

Second SemesterACC 216, CIS 177, CIS 179, ENG 131, Health and Physical
Fitness requirement, Science requirement**Third Semester**

Humanities requirement

Fourth Semester

BUA 100, CIS 281, CIS 282, CIS 286, CIS 289

Fifth Semester

CIS 283, CIS 284, CIS 287, Social Science requirement, ENG 232

Sixth Semester

CIS 285

NETWORKING SPECIALIST—CERTIFICATE

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. Students will study various components of computer networking. Each 200 level networking class helps prepare students with the skills and knowledge to take vendor sponsored certification exams. Students who pass the related core exams are will be CompTIA Network+ certified and recognized as a Microsoft® Certified Systems Administrator (MCSA). Students who pass the appropriate related elective exam can also achieve the premier certifications of Microsoft® Certified System Engineer (MCSE) and Certified Cisco Network Administrator (CCNA). Nearly all organizations of any size use computer networks to leverage their core competencies. These organizations need trained Networking Specialists to install, maintain and troubleshoot their networks. The CompTIA and Microsoft® certifications are recognized as industry standards and are required by many employers.

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (12 credits)

CIS 101 Introduction to Computer Systems	3
ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 131 Intermediate Algebra or higher	3

NETWORKING SPECIALIST CORE REQUIREMENTS – (23 credits)

CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
CIS 177 Network+ Networking Fundamental Component ...	3
CIS 179 Network+ Certification Exam Preparation	1
CIS 281 Microsoft® Networking 1	3
CIS 282 Microsoft® Networking 2	3
CIS 283 Microsoft® Networking 3	3
CIS 284 Microsoft® Networking 4	3

SUGGESTED COURSE SEQUENCE**First Semester**

CIS 101, MTH 131 or higher , CIS 281, CIS 282

Second Semester

CIS 177, CIS 179, CIS 283, CIS 284, ENG 131

Third Semester

CIS 174, CIS 175, CIS 176, ENG 232

SKILL SET CREDENTIAL – COMPUTER SERVICE TECHNICIAN (A+/Network+)

The Computer Service Technician credential prepares students to work as a computer service professional. A+/Network+ is the recognized industry standard for computer service technicians. This training is the "journeyman's card" for professionals in microcomputer maintenance.

The Computer Service Technician validates technical competency in networking administration and support. Those holding A+/Network+ should demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support.

CompTIA (Computing Technology Industry Association) is the certifying agent, a non-profit industry group which determines competencies. CompTIA assures the quality of those who successfully pass the A+ and Network+ Certification exams. Jackson Community College provides this program to prepare students to pass both exams. The exam is administered by CompTIA's agents.

Minimum credits:	14
Minimum cumulative GPA:	2.0
Minimum grade in all courses	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES – (14 credits)

CIS 101 Introduction to Computer Systems	3
CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
CIS 177 Network+ Networking Fundamental Component	3
CIS 179 Network+ Certification Exam Preparation	1

SKILL SET CREDENTIAL – NETWORK+/SECURITY+

There is compelling evidence that neither technologies nor policies alone offer effective protection against security threats. Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and corporate edicts. Industry and government around the world must have a well trained workforce to effectively combat hackers, attacks, and security threats.

The Network+/Security+ is designed to prepare students to work as an IT professional with a knowledge of information security within computer networks. Both the CompTIA (Computing Technology Industry Association) Network+ and Security+ certifications are recognized as basic industry standards and are required by many employers.

JCC provides this program to prepare students to pass both exams. The exams are administered by CompTIA agents.

Minimum credits:	16
Minimum cumulative GPA:	2.0
Minimum grade in all courses	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES – (16 credits)

CIS 101 Introduction to Computer Systems	3
CIS 177 Network+/Network Fundamentals	3
CIS 179 Network+ Certification Exam Preparation	1
CIS 281 Microsoft® Networking 1	3
CIS 282 Microsoft® Networking 2	3
CIS 288 Network Security/Security+	3

OFFICE AUTOMATION SPECIALIST — ASSOCIATE IN APPLIED SCIENCE

This degree provides a solid foundation for students seeking higher-level support positions in office settings where increased responsibilities require technical skills in business communications, interpersonal relations, desktop publishing, presentation software, accounting, and database software. Office and support staff personnel are in great demand everywhere today. Employment opportunities for secretaries and administrative assistants are expected to grow through the year 2010. Students completing this program could be hired for above entry-level positions such as office information assistants, office systems supervisors, administrative office systems assistants, administrative secretaries, and executive assistants.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum grades in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (17 credits)

ENGLISH – (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS – (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE – (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)**Choose one of the following:**

ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness	3
HPF 168 Weight Training & Conditioning	3
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (19 Credits)

ACC 216 Financial Accounting Concepts	4
BUA 100 Contemporary Business	3
BUA 120 Human Relations in Business	3
BUA 121 Leadership	3
CIS 101 Introduction to Computer Systems	3
ENG 232 Technical & Business Writing	3

OFFICE AUTOMATION CORE REQUIREMENTS — (29 credits)

CIS 023 Microsoft® FrontPage® Workshop	1
CIS 024 Microsoft® Outlook® Workshop	1
CIS 110 Beginning Keyboarding/Typing	3
CIS 111 Intermediate Keyboarding/Typing	3
CIS 119 Microsoft® PowerPoint®	2
CIS 120 Microsoft® Word® Comprehensive	3

CIS 121 Microsoft® Excel® Comprehensive	3
CIS 122 Microsoft® Access® Comprehensive	3
CIS 130 Desktop Publishing (Adobe® PageMaker®)	3
CIS 210 Office Administration Systems	4
CIS 245 Internship	3

SUGGESTED COURSE SEQUENCE**First Semester**

ENG 131, MTH 120 or higher, CIS 101, CIS 110

Second Semester

CIS 120, CIS 121, BUA 100, ENG 232, CIS 111

Third Semester

CIS 023, CIS 024, CIS 119, Social Science requirement

Fourth Semester

ACC 216, CIS 130, BUA 121, Science requirement, Health and Physical Fitness requirement

Fifth Semester

BUA 120, Humanities requirement, CIS 122, CIS 245, CIS 210

TRANSFER PROGRAMS:**ASSOCIATE IN ARTS — BUSINESS**

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO Agreement:	No

Completion of this degree will allow a student to transfer to those institutions currently subscribing to the MACRAO Transfer Agreement. It will not, however, ensure that the student will be admitted to the university's college of business since admission to the university and admission to the college of business are two separate processes. All students electing this degree are strongly encouraged to make an appointment with a transfer advisor in the business department no later than the second semester of the freshman year. Students should also contact their intending transfer institution for advising purposes. Sample curricula for a few popular programs are included.

NOTE: Only courses with a 2.0 or better will transfer to most four-year colleges and universities. If you want to complete the MACRAO Articulation Agreement, you will need to plan your courses carefully. Completion of the Associate in Arts - Business Transfer Degree does NOT guarantee the MACRAO designation.

GENERAL EDUCATION REQUIREMENTS — (18 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience3

MATHEMATICS — (4 credits)**Choose one of the following:**

MTH 140 Precalculus5

MTH 151 Calculus I4

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology4

BIO 132 Human Biology4

BIO 151 General Botany4

BIO 152 General Zoology4

BIO 155 Human Anatomy & Physiology5

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 14003

ART 112 Art History: Renaissance to Present3

ENG 246 Short Story & Novel3

ENG 247 Poetry & Drama3

ENG 249 African-American Literature3

ENG 252 Shakespeare3

ENG 255 American Literature-19th Century3

ENG 256 American Literature-20th Century3

ENG 257 World Literature I3

ENG 261 Creative Writing I3

ENG 262 Creative Writing II3

HUM 131 Cultural Connections3

PHL 231 Introduction to Philosophy3

PHL 232 Logic3

THR 116 Introduction to Theatre3

HEALTH AND FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness1

HPF 168 Weight Training & Conditioning2

HPF 221 Jazz Techniques3

HPF 268 Advanced Weight Training2

HPF 277 Stress Management2

BUSINESS CORE— (17 credits)

ACC 231 Principles of Accounting I4

ACC 232 Principles of Accounting II4

ECN 232 Microeconomics3

Choose two from the following:

BUA 230 Principles of Marketing3

BUA 100 Contemporary Business3

BUA 220 Principles of Management3

ADDITIONAL REQUIREMENTS— (19 credits)**HUMANITIES — (6 credit hours)**Choose **two** courses in **two** different disciplines from the General Education Humanities list.**ENGLISH — (3 credits)**

ENG 132 Writing Experience3

TECHNOLOGY — (3 credits)

CIS 101 Introduction to Computer Systems3

SOCIAL SCIENCE — (3 credits)**Choose one course from the following:**

ANT 131 Cultural Anthropology3

CRJ 111 Introduction to Criminal Justice3

CRJ 117 Criminology3

PLS 141 American National Government3

PSY 140 Introduction to Psychology4

PSY 152 Social Psychology3

PSY 245 Infancy Childhood3

PSY 251 Abnormal Psychology3

PSY 252 Developmental Psychology3

PSY 290 Human Sexuality3

GEO 131 Physical Geography3

GEO 132 World Religions3

SOC 117 Criminology3

SOC 152 Social Psychology3

SOC 231 Principles of Sociology3

SOC 235 Minority Groups in America3

SOC 236 Women in a Changing Society3

SOC 251 Modern Social Problems3

HIS 131 Western Civilization to 15554

HIS 132 Western Civilization 1555 to Present4

HIS 231 Development of the US through Civil War3

HIS 232 Development of the US from the Civil War3

SCIENCE — (4 credits)**Choose one of the following:**

CEM 121 Chemistry of Life4

CEM 131 Fundamentals of Chemistry4

CEM 132 Fundamentals of Organic & Biological Chemistry4

CEM 141 General Chemistry I5

CEM 142 General Chemistry II5

NSC 131 Contemporary Science4

PHY 131 Conceptual Physics4

PHY 151 Astronomy4

PHY 231 College Physics I4

PHY 251 Modern University Physics I4

PROGRAM REQUIREMENTS

The remaining hours should be chosen from any ACC or BUA course that will transfer. The selection of these courses should be made only after consulting with the institution to which you intend to transfer and a transfer advisor in the business department.

**ACCOUNTING OR BUSINESS
ADMINISTRATION BACHELOR'S
DEGREE OPTION WITH SIENA
HEIGHTS UNIVERSITY**

Through an articulation agreement with Siena Heights University, graduates of JCC's two-year business programs can earn a Bachelor of Arts in accounting or a Bachelor of Arts in business. Students can work with JCC and Siena Heights staff members to select a completion program for their specific career goals. All the courses required to earn a bachelor's degree are available at Jackson Community College's main campus through the Siena Heights University degree-completion center.

TRANSFER — COMPUTER SCIENCE

Computer science majors can concentrate and think logically, and enjoy working with ideas and solving problems. They become computer programmers, systems analysts, systems programmers, and software engineers, have careers in telecommunications and computer operations, and hold positions in computer sales, design, and manufacturing. The requirements for this degree – especially mathematics and science requirements – vary considerably among transfer institutions. Please see an advisor for more information.

**SUGGESTED COURSE SEQUENCE FOR
COMPUTER SCIENCE****First Year, Fall Semester**

ENG 131, CPS 175, MTH 151, CEM 141, MACRAO
Humanities course

First Year, Winter Semester

ENG 132, CPS 177, MTH 154, ECN 231, PHL 232

Second Year, Fall Semester

CPS 217, MTH 251, PHY 251, MACRAO Social Science course

Second Year, Winter Semester

MTH 254, MACRAO Social Science and Humanities courses

ENGINEERING/MANUFACTURING & INDUSTRIAL TECHNOLOGY PATHWAY

This pathway includes careers related to technologies necessary to design, develop, install or maintain physical systems. These may include engineering and related technologies, manufacturing technology, precision production and construction.

DEGREES/CERTIFICATES

- Automotive Service Technology
- Aviation Technology
- Climate Control Systems (HVAC)
- Customer Energy Specialist
- Electrician
- Electronic Technology/ELT
- Electronic Technology/Microcomputer Support

SKILL SET CREDENTIAL

The "Skill Set Credentials" process is a building block approach to completing a trade certificate program. Students can choose to complete the skill set credentials depending upon the level of skill and knowledge desired. Students can apply for a skill set credential upon completion of the required courses.

TRANSFER PROGRAMS

The first two years of a student's college education usually consist of general study courses, introductory courses in a major and/or program of study, and selected electives. Refer to pages 35 for additional information on transfer and MACRAO. Academic advisors assist students in planning their transfer program. They can also provide transfer guide sheets indicating JCC courses that meet the requirements of various programs of study at four-year colleges. Sample curricula for a few popular transfer programs are included.

- Pre-Architecture
- Engineering

Jackson Community College has published this catalog for information purposes only and its contents do not constitute a contract between this institution and prospective or enrolled students. The information contained in this general College Catalog reflects the current curricula, policies and regulations of the College. However, these are subject to change at any time by action of the Board of Trustees or the administration. The information is generally believed to be accurate, but the College disclaims liability for inadvertent errors or omissions.

AUTOMOTIVE SERVICE TECHNOLOGY – ASSOCIATE IN APPLIED SCIENCE

Designed for the student preparing for a career in the automotive field. Classroom activities provide students an opportunity to learn theory and test-taking skills to successfully pass the Michigan and/or ASE certification examinations. Shop activities provide students an opportunity to become proficient in testing, diagnosing and servicing the various systems of the automobile. All eight areas of an automotive certification are thoroughly covered, and when combined with general and related courses, lead to an Associate of Applied Science degree. This provides the background for employment and advancement in various automotive related occupations such as service technician, service writer, service manager, proving grounds testing technician, shop owner, parts specialist, automotive machinist, alternate fuel vehicle technician, technical sales and motor sports.

As part of the Toyota Technical Education Network, our Toyota corporate-sponsored connection, students have the option to enter into the Toyota T-TEN program. This prepares students to work as a technician in a Toyota dealership. These students take the same automotive classes as other students with some important differences. Toyota provides T-TEN students with: Toyota work uniforms, Toyota training materials, Toyota vehicles and special tools to work with in the shop, assistance in finding a sponsoring Toyota dealership to do paid co-ops, Toyota course exit exams and Toyota certification upon successful completion of the program.

As part of the Ford Maintenance and Light Repair network, our Ford corporate-sponsored connection, students have the option to enter into the Ford MLR program. This prepares students to work as a technician in Ford, Lincoln, or Mercury dealerships. These students take the same automotive classes as other students with some important differences. Ford MLR students concentrate on electrical systems, climate control, brakes, and suspension and steering. They utilize Ford training materials including service manuals, electrical/vacuum troubleshooting manuals, technical service bulletins, use Ford approved tools and equipment, work on Ford automobiles/light trucks, and upon successful completion of the course and the Ford Multimedia Training exit exam, are Ford certified with Service Technician Specialty Training credentials. With these credentials students will receive assistance in obtaining Ford, Lincoln, or Mercury dealership placement to work in the areas of certification.

Minimum credits:63
 Minimum cumulative GPA:2.0
 Minimum grade in all courses:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

Contact program staff, Les Coxon at 517-796-8541 or Dan Livingston at 517-796-8540.

GENERAL EDUCATION REQUIREMENTS — (17 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience 3

MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher 3

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology 4

BIO 132 Human Biology 4

BIO 151 General Botany 4

BIO 152 General Zoology 4

BIO 155 Human Anatomy 5

CEM 121 Chemistry of Life 4

CEM 131 Fundamentals of Chemistry 4

CEM 132 Fundamentals of Organic Biological Chemistry .. 4

CEM 141 General Chemistry I 5

CEM 142 General Chemistry II 5

GEL 160 Introduction to Geology 4

NSC 131 Contemporary Science 4

PHY 131 Conceptual Physics 4

PHY 151 Astronomy 4

PHY 231 College Physics I 4

PHY 251 Modern University Physics I 5

SOCIAL SCIENCE (3 credits)**Choose one of the following:**

ANT 131 Introduction to Anthropology 3

CRJ 101 Criminal Law 3

CRJ 104 Criminal Justice Psychology 3

CRJ 111 Introduction to Criminal Justice 3

CRJ 120 Human Relations for Corrections 3

CRJ 127 Corrections Law 3

ECN 231 Macroeconomics 3

ECN 232 Microeconomics 3

GEO 131 Physical Geography 3

HIS 120 Ancient History 3

HIS 131 Western Civilization to 1555 4

HIS 132 Western Civilization 1955 to Present 4

HIS 231 Development of the US through the Civil War 3

HIS 232 Development of the US from the Civil War 3

PLS 141 American National Government 3

PSY 140 Introduction to Psychology 4

PSY 152 Social Psychology 3

PSY 251 Abnormal Psychology 3

PSY 252 Developmental Psychology 3

SOC 152 Social Psychology 3

SOC 231 Principles of Sociology 3

SOC 236* Women in a Changing Society 3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400 3

ART 112 Art History: Renaissance to Present 3

ENG 210 Introduction to Film 3

ENG 236* Women in a Changing Society 3

ENG 246 Short Story & Novel 4

ENG 247 Poetry and Drama 3

ENG 249 African-American Literature 3

ENG 254 Children's Literature 3

ENG 255 American Literature 19th Century 3

ENG 256 American Literature 20th Century 3

ENG 257 World Literature I 3

HUM 131 Cultural Connections 3

MUS 130 Survey of Non-Western Music 3

MUS 131 Understanding Music 3

MUS 132 History of American Popular Music 3

MUS 133 Music Education 3

MUS 151 Music Theory I 4

MUS 152 Music Theory II 4

PHL 231 Intro to Philosophy 3

PHL 232 Logic 3

THR 116 Introduction to Theatre 3

HEALTH/PHYSICAL FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness 1

HPF 168 Weight Training & Conditioning 2

HPF 221 Jazz Techniques 3

HPF 268 Advanced Weight Training 2

HPF 277 Stress Management 2

AUTOMOTIVE SERVICE TECHNOLOGY CORE REQUIREMENTS— (38 credits)

AUT 102 Engine Performance I 4

AUT 103 Engine Performance II 4

AUT 105 Automotive Brakes 3

AUT 106 Suspension and Steering 3

AUT 108 Automotive Air Conditioning/Heating 3

AUT 112 Electrical Systems I 3

AUT 113 Electrical Systems II 3

AUT 201 Engine Repair 4

AUT 202 Automatic Transmission 4

AUT 204 Manual Drivetrain 3

AUT 210 Co-op Experience 4

ELECTIVES— (8 credits)

AUT 101 General Service 2

AUT 118 Diesel Fundamentals 2

AUT 211 Co-Op Experience 4

AUT 212 Co-Op Experience 4

AUT 214 Auto Lab Experience 4

or select electives from classes in BUA or ELT

AUTOMOTIVE SERVICE TECHNOLOGY — CERTIFICATE

This program provides classroom and laboratory experiences that prepare the student for entry-level employment in the automotive service field. It also prepares students for the Michigan and/or Automotive Service Excellence (ASE) certification tests.

Minimum credits:	38
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

Contact program staff Les Coxon at 517-796-8541 or Dan Livingston at 517-796-8540

AUTOMOTIVE SERVICE TECHNOLOGY CORE REQUIREMENTS — (34 credits)

AUT 105 Automotive Brakes	3
AUT 106 Suspension and Steering	3
AUT 102 Engine Performance I	4
AUT 103 Engine Performance II	4
AUT 108 Automotive Air Conditioning/Heating	3
AUT 112 Electrical Systems I	3
AUT 113 Electrical Systems II	3
AUT 201 Engine Repair	4
AUT 202 Automatic Transmission	4
AUT 204 Manual Drivetrain	3

RELATED REQUIREMENTS — (4 credits)

AUT 210 Co-op	4
AUT 211 Co-op	4
AUT 212 Co-op	4

SKILL SET CREDENTIAL — WHEEL SERVICE

Contact program staff, Les Coxon at 517-796-8541 or Dan Livingston at 517-796-8540.

Minimum credits:	12
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (12 credits)

AUT 101 General Service	2
AUT 105 Automotive Brakes	3
AUT 106 Suspension and Steering	3
AUT 210 Co-op	4

SKILL SET CREDENTIAL — DRIVEABILITY

Contact program staff, Les Coxon at 517-796-8541 or Dan Livingston at 517-796-8540.

Minimum credits:	21
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (21 credits)

AUT 102 Engine Performance I	4
AUT 103 Engine Performance II	4
AUT 108 Automotive Air Conditioning/Heating	3
AUT 112 Electrical Systems I	3
AUT 113 Electrical Systems II	3
AUT 211 Co-op	4

SKILL SET CREDENTIAL — POWERTRAIN

Contact program staff, Les Coxon at 517-796-8541 or Dan Livingston at 517-796-8540.

Minimum credits:	15
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (15 credits)

AUT 201 Engine Repair	4
AUT 202 Automatic Transmission	4
AUT 204 Manual Drivetrain	3
AUT 212 Co-op	4

AVIATION FLIGHT TECHNOLOGY—ASSOCIATE IN APPLIED SCIENCE

Basic ground school and flight instruction needed to meet the requirements of the Federal Aviation Administration's Commercial Pilot certificate with instrument and flight instructor ratings.*

Federal and/or Michigan law may require that enrollees in the aviation program undergo an FBI background check. Contact the director of aviation with questions.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience 3

MATHEMATICS — (3 credits)**Choose one of the following:**

MTH 131 Intermediate Algebra 4

MTH 133 Intro to Probability and Statistics 3

SCIENCE — (4 credits)**Choose one of the following:**

PHY 131 Our Physical World 4

PHY 231 College Physics 4

SOCIAL SCIENCE — (3 credits)

PLS 141 American National Government 3

HUMANITIES — (3 credits)

HUM 131 Cultural Connections 3

HEALTH/PHYSICAL FITNESS— (1 credit)**Choose one of the following:**

HPF 160 Wellness 1

HPF 168 Weight Training & Conditioning 2

HPF 221 Jazz Techniques 3

HPF 277 Stress Management 2

AVIATION TECHNOLOGY CORE REQUIREMENTS — (35 credits)

AFT 100 Basic Maneuvers 2

AFT 110 Primary Ground School 3

AFT 115 Primary Flight I 4

AFT 120 Primary Flight II 4

AFT 125 Commercial Ground School 3

AFT 130 Commercial Flight I 4

AFT 135 Instrument Ground School 3

AFT 140 Commercial Flight II 4

AFT 200 Commercial Flight III 4

AFT 205 Commercial Flight IV 4

AVIATION TECHNOLOGY ELECTIVES

Select electives from all classes (except course letters CED, CEU, CFO, CJT, CSS, ELS) so that degree equals 60 credits.

ADDITIONAL REQUIREMENT

Complete the current FAA requirements to meet the minimum flight time hours (see flight director and/or FAA for current requirements).

** All enrollees must be capable of attaining the FAA class II medical certificate.*

CLIMATE CONTROL TECHNOLOGY — ASSOCIATE IN APPLIED SCIENCE

Provides skills required for heating, air conditioning and refrigeration. Training areas include application techniques for basic and advanced air conditioning, heat pumps, fossil fuels, solar energy and refrigeration.

Minimum credits: 60

Minimum cumulative GPA: 2.0

Minimum grade in all courses: 2.0

Minimum JCC credits: 12

MACRAO agreement: No

GENERAL EDUCATION REQUIREMENTS — (17 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience 3

MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher 4

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology 4

BIO 132 Human Biology 4

CEM 131 Fundamentals of Chemistry 4

CEM 141 General Chemistry I 5

GEL 160 Introduction to Geology 4

NSC 131 Contemporary Science 4

PHY 131 Conceptual Physics 4

PHY 151 Astronomy 4

SOCIAL SCIENCE — (3 credits)**Choose one of the following:**

ANT 131 Introduction to Anthropology 3

CRJ 104 Criminal Justice Psychology 3

ECN 231 Macroeconomics 3

ECN 232 Microeconomics 3

GEO 131 Physical Geography 3

HIS 131 Western Civilization to 1555 4

HIS 132 Western Civilization 1955 to Present 4

PLS 141 American National Government 3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400 3

ART 112 Art History: Renaissance to Present 3

ENG 210 Introduction to Film 3

ENG 236 Women in a Changing Society 3

ENG 246 Short Story & Novel 3

ENG 247 Poetry and Drama 3

ENG 249 African American Literature 3

ENG 252 Shakespeare 3

ENG 254 Children's Literature 3

ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS – (6 credits)

Choose two of the following:

BUA 120 Human Relations in Business	3
ENG 232 Technical & Business Writing	3
CIS 101 Introduction to Computer Systems	3

CLIMATE CONTROL CORE REQUIREMENTS – (27 credits)

CCT 117 Beginning Sheet Metal	2
CCT 118 Advanced Sheet Metal	2
CCT 121 Introduction to HVAC	3
CCT 123 Application of HVAC Technology	3
CCT 131 Basic HVAC Electricity/Controls	2
CCT 135 Refrigeration/Air Conditioning I	3
CCT 136 Refrigeration/Air Conditioning II	3
CCT 137 Advanced HVAC Electricity/Controls	2
CCT 141 Basic Heating	2
CCT 142 Advanced Heating	2
CCT 200 Mechanical Code	2
CCT 201 Refrigeration Certification	1

ADDITIONAL REQUIREMENTS

EMS 110 CPR & First Aid or current Adult CPR & First Aid Certification

ELECTIVES

Select electives from classes in any courses (except those with prefixes CED, CEU, CFO, CSS and ESL) so that degree equals 60 credits.

CLIMATE CONTROL SYSTEMS — CERTIFICATE

Climate control technology curriculum provides skills required for heating, air conditioning and refrigeration. Training areas include application techniques for basic and advanced air conditioning, heat pumps, fossil fuels, solar energy and refrigeration.

Minimum credits:	33
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (6 credits)

ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

CLIMATE CONTROL SYSTEMS CORE REQUIREMENTS – (27 credits)

CCT 117 Beginning Sheet Metal	2
CCT 118 Advanced Sheet Metal	2
CCT 121 Introduction to HVAC	3
CCT 123 Application of HVAC Technology	3
CCT 131 Basic HVAC Electricity/Controls	2
CCT 135 Refrigeration/Air Conditioning I	3
CCT 136 Refrigeration/Air Conditioning II	3
CCT 137 Advanced HVAC Electricity/Controls	2
CCT 141 Basic Heating	2
CCT 142 Advanced Heating	2
CCT 200 Mechanical Code	2
CCT 201 Refrigeration Certification	1

ADDITIONAL REQUIREMENTS

EMS 110 CPR & First Aid or current Adult CPR & First Aid Certification

CUSTOMER ENERGY SPECIALIST — CERTIFICATE

This program is designed to provide students with the competencies, knowledge and skills to function as a beginning Customer Energy Specialist for Consumers Energy. Completion does not guarantee employment.

Minimum credits:	48
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (12 credits)

ENG 131 Writing Experience	3
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ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3
SPH 231 Communication Fundamentals	3

RELATED BUSINESS REQUIREMENTS — (16 credits)

ACC 216 Financial Accounting Concepts or ACC 231 Principles of Accounting I	4
BUA 230 Principles of Marketing or BUA 100 Contemporary Business	3
BUA 121 Leadership or BUA 120 Human Relations in Business	3
BUA 250 Business Law I	3
CIS 101 Introduction to Computer Systems	3

TECHNICAL CORE REQUIREMENTS — (15 credits)

CAD 131 Computer Assisted Drafting I (AutoCAD)	3
CAD 132 Computer Assisted Drafting II (AutoCAD)	3
PHY 131 Conceptual Physics or PHY 160 Industrial Physics	2
ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3

ELECTIVES

Select electives from any of the following disciplines: BIO, CEM, EGR, GEO, NSC, CPS, CIS or choose from the following courses: ELT 150, ELT 152, ELT 215 or from any additional MTH course at a higher level than used for the general education requirement to meet the 48 credits required for the certificate.

ELECTRICIAN — ASSOCIATE IN APPLIED SCIENCE

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4

CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ANT 131 Introduction to Anthropology	3
CRJ 104 Criminal Justice Psychology	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
PLS 141 American National Government	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	3
HPF 168 Weight Training & Conditioning	3
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

ELECTRICIAN CORE REQUIREMENTS — (40 credits)

ELT 074 National Electric Code	2
ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3

ELT 130 Electronics I	4
ELT 140 Introduction to Digital Electronics	4
ELT 148 Electrical Math I	2
ELT 149 Electrical Math II	2
ELT 150 Residential Wiring	2
ELT 151 Commercial Wiring	2
ELT 152 Industrial Wiring	2
ELT 215 Electrical Troubleshooting	2
ELT 220 Industrial Motion Control	3
ELT 250 Electrical Motors and Controls	4
ELT 260 Basic Programmable Controllers	4

ADDITIONAL REQUIREMENTS

EMS 110 CPR & First Aid or Adult CPR & First Aid Certification

ELECTIVES

Select electives from classes in ELT or CIS so that degree equals 60 credits.

ELECTRICIAN — CERTIFICATE

Minimum credits:	40
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

ELECTRICIAN CORE REQUIREMENTS – (40 credits)

ELT 074 National Electric Code	2
ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3
ELT 130 Electronics I	4
ELT 140 Introduction to Digital Electronics	4
ELT 148 Electrical Math I	2
ELT 149 Electrical Math II	2
ELT 150 Residential Wiring	2
ELT 151 Commercial Wiring	2
ELT 152 Industrial Wiring	2
ELT 215 Electrical Troubleshooting	2
ELT 220 Industrial Motion Control	3
ELT 250 Electrical Motors and Controls	4
ELT 260 Basic Programmable Controllers	4

ADDITIONAL REQUIREMENTS

EMS 110 CPR & First Aid or current Adult CPR & First Aid Certification

SKILL SET CREDENTIAL — ELECTRICAL BASICS

Completion of this program provides solid electrical foundation for the person seeking electrical or industrial maintenance mechanic training.

Minimum credits:	13
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (13 credits)

ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3
ELT 150 Residential Wiring	2
ELT 152 Industrial Wiring	2
ELT 148 Electrical Math I	2

ELECTRONIC TECHNOLOGY/ELT — ASSOCIATE IN APPLIED SCIENCE

Electronic technologists are employed in such fields as digital computer maintenance, voice and data communications, radio and television broadcasting, medical electronic instrumentation, high-tech manufacturing, research and development in laboratory settings.

Students may also work to achieve A+ certification for employment as personal computer service professionals. A+ certification is the "journeyman's card" for computer technologists, which is recognized by CompTIA. The non-profit Computing Technology Industry Association (CompTIA) is widely recognized as the standard for qualified computer service professionals.

Minimum credits:	70
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (19 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (5 credits)

MTH 140 Pre-calculus	5
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4

CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ANT 131 Introduction to Anthropology	3
CRJ 104 Criminal Justice Psychology	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1955 to Present	4
PLS 141 American National Government	3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	3
HPF 168 Weight Training & Conditioning	3
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (11 credits)

Choose either TRANSFER GROUP or NON-TRANSFER GROUP:

TRANSFER GROUP

CIS 170 Programming in C++ or CIS 160 Programming in Visual Basic.NET	3
MTH 151 Calculus I	4
PHY 232 College Physics II	4

OR

NON-TRANSFER GROUP

CIS 170 Programming in C++ or CIS 160 Programming in Visual Basic.NET	3
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AND

Choose up to 8 credits from the following: Any ELT or CIS course that best meet your educational goals.

ELECTRONIC TECHNICIAN CORE REQUIREMENTS – (40 credits)

CIS 101 Introduction to Computer Systems	3
CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	3
CIS 177 Network+ Network Fundamental Component	3
ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3
ELT 130 Electronics I	4
ELT 140 Introduction to Digital Electronics	4
ELT 250 Electric Motors and Controls	4
ELT 260 Basic Programmable Controllers	4
ELT 280 Digital Systems	4

ELECTRONIC TECHNOLOGY/ELT – CERTIFICATE

Minimum credits:	34
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (6 credits)

ENG 131 Writing Experience	3
MTH 131 Intermediate Algebra or higher	3

RELATED REQUIREMENTS – (3 credits)

Choose one from the following:

CIS 160 Programming in Visual Basic.NET	3
ELT 250 Electric Motors and Controls	4
ELT 260 Basic Programmable Controllers	4
ELT 280 Digital Systems	4

ELECTRONIC TECHNICIAN CORE REQUIREMENTS – (25 credits)

CIS 101 Introduction to Computer Systems	3
CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
ELT 120 Circuit Analysis I	4
ELT 125 Circuit Analysis II	3
ELT 130 Electronics I	4
ELT 140 Introduction to Digital Electronics	4

ELECTRONIC TECHNOLOGY/ MICROCOMPUTER — ASSOCIATE IN APPLIED SCIENCE

Electronic technologists are employed in such fields as digital computer maintenance, voice and data communications, radio and television broadcasting, medical electronic instrumentation, high-tech manufacturing, research and development in laboratory settings.

Students may also work to achieve A+ certification for employment as personal computer service professionals. A+ certification is the "journeyman's card" for computer technologist, which is recognized by CompTIA. The non-profit Computing Technology Industry Association (CompTIA) is widely recognized as the standard for qualified computer service professionals.

Minimum credits:	65
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (19 credits)

ENGLISH – (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS – (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE – (4 credits)

Choose one from the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
CEM 141 General Chemistry I	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE – (3 credits)

Choose one of the following:

ANT 131 Introduction to Anthropology	3
CRJ 104 Criminal Justice Psychology	3
ECN 231 Macroeconomics	3
ECN 232 Microeconomics	3
GEO 131 Physical Geography	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1955 to Present	4
PLS 141 American National Government	3

HUMANITIES – (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (11 credits)

CIS 170 Programming in C++	3
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AND choose up to 8 credits from the following: Any ELT or CIS course that best meet your educational goals.

MICROCOMPUTER CORE REQUIREMENTS — (37 credits)

BUA 120 Human Relations in Business	3
CIS 012 Windows® Workshop	1
CIS 013 Operating Systems: UNIX	1
CIS 016 MS DOS® Workshop	1
CIS 101 Introduction to Computer Systems	3
CIS 160 Programming in Visual Basic.Net	3
CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
CIS 177 Network+ Networking Fundamentals Component ..	3
CIS 179 Network+ Certification Exam Preparation	1
ELT 119 DC Fundamentals	3
ELT 124 AC Fundamentals	2
ELT 129 Semiconductor Devices	2
ELT 139 Digital Electronic Fundamentals	3
ELT 280 Digital Systems	4

**ELECTRONIC TECHNOLOGY/
MICROCOMPUTER — CERTIFICATE**

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (6 credits)

ENG 131 Writing Experience	3
MTH 131 Intermediate Algebra or higher	3

RELATED REQUIREMENTS — (3 credits)

CIS 160 Programming in Visual Basic.NET	3
ELT 250 Electric Motors and Controls	4
ELT 260 Basic Programmable Controllers	4
ELT 280 Digital Systems	4

MICROCOMPUTER CORE REQUIREMENTS— (26 credits)

CIS 012 Windows® Workshop	1
CIS 013 Operating Systems: UNIX	1
CIS 016 Microsoft® DOS® Workshop	1
CIS 101 Introduction to Computer Systems	3
CIS 174 PC Repair/A+ Hardware Component	3
CIS 175 PC Repair/A+ Software Component	3
CIS 176 A+ Certification Exam Preparation	1
CIS 177 Network+ Networking Fundamentals Component ..	3
ELT 119 DC Fundamentals	3
ELT 124 AC Fundamentals	2
ELT 129 Semiconductor Devices	2
ELT 139 Digital Electronic Fundamentals	3

APPRENTICESHIP INFORMATION

Apprenticeship programs are available in many trades in cooperation with an employer or a joint apprenticeship committee representing labor and management. The U.S. Department of Labor/Bureau of Apprenticeship and Training registers and monitors the programs to ensure quality in apprenticeship programs nationwide.

Apprenticeship training involves classroom and on-the-job training over a span of usually four years. The process of applying knowledge on the job provides the apprentice with the opportunity to develop the necessary skills for a particular trade.

Upon completion of all employer-specified coursework and the required hours of on-the-job instruction, the employer may recommend that the apprentice receive a completion certificate from the U.S. Department of Labor/Bureau of Apprenticeship and Training.

**TRANSFER PROGRAMS —
PRE-ARCHITECTURE**

Architects design buildings and other structures. These buildings must be attractive as well as functional, safe and economical, and must suit the needs of the people who use them. Architects take all these things into consideration when they design buildings and other structures.

Architects provide a wide variety of professional services to individuals and organizations planning a construction project. They may be involved in all phases of development, from the initial discussion of general ideas with the client through the entire life of the facility. Their duties require a number of skills - design, engineering, managerial, communication and supervisory.

SUGGESTED COURSE SEQUENCE**First Year, Fall Semester**

ENG 131, MTH 140, ART 103, ART 112, MACRAO Social Science course

First Year, Winter Semester

ENG 132 or 232, MTH 151, ART 152, PHL 232

Second Year, Fall Semester

PHY 231, HUM 131, MACRAO Social Science course, electives

Second Year, Winter Semester

PHY 232, MACRAO Social Science course, electives

ENGINEERING

Engineers apply science, mathematics, and professional judgment to solve technical problems in industry and society. Today engineers are expected to contribute more than their technical competence. They are concerned with the impact of their work on society.

SUGGESTED COURSE SEQUENCE**First Year, Fall Semester**

ENG 131, MTH 151, CEM141, CPS 177, EGR 153*

First Year, Winter Semester***

ENG 132, MTH 154, PHL 232, CPS 177

First Year, Spring Semester

ECN 231, Social Science and/or Humanities courses

Second Year, Fall Semester

MTH 251, PHY 251, EGR 261 Second Year, Winter Semester
MTH 254, PHY 252, EGR 262

**Not required but strongly recommended*

****Students transferring to Michigan State University take BIO 131*

HEALTH SCIENCES CAREER PATHWAY

This pathway includes careers related to the promotion of health as well as the treatment of injuries, conditions and disease. This may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness and hygiene and animal health care.

Students in nursing or allied health programs that require clinical rotations at local hospitals may be required to submit to a drug test. If the student tests positive for illicit drugs he/she will be removed from the program. Criminal background checks may also be performed and may prevent admission if failed.

DEGREES/CERTIFICATES – ALLIED HEALTH

- Cardiac Sonography
- Emergency Medical Service, EMT
- General Sonography
- Medical Assistant
- Medical Receptionist/Transcriptionist
- Medical Receptionist/Insurance Biller
- Radiography
- Vascular Sonography

DEGREES/CERTIFICATES – NURSING

- Nursing
- Nursing (LPN to ADN)
- Practical Nurse

SKILL SET CREDENTIAL

The “Skill Set Credentials” process is a building block approach to completing a trade certificate program. Students can choose to complete the skill set credentials depending upon the level of skill and knowledge desired. Students can apply for a skill set credential upon completion of the required courses.

TRANSFER PROGRAMS IN HEALTH SCIENCES PATHWAY

The first two years of college education usually consist of general education courses, introductory courses in the major and/or program of study, and selected electives. Refer to pages 35 for additional information on transfer and MACRAO. Academic advisors will assist students in planning their transfer program. They can also provide transfer guide sheets indicating

Jackson Community College has published this catalog for information purposes only and its contents do not constitute a contract between this institution and prospective or enrolled students. The information contained in this general College Catalog reflects the current curricula, policies and regulations of the College. However, these are subject to change at any time by action of the Board of Trustees or the administration. The information is generally believed to be accurate, but the College disclaims liability for inadvertent errors or omissions.

JCC courses that meet the requirements of various programs of study at four-year colleges. Sample curricula for a few popular transfer programs are included.

MEDICAL LABORATORY TECHNOLOGY:

- A joint program agreement between Jackson Community College and Kellogg Community College - [AAS]
- Allied Health with Siena Heights, JCC & University of Michigan - [BSN]
- Dental Hygiene
- Medical Sciences [pre-medicine, pre-dentistry, pre-chiropractic]
- Physical Therapy
- Pre-Veterinary Science

GENERAL SONOGRAPHY — ASSOCIATE IN APPLIED SCIENCE

A sonographer is the allied health professional who, for diagnostic purposes, uses high frequency sound waves to create cross-sectional images of the patient's anatomy. Sonographers work in professional harmony with both the radiologist and the clinical physician. Sonographers are required to demonstrate a great deal of independent judgment.

The General Sonography program is an online accredited program accredited by Commission for Accreditation of Allied Health Educational Programs (CAAHEP) in the United States. It is a program leading to an Associate in Applied Science Degree. The curriculum consists of integrated educational and clinical course work with a minimum of 1,350 supervised clinical hours in an approved clinical education affiliate.

The program prepares the students for employment in two specialties (abdomen/superficial structures & obstetrics/gynecology) within the field of General Sonography; positions are located within hospitals, medical clinics, and other diagnostic imaging institutions. Upon successful completion, students are eligible to apply for the American Registry for Diagnostic Medical Sonography (ARDMS) exams in Physic/Instrumentation, Abdomen/Superficial structures and Obstetrics/Gynecology.

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a “points system.” Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by January 31.
- Questionnaires will be mailed to eligible applicants.
- Completed questionnaires must be returned by the stated due date.

- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Spring semester start.

General education prerequisites and related requirement courses must be completed before admission to the program.

Minimum credits:	74
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in BIO 155, HOC 130 and MOA 120:	3.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE — (4 credits)

BIO 155 Human Anatomy & Physiology	5
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SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (18 credits)

CIS 101 Introduction to Computer Systems	3
DMS 100 Introduction to Diagnostic Imaging	3
DMS 104 Intro to Sonographic Instrumentation	3
HOC 130 Introduction to Health Occupations	3
MOA 120 Medical Terminology	3
SPH 231 Communication Fundamentals or SPH 240 Interpersonal Communications	3

GENERAL SONOGRAPHY CORE REQUIREMENTS — (40 credits)

DMS 101 Sonographic Orientation	3
DMS 105 Sonographic Technique	3
DMS 110 Interpretation I	4
DMS 122 Clinical Experience I	6
DMS 206 Sonography Instrumentation	4
DMS 211 Interpretation II	4
DMS 212 Interpretation III	4
DMS 223 Clinical Experience II	6
DMS 224 Clinical Experience III	6

OPTIONAL MULTI-SKILLED ELECTIVES — (Not required for the degree)

MOA 211 Medical Assistant Techniques II	4
NUR 121 Pharmacology	3
LPN 132 Medications	3

REQUIRED COURSE SEQUENCE

Spring Semester

DMS 101

Fall Semester

DMS 105, DMS 110, DMS 122

Winter Semester

DMS 206, DMS 211, DMS 223

Spring Semester

DMS 212, DMS 224

GENERAL SONOGRAPHY — CERTIFICATE

Students must have previously earned American Registry for Diagnostic Medical Sonography (ARDMS) credentials, e.g., RDMS, RVT, RDCS; or an AAS degree from an accredited program in radiography, nursing, medical assisting, emergency medical services, respiratory therapy, physical therapy assisting or other patient related allied health professions. Students who have earned a baccalaureate degree in a major other than nursing or allied health will be required to meet or show equivalency for all DMS prerequisite course requirements including the following courses: Anatomy and Physiology, Medical Terminology, Introduction to Diagnostic Medical Imaging, Introduction to Sonographic Instrumentation, Introduction to Computer Systems and Introduction to Health Occupations. Please see program coordinator to assure eligibility.

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by January 31.
- Questionnaires will be mailed to eligible applicants.
- Completed questionnaires must be returned by the stated due date.
- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Spring semester start.

General education prerequisites and related requirement courses must be completed before admission to the program.

Minimum credits:	59
(*53 credits with previous allied health degree)	
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in BIO 155, HOC 130 and MOA 120:	3.0
Minimum JCC credits:	42
MACRAO agreement:	No

RELATED REQUIREMENTS – (19 credits)

BIO 155 Human Anatomy & Physiology	4-5
CIS 101 Introduction to Computer Systems	3
DMS 100* Intro to Diagnostic Medical Imaging	3
DMS 104 Intro to Sonographic Instrumentation	3
HOC 130** Introduction to Health Occupations	3
MOA 120 Medical Terminology	3

GENERAL SONOGRAPHY CORE REQUIREMENTS – (40 credits)

DMS 101 Sonographic Orientation	3
DMS 105 Sonographic Techniques	3
DMS 110 Sonographic Interpretation I	4
DMS 122 Clinical Experience I	6
DMS 206 Sonographic Instrumentation	4
DMS 211 Sonographic Interpretation II	4
DMS 212 Sonographic Interpretation III	4
DMS 223 Clinical Experience II	6
DMS 224 Clinical Experience III	6

OPTIONAL MULTI-SKILLED ELECTIVES – (Not required for the degree)

MOA 211 Medical Assistant Techniques II	4
NUR 121 Pharmacology	3
LPN 132 Medications	3

**This course may be waived for registered radiographers.*

***This course is required of students who do not possess an allied health credential but have earned a baccalaureate degree in a major other than allied health.*

REQUIRED COURSE SEQUENCE

Spring Semester

DMS 101

Fall Semester

DMS 105, DMS 110, DMS 122

Winter Semester

DMS 206, DMS 211, DMS 223

Spring Semester

DMS 212, DMS 224

VASCULAR SONOGRAPHY – ASSOCIATE IN APPLIED SCIENCE

A vascular sonographer is a highly skilled allied health professional who performs arterial and venous diagnostic procedures using high frequency sound waves. A vascular sonographer operates a variety of complex diagnostic and monitoring equipment, as well as numerous ancillary devices.

The vascular sonographer performs carotid duplex scanning, lower and upper extremity Doppler examinations, venous duplex scans, abdominal vascular exams, evaluates test results, monitors physiological states of the patient, conducts patient education, and maintains accurate records and protocols during and after procedures. A thorough understanding of hemodynamics and pathophysiology is required.

This CAAHEP (Commission on Accreditation of Allied Health Programs) accredited Vascular Sonography program is a two-year program leading to an Associate in Applied Science degree. The curriculum consists of integrated educational and clinical course work with a minimum of 900 supervised clinical hours with an approved clinical education affiliate. The program is designed to prepare the student for employment in the field of vascular sonography. Vascular positions are located within hospitals, medical clinics, and other diagnostic imaging health institutions. Upon successful completion, students are eligible to apply for certification exams through the American Registry for Diagnostic Medical Sonography and, if successful, use the credentials RVT (Registered Vascular Technologist).

Applicants who have earned credentials in other allied health disciplines (e.g., RT, RDMS, RDCS, RN) may have partial prerequisite work waived (see Vascular Certificate program on page 71).

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by January 31.
- Questionnaires will be mailed to eligible applicants.
- Completed questionnaires must be returned by the stated due date.
- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Spring semester start.

General education prerequisites and related requirement courses must be completed before admission to the program.

Minimum credits:	67
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in BIO 155, HOC 130 and MOA 120:	3.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (17 credits)

ENGLISH – (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS – (3-4 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE – (4 credits)

BIO 155 Human Anatomy & Physiology	5
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SOCIAL SCIENCE – (3 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES – (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS – (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Technique	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS - (18 credits)

CIS 101 Introduction to Computer Systems	3
DMS 100 Introduction to Diagnostic Imaging	3
DMS 104 Intro to Sonographic Instrumentation	3
HOC 130 Introduction to Health Occupations	3
MOA 120 Medical Terminology	3
SPH 231 Communication Fundamentals or	
SPH 240 Interpersonal Communication	3

VASCULAR CORE REQUIREMENTS – (32 credits)

DMS 107 Sonographic Orientation-Vascular	3
DMS 151 Peripheral Arterial I	3
DMS 152 Peripheral Arterial II	3
DMS 155 Peripheral Venous	3
DMS 161 Vascular Clinical I (300 hours)	4
DMS 206 Sonographic Instrumentation	4
DMS 251 Cerebrovascular I	3
DMS 253 Cerebrovascular II	1
DMS 265 Vascular Clinical II (300 hours)	4
DMS 266 Vascular Clinical III (300 hours)	4

REQUIRED COURSE SEQUENCE**Spring Semester**

DMS 107

Fall Semester

DMS 151, DMS 155, DMS 161

Winter Semester

DMS 152, DMS 206, DMS 251, DMS 265

Spring Semester

DMS 253, DMS 266

VASCULAR SONOGRAPHY – CERTIFICATE

Students must have previously earned American Registry for Diagnostic Medical Sonography (ARDMS) credentials, e.g., RDMS, RVT, RDCS; or an AAS degree from an accredited program in radiography, nursing, medical assisting, emergency medical services, respiratory therapy, physical therapy assisting or other allied health profession. Students who have earned a baccalaureate degree in a major other than nursing or allied health will be required to meet or show equivalency for all DMS prerequisite course requirements including the following courses: Anatomy and Physiology, Medical Terminology, Introduction to Diagnostic Medical Imaging, Introduction to Sonographic Instrumentation, Introduction to Computer Systems and Introduction to Health Occupations. Please see program coordinator to assure eligibility.

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand

the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by January 31.
- Questionnaires will be mailed to eligible applicants.
- Completed questionnaires must be returned by the stated due date.
- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Spring semester start.

General education prerequisites and related requirement courses must be completed before admission to the program.

Minimum credits: 51*
(*39 credits with previous Allied Health degree)

Minimum cumulative GPA: 2.0

Minimum grade in all courses: 2.0

Minimum grade in BIO 155, HOC 130, and MOA 120: 3.0

Minimum JCC credits: 12

MACRAO agreement: No

RELATED REQUIREMENTS – (19 credits)

BIO 155 Human Anatomy & Physiology	4-5
CIS 101 Introduction to Computer Systems	3
DMS 100* Introduction to Diagnostic Imaging	3
DMS 104* Intro to Sonographic Instrumentation	3
HOC 130* Introduction to Health Occupations	3
MOA 120 Medical Terminology	3

VASCULAR CORE REQUIREMENTS – (32 credits)

DMS 107* Sonographic Orientation-Vascular	3
DMS 151 Peripheral Arterial I	3
DMS 152 Peripheral Arterial II	3
DMS 155 Peripheral Venous	3
DMS 206 Sonographic Instrumentation	4
DMS 251 Cerebrovascular I	3
DMS 253 Cerebrovascular II	1
DMS 161 Vascular Clinical I (300 hours)	4
DMS 265 Vascular Clinical II (300 hours)	4
DMS 266 Vascular Clinical III (300 hours)	4

**HOC 130, DMS 100, 107, and 104 may be waived through consultation with program coordinator and evidence of current health credential.*

REQUIRED COURSE SEQUENCE**Spring Semester**

DMS 107

Fall Semester

DMS 151, DMS 155, DMS 161

Winter Semester

DMS 152, DMS 206, DMS 251, DMS 265

Spring Semester

DMS 253, DMS 266

CARDIAC SONOGRAPHY – ASSOCIATE IN APPLIED SCIENCE

A cardiac sonographer (echocardiographer) is the allied health professional who, after an extensive and comprehensive educational process, is qualified to perform an echocardiogram (ultrasound of the heart). The primary role of the cardiac sonographer is to obtain diagnostic recordings and measurements from the ultrasound image of the heart, including hemodynamic information. This individual assumes great responsibility for the performance of this exam. The techniques for obtaining the required images and recordings require great skill. A thorough understanding of cardiac anatomy, physiology, hemodynamics, and pathophysiology is required.

This CAAHEP (Commission on Accreditation of Allied Health Programs) accredited Cardiac Sonography program is a two-year program leading to an Associate in Applied Science degree. The curriculum consists of integrated didactic and clinical coursework with a minimum of 1136 supervised clinical hours with an approved clinical education affiliate. This program is designed to prepare the student for employment as a cardiac sonographer with positions located in hospitals, medical clinics, and other diagnostic imaging facilities.

Upon successful completion of the Cardiac Sonography program, students are eligible to apply for certification exams through the American Registry for Diagnostic Medical Sonographers (ARDMS).

Applicants who have earned credentials in other allied health disciplines (e.g., RT, RDMS, RVT, RN) may have partial prerequisite coursework waived. Please see Cardiac Sonography Certificate program

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by August 31.
- Questionnaires will be mailed to eligible applicants.

- Completed questionnaires must be returned by the stated due date.
- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Winter semester start.

General education prerequisites and related requirement courses must be completed before admission to the program.

Minimum credits:	68
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in BIO 155, HOC 130 and MOA 120:	3.0
Minimum JCC credits:	32
MACRAO agreement:	No

GENERAL EDUCATION PREREQUISITES – (17 credits)**ENGLISH – (3 credits)**

ENG 131 Writing Experience	3
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MATHEMATICS – (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE – (4 credits)

BIO 155 Human Anatomy & Physiology	5
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SOCIAL SCIENCE – (3 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES – (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (18 credits)

CIS 101 Intro to Information Technology	3
DMS 100 Introduction to Diagnostic Medical Imaging	3
DMS 104 Introduction to Sonographic Instrumentation	3
HOC 130 Introduction to Health Occupations	3
MOA 120 Medical Terminology	3
SPH 231 Communication Fundamentals or SPH 240 Interpersonal Communications	3

CARDIAC SONOGRAPHY CORE REQUIREMENTS – (33 credits)

DMS 140 Sonographic Orientation and Technique	3
DMS 141 Adult Echo I	4
DMS 143 Clinical I (240 hrs.)	3
DMS 144 Cardiovascular Principles	3
DMS 147 Clinical II (384 hrs.)	5
DMS 206 Sonographic Instrumentation	4
DMS 240 Adult Echo II	4
DMS 242 Clinical III (512 hrs.)	7

REQUIRED COURSE SEQUENCE**Winter Semester**

DMS 140, DMS 141, DMS 143

Spring Semester

DMS 144, DMS 147

Fall Semester

DMS 206, DMS 240, DMS 242

CARDIAC SONOGRAPHY – CERTIFICATE

A cardiac sonographer (echocardiographer) is the allied health professional who, after an extensive and comprehensive educational process, is qualified to perform an echocardiogram (ultrasound of the heart). The primary role of the cardiac sonographer is to obtain diagnostic recordings and measurements from the ultrasound image of the heart, including hemodynamic information. This individual assumes great responsibility for the performance of this exam. The techniques for obtaining the required images and recordings require great skill. A thorough understanding of cardiac anatomy, physiology, hemodynamics, and pathophysiology is required.

Students eligible for the Cardiac Sonography Certificate program must have previously earned ARDMS credentials (RDMS, RVT) or an AAS degree from an accredited program

in radiography, nursing, medical assisting, emergency medical services, respiratory therapy, physical therapy, or other patient care related allied health profession. Students that possess a baccalaureate degree may also qualify for the certificate program.

All students that qualify for the Cardiac Sonography Certificate program will be required to meet or show equivalency for all DMS prerequisite course requirements stated below.

The Cardiac Sonography curriculum consists of integrated didactic and clinical coursework with a minimum of 1,136 supervised clinical hours with an approved clinical education affiliate. Prerequisite courses must be completed prior to applying for the program. This program is designed to prepare the student for employment as a cardiac sonographer with positions located in hospitals, medical clinics, and other diagnostic imaging facilities.

Upon successful completion of the Cardiac Sonography program, students are eligible to apply for certification exams through the American Registry for Diagnostic Medical Sonographers (ARDMS).

There are special admissions requirements to the sonography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by August 31.
- Questionnaires will be mailed to eligible applicants.
- Completed questionnaires must be returned by the stated due date.
- DMS Admission Committee conducts interviews.
- Applicants notified by mail for Winter semester start.

General Education prerequisites and related requirement courses must be completed before admission to the program

Minimum credits:	52*
(*43 credits with previous allied health degree)	
Minimum Cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grade in BIO 155, HOC 130 and MOA 120:	3.0
Minimum JCC credits:	32
MACRAO agreement:	No

RELATED REQUIREMENTS — (19 credits)

BIO 155 Human Anatomy & Physiology	4-5
DMS 100* Introduction to Diagnostic Imaging	3
DMS 104* Introduction to Sonographic Instrumentation	3
CIS 101 Introduction to Computer Systems	3

HOC 130* Introduction to Health Occupations	3
MOA 120 Medical Terminology	3

**May be waived/substituted through consultation with program coordinator and evidence of current health credential.*

CARDIAC SONOGRAPHY CORE REQUIREMENTS – (33 CREDITS)

DMS 140 Echo Orientation & Technique	3
DMS 141 Adult Echo I	4
DMS 143 Clinical I (240 hrs)	3
DMS 144 Cardiovascular Principles	3
DMS 147 Clinical II (384 hrs)	5
DMS 240 Adult Echo II	4
DMS 242 Clinical III (512 hrs)	7
DMS 206 Sonographic Instrumentation	4

REQUIRED COURSE SEQUENCE

Winter Semester

DMS 140, DMS 141, DMS 143,

Spring Semester

DMS 144, DMS 147

Fall Semester

DMS 206, DMS 240, DMS 242

EMERGENCY MEDICAL SERVICES — ASSOCIATE IN APPLIED SCIENCE

In cooperation with emergency medical services agencies in the community we offer approved Basic EMT and Paramedic courses. This requires 12-44 hours and is taken over two to four semesters. These credits may be combined with additional courses to obtain an Associate in Applied Science - Emergency Medical Services degree. The curriculum meets the requirements of the U.S. Department of Transportation and is approved by the Michigan Department of Consumer and Industry Services.

Upon successful completion of the program, candidates are eligible to take the State of Michigan EMT or Paramedic exams to become licensed as an EMT or Paramedic.

Minimum credits:	82
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE — (4 credits)

BIO 155 Human Anatomy & Physiology	5
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SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (21 credits)

MOA 120 Medical Terminology	3
EMS 125 EMT: Ambulance	6
EMS 126 EMT: Ambulance	6
NUR 121 Pharmacology	3
SPH 231 Communication Fundamentals or SPH 240 Interpersonal Communication	3

EMERGENCY MEDICAL SERVICES CORE REQUIREMENTS — (44 credits)

EMS 211 Paramedic I	8
EMS 212 Paramedic Lab I	2

EMS 213 Paramedic Clinical I	2
EMS 221 Paramedic II	8
EMS 222 Paramedic Lab II	2
EMS 223 Paramedic Clinical II	2
EMS 231 Paramedic III	8
EMS 232 Paramedic Lab III	2
EMS 233 Paramedic Clinical III	2
EMS 242 Paramedic IV - Lab	2
EMS 243 Paramedic IV - Clinical	6

EMERGENCY MEDICAL SERVICES — CERTIFICATE

Minimum credits:	66
Minimum cumulative GPA:	2.0
Minimum grade in all course:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

RELATED REQUIREMENTS – (10 credits)

BIO 155 Human Anatomy & Physiology	4-5
MOA 120 Medical Terminology	3
NUR 121 Pharmacology	3

EMERGENCY MEDICAL SERVICES CORE REQUIREMENTS — (56 credits)

EMS 125 EMT: Ambulance	6
EMS 126 EMT: Ambulance	6
EMS 211 Paramedic I	8
EMS 212 Paramedic Lab I	2
EMS 213 Paramedic Clinical I	2
EMS 221 Paramedic II	8
EMS 222 Paramedic Lab II	2
EMS 223 Paramedic Clinical II	2
EMS 231 Paramedic III	8
EMS 232 Paramedic Lab III	2
EMS 233 Paramedic Clinical III	2
EMS 242 Paramedic IV - Lab	2
EMS 243 Paramedic IV - Clinical	6

SKILL SET CREDENTIAL — BASIC EMERGENCY MEDICAL TECHNICIAN

Jackson Community College in cooperation with emergency medical service agencies in the community offers approved Basic EMT. The Basic EMT training requires 12 credit hours and is taken over two semesters. The curriculum meets the requirements of the U.S. Department of Transportation and is approved by the Michigan Department of Consumer and Industry Services.

Upon successful completion of these courses, candidates are eligible to take the State of Michigan exam to become a licensed EMT.

Minimum credits:	12
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (12 credits)

EMS 125 EMT: Ambulance	6
EMS 126 EMT: Ambulance	6

OPTIONAL SUGGESTED ELECTIVES

MOA 120 Medical Terminology	3
MOA 141 Body Structure and Function	4
SPH 240 Interpersonal Communication or SPH 231 Communication Fundamentals	3

MEDICAL ASSISTANT — ASSOCIATE IN APPLIED SCIENCE

The Medical Assistant-AAS program prepares the student for an entry-level position as a medical assistant in a medical office, clinic, hospital or other health care facility. Clinical (diagnostic and treatment), administrative (communications and business) skills and transdisciplinary knowledge and skills are included in the course work. A 225 hour non-paid externship experience with a licensed health care practitioner is the capstone course.

Students complete the Medical Assistant Certificate program which is accredited by AAMA/CAAHEP to be eligible to take the AAMA Medical Assistant Certification exam and become a Certified Medical Assistant (CMA). The Medical Assistant Certificate program and completion of the general education requirements listed qualifies the student for a Associate in Applied Science-Medical Assistant.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	60
Minimum grade in all courses	2.0
Minimum grade in MOA 111, MOA 120, MOA 211 and MOA 240:	2.5
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS— (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

BIO 131 General Biology	4
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BIO 132 Human Biology	4
BIO 155 Human Anatomy & Physiology	5
BIO 220 Microbiology	4
CEM 121 Chemistry for Life	4
CEM 131 Fundamentals of Chemistry	4
CEM 132 Fundamental of Organic & Biological Chemistry ..	4

SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story and Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (11 credits)

DMS 100 Introduction to Diagnostic Imaging	3
CIS 101 Introduction to Computer Systems	3
NUR 121 Pharmacology or LPN 132 Medications	3
EMS 110 CPR & First Aid or HOC 130 Introduction to Health Occupations	2

MEDICAL ASSISTANT CORE REQUIREMENTS — (31 credits)

MOA 111 Medical Assistant Techniques I	3
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MOA 112 Insurance, Reports, Law and Ethics	3
MOA 120 Medical Terminology	3
MOA 141 Body Structure & Function or LPN 141 Body Structure & Function or BIO 155 Human Anatomy & Physiology	4
MOA 145 Normal/Therapeutic Nutrition or LPN 145 Normal/Therapeutic Nutrition or NUR 207 Normal/Therapeutic Nutrition	3
MOA 204 Externship (225 hours + 30 hr. seminar)	5
MOA 211 Medical Assistant Techniques II	4
MOA 240 Medical Office Procedures	3
MOA 241 Medical Records	3

ELECTIVES

Select electives from the following to meet 60 credits required for degree:

MOA 230 Medical Machine Transcription	3
MOA 235 Advanced Medical Transcription	3
MOA 242 Advanced Medical Billing	3
BIO 220 Microbiology	4

MEDICAL ASSISTANT — CERTIFICATE

The Medical Assistant Certificate program prepares the student for an entry-level position as a medical assistant in a medical office, clinic, hospital or other health care facility. Clinical (diagnostic and treatment), administrative (communications and business) skills and transdisciplinary knowledge and skills are included in the course work. A 225-hour non-paid externship experience with a licensed health care practitioner is the capstone course.

Upon successful completion of this program, the student is eligible for a professional credential by passing the American Association of Medical Assistant (AAMA) examination to become a Certified Medical Assistant (CMA). This program is accredited by the AAMA and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and meets national standards for quality. Students are welcome to enter this program in any semester, but must meet prerequisite course and grade level requirements to process in the program and qualify for MOA 204 Externship.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	52
Minimum cumulative GPA:	2.0
Minimum grade in all courses	2.0
Minimum grade in MOA 111, MOA 120, MOA 211 and MOA 240:	2.5
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS – (10 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra or higher	3
PSY 140 Introduction to Psychology	4

RELATED REQUIREMENTS — (11 credits)

DMS 100 Introduction to Diagnostic Imaging	3
CIS 101 Introduction to Computer Systems	3
NUR 121 Pharmacology or	
LPN 132 Medications	3
EMS 110 CPR & First Aid or	
HOC 130 Introduction to Health Occupations	2

MEDICAL ASSISTANT CORE REQUIREMENTS — (31 credits)

MOA 111 Medical Assistant Techniques I	3
MOA 112 Insurance, Reports, Law and Ethics	3
MOA 120 Medical Terminology	3
MOA 141 Body Structure & Function or	
LPN 141 Body Structure & Function or	
BIO 155 Human Anatomy & Physiology	4
MOA 145 Normal/Therapeutic Nutrition or	
LPN 145 Normal/Therapeutic Nutrition or	
NUR 207 Normal/Therapeutic Nutrition	3
MOA 204 Externship (225 hours + 30 hr. seminar)	5
MOA 211 Medical Assistant Techniques II	4
MOA 240 Medical Office Procedures	3
MOA 241 Medical Records	3

OPTIONAL MULTI-SKILLED ELECTIVES**(Not needed for this certificate)**

MOA 230 Medical Machine Transcription	3
MOA 235 Advanced Medical Transcription	3
MOA 242 Advanced Medical Billing	3
BIO 220 Microbiology	4

** Program coordinator approval needed to register for MOA 204. Student must validate 2.5 or better in MOA 120, MOA 111, MOA 211, and MOA 240 for entrance into this course.*

Graduates may take the AAMA/CMA exam in January, June, or October. Applications are available from the medical assistant program coordinator.

MEDICAL RECEPTIONIST/INSURANCE BILLER — CERTIFICATE

The Medical Receptionist/Insurance Biller Certificate program prepares the student to work in a medical office, clinic or hospital. Emphasis is placed on interpersonal, written and oral communication, office procedures, medical terminology, use of computers, diagnostic and procedure coding and medical insurance billing, record keeping, medical insurance and accounting. On-the-job experience is provided in a 150-hour non-paid externship. The student may enter any semester part-time or full-time.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	35
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum Grades in ACC 211, MOA 240, MOA 241, and CIS 101:	2.5
Minimum JCC credits:	12
MACRAO agreement:	No

MATHEMATICS

Students interested in the nursing program must complete one of the three following math options:

1. ACT composite score of 18 and math score of 18 or
2. Successfully pass JCC course placement mathematics ... assessment or
3. Complete MTH 110 with a 2.0 or higher

RELATED REQUIREMENTS — (10 credits)

ENG 131 Writing Experience	3
MOA 141 Body Structure and Function or	
BIO 155 Human Anatomy and Physiology or	
LPN 141 Body Structure and Function	4
SPH 240 Interpersonal Communications or	
SPH 231 Communication Fundamentals or	
BUA 120 Human Relations in Business	3

RECEPTIONIST/INSURANCE BILLER CORE REQUIREMENTS — (25 credits)

ACC 211 General Accounting	4
CIS 101 Introduction to Computer Systems	3
MOA 112 Insurance Reports, Law and Ethics	3
MOA 120 Medical Terminology	3
MOA 240 Medical Office Procedures	3
MOA 241 Medical Records	3
MOA 242 Advanced Medical Billing	3
MOA 245 Billing/Transcription Externship*	3

SUGGESTED COURSE SEQUENCING**First Semester**

CIS 101, MOA 112, MOA 141 (or LPN 141, BIO 155), ENG 131

Second Semester

ACC 211, MOA 120, MOA 240, MOA 241

Third Semester

SPH 231 (or SPH 240, BUA 120), MOA 242, MOA 245

**Program coordinator approval needed to register for MOA 245. Student must validate 2.5 or better in MOA 241, SEC 241, and CIS 101 for entrance into this course.*

MEDICAL RECEPTIONIST/ TRANSCRIPTIONIST— CERTIFICATE

The Medical Receptionist/Transcriptionist Certificate program prepares the student for an entry level position as a medical office receptionist or as the first step to becoming a professional medical transcriptionist. Coursework includes study of the human body, medical terminology, office organization, reception, telephone use, insurance billing, communication skills, record keeping, law and ethics, billing and advance medical machine transcription, introduction to computers and word processing. The graduate of this program will have sufficient training as entry level as a transcriptionist, health information desk, or receptionist in a medical setting. Exceptional typing (60 WPM or more) medical terminology, and transcribing skills are needed for hospital transcribing. This would be emphasized in course choices, if this is the student's goal. Prerequisite courses and required grades qualify the student for progression through the program and MOA 245 Billing/ Transcription Externship, a non-paid externship of 150 hours on the job experience. The student may begin during any semester and may attend either part-time or full-time.

Prerequisite requirements: Keyboarding skills of 45 WPM or CIS 110.

Minimum credits:	34
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum Grades in MOA 120, MOA 230, MOA 235 and MOA 240:	3.0
Minimum JCC credits:	12
MACRAO agreement:	No

MATHEMATICS

Students interested in the nursing program must complete one of the three following math options:

1. ACT composite score of 18 and math score of 18 or
2. Successfully pass JCC course placement mathematics assessment or
3. Complete MTH 110 with a 2.0 or higher

RELATED REQUIREMENTS - (13 credits)

ENG 131 Writing Experience	3
MOA 112 Insurance Reports, Law and Ethics	3

MOA 141 Body Structure and Function or BIO 155 Human Anatomy and Physiology or LPN 141 Body Structure and Function	4
SPH 240 Interpersonal Communications or SPH 231 Communication Fundamentals or BUA 120 Human Relations in Business	3

RECEPTIONIST/TRANSCRIPTIONIST CORE**REQUIREMENTS — (21 credits)**

CIS 101 Introduction to Computer Systems	3
CIS 120 Microsoft® Word® Comprehensive	3
MOA 120 Medical Terminology	3
MOA 230 Medical Machine Transcription	3
MOA 235 Advanced Medical Machine Transcription	3
MOA 240 Medical Office Procedures	3
MOA 245* Billing/Transcription Externship	3

OPTIONAL MULTI-SKILLED ELECTIVES**(Not Required for Certificate)**

NUR 121 Pharmacology	3
LPN 132 Medication	3

SUGGESTED COURSE SEQUENCE**First Semester**

ENG 131, CIS 101, MOA 120, CIS 120, MOA 141 (or LPN 141, BIO 155)

Second Semester

MOA 112, SPH 240 (or BUA 120, SPH 241), MOA 230, MOA 240

Third Semester

MOA 235, MOA 245

**Program coordinator approval needed to register for MOA 245. Student must validate a 3.0 or better grade in MOA 120, MOA 230, MOA 235 and MOA 240 for entrance into MOA 245.*

NURSING

Nursing is a dynamic and changing field with broader employment opportunities than ever before. It is expected to have one of the largest number of new job openings in the next decade. Many future nurses will be employed in home health, long-term or ambulatory care, although nursing careers are still available in traditional settings such as hospitals, medical offices and clinics. Program options reflect the variety of career paths available to future nursing professionals.

JCC PROGRAM CHOICES

- Nursing, JCC & University of Michigan - Bachelor of Science in Nursing

- Nursing, ADN - Associate in Applied Science
- Nursing, LPN to ADN - Associate in Applied Science
- Practical Nurse - Certificate

Note: Students who wish to begin a bachelor's degree in nursing and transfer to a four-year college or university (other than those in the JCC/U of M program) should contact the university where they are planning to transfer.

NURSING — ASSOCIATE IN APPLIED SCIENCE

The Associate in Applied Science, Nursing (ADN) program consists of integrated lectures, labs, and clinicals conducted in approved clinical education affiliates. The program prepares students to demonstrate competency in providing nursing care in a variety of health care settings and for employment in the field of registered nursing. Candidates successfully completing the ADN program are eligible to apply for the licensing examination required for licensure as a registered professional nurse (RN).

Students must apply for admission to the nursing program, and must do so within the application deadlines. **Admission to the nursing program is highly competitive and is not guaranteed.** There are special admission requirements to the nursing program, and it is the student's responsibility to understand the requirements and adhere to them. Students must meet all admission requirements. Admission into the program is based on a competitive point system, a pre-admission standardized exam and completion of prerequisite courses. The selection process is subject to change.

You must work with an academic advisor to plan your prerequisite course sequence and to make application to the nursing program. The advisor will explain the point system on the "ADN Selection Process-Worksheet."

Students are required to take the NCLEX Review Program as part of the curriculum in order to graduate. Multiple standardized exams are also required at various points.

Based on public statute, students applying for admission will be subject to a criminal background check. The following would preclude an applicant from admission to a Jackson Community College nursing program:

- Felony, or an attempt or conspiracy to commit a felony within the past 15 years
- Misdemeanors involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years
- Misdemeanors involving fraud or theft against a vulnerable adult

In addition, all students must pass a drug screen to enter any nursing program at JCC, as well complete immunizations, meet technical standards, and complete a physical form. Following graduation, applicants for licensure as a nurse are also asked

about criminal convictions and substance abuse, and this can impact the individual's ability to become licensed.

Minimum credits:	72
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grades in BIO 155 & CEM 121 or 132	3.0
Minimum JCC credits:	41
MACRAO agreement:	No

Prerequisites are:

- ENG 131
- MTH Requirement
- PSY 140
- CEM 121 or CEM 132
- BIO 155
- BIO 220

Applications are accepted for fall or winter admission. See an academic advisor for application deadlines.

It is highly recommended to take CEM prior to BIO 155. All sciences and pharmacology must be taken within the last eight years. Nursing courses MUST be taken in sequence, with the exception of Pharmacology. Students are required to take the NET test prior to admission

GENERAL EDUCATION REQUIREMENTS — (16 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience (Pre-requisite)	3
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MATHEMATICS

All students interested in the nursing program must complete one of the three following math options prior to application:

1. ACT composite score of 18 and math score of 21 **or**
2. Successfully pass JCC course placement mathematics assessment **or**
3. Complete MTH 120 with a 2.0 or higher.

SCIENCE — (5 credits)

BIO 155 Human Anatomy & Physiology (Prerequisite)	5
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SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology (Prerequisite)	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3

ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS (11 credits)

BIO 220 Microbiology (Prerequisite)	4
CEM 121 Chemistry of Life (Prerequisite) or CEM 132 Organic & Biological Chemistry	4
PSY 252 Developmental Psychology	3

NURSING CORE REQUIREMENTS (45 credits)

NUR 101 Fundamentals of Nursing	6
NUR 121 Pharmacology	3
NUR 170 Self-Care	1
NUR 242 Physical Assessment or NUR 245 Health Assessment	1
NUR 171 Supportive Educative Nursing	4
NUR 172 Pathophysiology	4
NUR 173 Family I	4
NUR 270 Partially Compensatory	4
NUR 271 Family II	4
NUR 272 Mental Health	5
NUR 273 Wholly Compensatory	5
NUR 274 Leadership	4

SUGGESTED COURSE SEQUENCE FOR NURSING AAS (once admitted)

First Semester

NUR 101, NUR 170, NUR 242 or NUR 245, PSY 252*, NUR 121*
*Highly recommended to be taken prior to admission.

Second Semester

NUR 171, NUR 172, NUR 173, HPF**

Third Semester

NUR 270, NUR 271, NUR 272

Fourth Semester

NUR 273, NUR 274, Humanities elective**

** PSY 252 may be taken prior to Semester I but must be completed prior to Semester II. This course MUST be completed prior to NUR 173 (Family I) in the nursing sequence, if not taken prior to Semester I.*

** NUR 121 if not completed prior to admission into the program, MUST be taken during Semester I-concurrent with NUR 101.*

*** It is highly recommended that general education courses be taken before the nursing course sequence if at all possible.*

NOTE: Nursing courses are assigned various labs and clinicals. Be sure to follow directions in the schedule book of courses each semester you register. The schedule is subject to change on short notice. Specific clinical sites and times cannot be guaranteed.

The nursing department reserves the right to change the curriculum and program requirements.

The nursing program requirements are highly demanding and time consuming. Following admission, full time employment is not recommended.

NURSING - LPN TO ADN — ASSOCIATE IN APPLIED SCIENCE

The Associate in Applied Science, Nursing - LPN to ADN program begins in the Fall semester. The program consists of integrated lectures, labs, and clinicals conducted in approved clinical education affiliate settings. The program is designed to educate students to provide competent nursing care in a variety of health care settings and for employment in the field of registered nursing. Candidates who successfully complete the LPN to ADN program are eligible to apply for the licensing examination required for licensure as a registered professional nurse (RN).

There are special admission requirements to the LPN to ADN nursing program and it is the student's responsibility to understand the requirements and adhere to them. Students must apply for the program within published timeframes. You must meet with an academic advisor who will explain the program and admission process. Admission is not guaranteed and spaces are limited. The selection process is subject to change. Students must meet all admission requirements. Candidates entering the LPN to ADN program must have the following: valid Michigan unencumbered LPN license; documented minimum of 1,000 hours of clinical practice as a LPN, (within the last five years-prior to start of clinical courses);

pass the following competency exam: National League for Nursing (NLN) Foundations of Nursing, NET Test, and Pharmacology NLN exam (or take the course).

Based on public statute, students applying for admission will be subject to a criminal background check. The following would preclude an applicant from admission to a Jackson Community College nursing program:

- Felony, or an attempt or conspiracy to commit a felony within the past 15 years
- Misdemeanors involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years
- Misdemeanors involving fraud or theft against a vulnerable adult

In addition, all students must pass a drug screen to enter any nursing program at JCC, as well as complete immunizations, meet technical standards and complete a physical form.

Following graduation, applicants for licensure as a nurse are also asked about criminal convictions and substance abuse, this can impact the individual's ability to become licensed.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grades in all courses:	2.0
Minimum JCC credits:	29
MACRAO agreement:	No

It is highly recommended to take CEM prior to BIO 155.

BIO 155 and NUR 121 must be taken within the last eight years. Nursing courses MUST be taken in sequence, with the exception of pharmacology.

Students are required to take the NCLEX review course as part of the curriculum in order to graduate. Students may apply to be admitted for the fall start of this program. An academic advisor must be consulted to apply to the program.

The Nursing program requirements are highly demanding and time consuming. Following admission, full time employment is not recommended.

GENERAL EDUCATION REQUIREMENTS — (16 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience (Prerequisite)	3
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MATHEMATICS

All students interested in the nursing program must complete one of the three following math options prior to admission:

1. ACT composite score of 18 and math score of 21 or
2. Successfully pass JCC course placement mathematics assessment or
3. Complete MTH 120 with a 2.0 or higher.

SCIENCE — (5 credits)

BIO 155 Human Anatomy & Physiology (Prerequisite)	5
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SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology (Prerequisite)	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story and Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (11 credits)

BIO 220 Microbiology (Prerequisite)	4
CEM 121 Chemistry of Life (Prerequisite) or CEM 132 Organic & Biological Chemistry	4
PSY 252* Developmental Psychology	3

NURSING CORE REQUIREMENTS (33 credits)

NUR 119 Transition Bridge	3
NUR 121 Pharmacology	3
NUR 170 Self-Care	1
NUR 172 Pathophysiology	4
NUR 270 Partially Compensatory	4
NUR 271 Family II	4
NUR 272 Mental Health	5
NUR 273 Wholly Compensatory	5
NUR 274 Leadership	4

SUGGESTED COURSE SEQUENCE**Fall Semester**

NUR 119, NUR 121*, NUR 170, NUR 172, PSY 252*

Winter Semester

NUR 270, NUR 271, NUR 272, HPF**

Fall Semester

NUR 273, NUR 274, Humanities elective**

** May take before nursing sequence but must be completed prior to NUR 270, NUR 271, & NUR 272. Students may test out of NUR 121.*

*** It is highly recommended that general education courses be taken before the nursing course sequence if at all possible.*

NOTE: Nursing courses are assigned various labs and clinicals. Be sure to follow directions in the schedule book of courses each semester you register. The schedule is subject to change on short notice. Specific clinical sites and times cannot be guaranteed.

The nursing department reserves the right to change the curriculum and program requirements.

PRACTICAL NURSE — CERTIFICATE

This program prepares students to provide direct nursing care, under supervision, to individuals in a variety of health care settings. The program consists of integrated lectures, labs and clinical experiences. Students who successfully complete the curriculum receive the certificate in practical nursing and are eligible to apply to write the state licensing examination required for licensure as a practical nurse (LPN).

Students must apply for admission to the nursing program, and must do so within the application deadlines. **Admission to the nursing program is highly competitive and is not guaranteed.** There are special admission requirements to the nursing program and it is the student's responsibility to understand the requirements and adhere to them. Students must meet all admission requirements. Admission into the program is based on a competitive point system, a pre-admission standardized exam and completion of prerequisite courses. The selection process is subject to change.

You must work with an academic advisor to plan your pre-requisite course sequence and to make application to the nursing program. The advisor will explain the point system on the "Practical Nursing Selection Process-Worksheet."

The Practical Nursing program begins in March of each year and concludes the following May. There is a short break from

mid July to late August between Semester I and Semester II. Practical nursing classes are on a different course calendar than other classes.

All science classes must be taken within the last eight years. Practical nursing courses must be taken in sequence.

Students are required to take a licensure preparation course at JCC as part of their curriculum in order to graduate.

Based on public statute, students applying for admission will be subject to a criminal background check. The following would preclude an applicant from admission to a Jackson Community College nursing program:

- Felony, or an attempt or conspiracy to commit a felony within the past 15 years
- Misdemeanors involving abuse, neglect, assault, battery or criminal sexual conduct within the past 10 years
- Misdemeanors involving fraud or theft against a vulnerable adult

In addition, all students must pass a drug screen to enter any nursing program at JCC, as well as complete immunizations, meet technical standards and complete a physical form. Following graduation, applicants for licensure as a nurse are also asked about criminal convictions and substance abuse, this can impact the individual's ability to become licensed.

Must complete one of the following three math options prior to admission:

1. ACT composite of 18 & and ACT math score of 21 or
2. Successfully pass JCC mathematics assessment or
3. Complete MTH 120 with a 2.0 or higher

Minimum credits:45

Minimum cumulative GPA:2.0

Minimum grades: ... 2.0 in all prerequisite and nursing classes.

HOWEVER - Check "The Point System" on the "PN Selection Process-Worksheet" regarding values of points for designated grades. Admission is competitive and based on grades.

Minimum JCC credits:32

MACRAO agreement:No

RELATED REQUIREMENTS — (10 credits)**Prior to acceptance to the program:**

LPN 141 Body Structure & Function or

MOA 141 Body Structure & Function or

BIO 155 Human Anatomy & Physiology4

NUR 207 Normal/Therapeutic Nutrition or

MOA 145 Normal/Therapeutic Nutrition or

LPN 145 Normal/Therapeutic Nutrition3

LPN 132 Medications or

NUR 121 Pharmacology3

PRACTICAL NURSING CORE REQUIREMENTS — (35 credits)

Must be completed in sequence shown.**Semester I**

LPN 131 Foundations of Nursing	6
MOA 120* Medical Terminology	3

Semester II

LPN 180 Nursing Care of Adults-1A	6
LPN 181 Nursing Care of Adults-1B	6

Semester III

LPN 182 Role of the Practical Nurse	2
LPN 183 Nursing Care of Adults II	6
LPN 184 Maternal/Child Concepts	6

**Preferable to be taken before being admitted to the nursing program.*

NOTE: Nursing courses include various labs and clinicals, which must be taken in addition to the lectures. Be sure to follow directions in the course schedule book each semester and consult with an academic advisor for guidance. This schedule is subject to change on short notice. Specific clinical sites and times cannot be guaranteed.

The nursing department reserves the right to change the curriculum and program requirements as necessary.

The Nursing program requirements are highly demanding and time consuming. Following admission, full time employment is not recommended.

RADIOGRAPHY — ASSOCIATE IN APPLIED SCIENCE

A radiographer is the allied health professional who uses ionizing radiation to image patients in hospitals and various health clinical settings. Other functions of the radiographer including assisting the radiologist in the administration of contrast material to patients in order to enhance the visibility of certain anatomical structures on a radiograph.

It is a two-year program leading to an Associate in Applied Science degree. The curriculum consists of integrated didactic and clinical course work in an approved clinical education affiliate.

The program is designed to prepare the student for employment in the field of diagnostic radiography. Positions are located within hospitals, medical clinics, and other diagnostic imaging institutions. Upon successful completion, students are eligible to write the American Registry of Radiological Technologists (ARRT) exams. Satisfactory completion of the ARRT board certifying exams allows the radiographer to use the initials of R.T. (R), Registered

Technologist (Radiography).

There are special admissions requirements to the radiography programs, and it is the student's responsibility to understand the requirements and adhere to them. Entry into a program is competitive and based on a "points system." Point values are based on grades earned in prerequisite coursework and the interview process.

Applications are processed according to the following:

- Applications must be received by the Allied Health Office by January 31.
 - Questionnaires will be mailed to eligible applicants.
 - Completed questionnaires must be returned by the stated due date.
 - Radiography Admission Committee conducts interviews.
 - Applicants notified by mail for Spring semester start.
- DMS 100, BIO 155, HOC 130 and MOA 120 must be successfully completed before applying to the program.*

Minimum credits:	80
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum grades in BIO 155, DMS 100, HOC 130 & MOA 120:	3.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 131 Intermediate Algebra or higher	3
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SCIENCE — (4 credits)

BIO 155 Human Anatomy & Physiology	5
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SOCIAL SCIENCE — (3 credits)

PSY 140 Introduction to Psychology	3-4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 247 Poetry & Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 254 Children's Literature	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3

MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	4
MUS 152 Music Theory II	4
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2

RELATED REQUIREMENTS — (15 CREDITS)

HOC 130 Introduction to Health Occupations	3
CIS 101 Introduction to Computer Systems	3
DMS 100 Introduction to Diagnostic Medical Imaging	3
MOA 120 Medical Terminology	3
SPH 231 Communication Fundamentals or	
SPH 240 Interpersonal Communications	3

RADIOGRAPHY CORE REQUIREMENTS - (48 credits)

RAD 120 Radiographic Orientation	2
RAD 121 Radiographic Positioning I	4
RAD 125 Radiographic Positioning II	4
RAD 126 Clinical Practicum I	3
RAD 162 Clinical Practicum II	3
RAD 210 Clinical Practicum III	5
RAD 214 Clinical Practicum IV	5
RAD 219 Clinical Practicum V	5
RAD 160 Fundamentals of Radiologic Science	4
RAD 161 Radiographic Exposure	4
RAD 213 Radiobiology	2
RAD 212 Special Radiographic Studies	4
RAD 213 Radiobiology	2
RAD 218 Radiographic Pathology	3

REQUIRED COURSE SEQUENCE

Spring Semester:

RAD 120, RAD 121, MOA 211

Fall Semester:

RAD 125, RAD 126, ENG 131*, MTH 131*

Winter Semester:

RAD 160, RAD 161, RAD 162, Health and Physical Fitness requirement*

Spring Semester:

CIS 101*, RAD 210, LPN 132

Fall Semester:

RAD 214, RAD 213, RAD 212, Humanities requirement*

Winter Semester:

RAD 219, RAD 218, PSY 140*

**If course not taken prior to program admittance.*

TRANSFER PROGRAMS

MEDICAL LABORATORY TECHNOLOGY

Medical laboratory technicians search for clues about the presence, extent, and causes of disease. They use their knowledge of how diseases affect test results to provide an accurate and complete picture of a patient's condition. MLTs analyze blood and body fluids for a wide variety of chemical changes, using the latest biomedical instruments. They culture and identify bacteria that cause disease and examine blood to detect anemias, leukemias, and infections, ensuring that donor blood is safe for transfusion.

Kellogg Community College and JCC jointly offer an Associate of Applied Science degree program in medical laboratory technology. This program allows students to take the specified general education courses identified in this agreement at JCC and complete their program by taking the occupational specific courses at Kellogg Community College. These courses may be taken concurrently provided students are formally admitted to the program at Kellogg Community College and all prerequisite course requirements are adhered to. Consult an academic advisor for more information.

The Bachelor of Applied Science in Allied Health option with Siena Heights University offers a unique degree program for JCC students with training and/or experience in diagnostic medical sonography, emergency medical services, medical assistant, nursing and related fields. This career-oriented degree for graduates of the JCC two-year programs is structured on an inverted major concept. All the courses needed to earn a bachelor's degree are available on JCC's main campus through the Siena Heights University degree completion center.

JCC/U OF M BACHELOR OF SCIENCE IN NURSING PROGRAM

A Bachelor of Science in Nursing (BSN) degree prepares students for a critically important, well-paid and secure career. It also allows broader advancement opportunities since some positions are open only to nurses with a minimum of a bachelor's degree. Careers may include advancement to positions in management or clinical education. The JCC/U of M Bachelor of Science in nursing program allows students to enroll and complete the first segment of a baccalaureate nursing program at JCC and complete the remaining five terms at the University of Michigan. Students must meet the admissions

requirements to JCC and the U of M School of Nursing, which requires a 3.0 cumulative GPA in all prior college experience. The program is competitive with a limited number of spaces available annually. For more information contact: Office of Nursing Admissions at (517) 796-8424.

DENTAL HYGIENE

Dental hygienists work under the direction or supervision of a licensed dentist, and must be licensed by the state in which they practice. Clinical responsibilities of the dental hygienist in Michigan include oral examination; scaling and polishing teeth; exposing, processing, mounting and interpreting x-rays; taking impressions and preparing diagnostic models; and other activities related to the oral health of the patient.

JCC offers only prerequisite and general education courses that can be transferred to a dental hygiene program. Five colleges/universities offer a dental hygienist program. Some offer an associate degree and others a bachelor's degree. Consult an academic advisor for more information on transfer options available.

MEDICAL SCIENCES (PRE-MEDICINE, PRE-DENTAL, PRE-PHARMACY)

The medical sciences major is designed for pre-professional students who are interested in graduate training in human medicine. Students have a variety of areas of specialization within the field of medicine available to them at the post-graduate level. They may pursue medical, osteopathic, or dental school, graduate level pharmacy programs and physician's assistant or pathology assistant programs.

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester

BIO 131, CEM 141, MTH 140 or MTH 151, ENG 131

First Year, Winter Semester

BIO 152, CEM 142, ENG 132, PSY 140

First Year, Spring Semester

PSY 252, MACRAO Humanities course

Second Year, Fall Semester

BIO 151, CEM 241, PHY 231, PHL 231

Second Year, Winter Semester

CEM 242, PHY 232, ECN 231, MACRAO Humanities course

PHYSICAL THERAPY

Physical therapists provide clients, infants through elderly adults, with services at the preventive, acute and rehabilitative stages directed toward achieving increased functional independence and decreased functional impairment. Physical

therapists interact and practice in collaboration with a variety of health professionals.

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester*

ENG 131, MTH 140, SOC 231, CEM 141*

First Year, Winter Semester

ENG 132, BIO 131, PHL 231, PSY 140, CEM 142

Second Year, Fall Semester

PSY 251, PHY 231, CEM 241, MACRAO Humanities course

Second Year, Winter Semester

BIO 152, CEM 242, PHY 232, PSY 252, MACRAO Humanities courses

**Some programs require the chemistry sequence CEM 141, 142, 241, 242*

PRE-VETERINARY

Veterinarians play a major role in the health care of pets, livestock, and zoo, sporting, and laboratory animals. Veterinarians also use their skills to protect humans against diseases carried by animals, and conduct clinical research on human and animal health problems.

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester

BIO 131, CEM 141, MTH 140 or MTH 151, ENG 131

First Year, Winter Semester

BIO 152, CEM 142, ENG 132, HIS 231 or 232, PSY 140 or SOC 231

Second Year, Fall Semester

CEM 241, PHY 231, ECN 231, MACRAO Humanities course

Second Year, Winter Semester

CEM 242, PHY 232, MACRAO Social Science courses

HUMAN SERVICES CAREER PATHWAY

This career pathway includes careers related to economic, political and social systems including education, government, law and law enforcement, early childhood development and education, civil service, education, leisure and recreation, military, religion, personal services and social services. These may include law and legal studies, law enforcement, public administration and child and family services.

DEGREES/CERTIFICATES

- Early Childhood Development & Education
- Corrections
- Law Enforcement

SKILL SET CREDENTIAL

The "Skill Set Credentials" process is a building block approach to completing a trade certificate program. Students can choose to complete the skill set credentials depending upon the level of skill and knowledge desired. Students can apply for a skill set credential upon completion of the required courses.

TRANSFER PROGRAMS IN HUMAN SERVICES PATHWAY

The first two years of college education usually consist of general education courses, introductory courses in a major and/or program of study, and selected electives. Refer to pages 35 for additional information on transfer and MACRAO. Academic advisors assist in planning transfer programs, and provide transfer guide sheets indicating courses that meet the requirements of various programs of study at four-year colleges. Sample curricula for a few popular transfer programs are included.

- Criminal Justice/Corrections or Law Enforcement to Siena Heights University
- Psychology
- Social Work
- Pre-Law
- Education

Jackson Community College has published this catalog for information purposes only and its contents do not constitute a contract between this institution and prospective or enrolled students. The information contained in this general College Catalog reflects the current curricula, policies and regulations of the College. However, these are subject to change at any time by action of the Board of Trustees or the administration. The information is generally believed to be accurate, but the College disclaims liability for inadvertent errors or omissions.

CORRECTIONS — ASSOCIATE IN APPLIED SCIENCE

Corrections officers are charged with safekeeping any person who has been arrested, are awaiting trial or are in a correctional institution. Officers maintain order within the institution, enforce rules and regulations and often supplement counseling that inmates received from mental health professionals. In addition to being prison/jail guards, corrections officers can work in other related positions, such as juvenile facilities.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

PLS 141 American National Government	3
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3

MUS 132 History of American Popular Music	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2

RELATED REQUIREMENTS — (16 credits)

ENG 132 Writing Experience	3
PSY 140 Introduction to Psychology	4
PSY 251 Abnormal Psychology	3
SOC 231 Principles of Sociology	3
SPH 231 Communication Fundamentals	3

CORRECTIONS CORE REQUIREMENTS — (21 credits)

CIS 101 Introduction to Computer Systems	3
CRJ 119* Client Growth and Development	3
CRJ 120* Human Relations for Corrections	3
CRJ 121* Introduction to Corrections	3
CRJ 124* Institution Populations	3
CRJ 127* Corrections Law	3
ENG 232 Technical & Business Writing	3

ELECTIVES — (9 credits)

Choose from the following:

CRJ 101 Criminal Law	3
CRJ 104 Criminal Justice Psychology	3
CRJ 108 CRJ Fieldwork and Security	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 112 Crime and Delinquency	3
CRJ 117 Criminology or SOC 117 Criminology	3
CRJ 125 Parole & Probation	3
CRJ 203 Field Experience - Intern	3

** Recommended for prospective State of Michigan correctional officers. Each corrections course must be completed with a 2.0 to meet the requirement of the Michigan Correctional Officers Training Council.*

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, MTH 120, CRJ 121, Science requirement

Second Semester

ENG 132, Humanities requirement, SPH 231, PSY 140

Third Semester

PSY 251, CRJ 120, Health and Physical requirement, CIS 101, elective

Fourth Semester

SOC 231, Elective, PLS 141, CRJ 119

Fifth Semester

ENG 232, CRJ 124, CRJ 127, elective

"Desired" background for student to be successful in particular courses (this is for courses that do not have specific prerequisites, but desired experience or knowledge) includes a willingness to help others, good interpersonal communication, and critical thinking skills.

Students cannot start the program during winter semester and still complete in nine semesters due to prerequisites.

CORRECTIONS — CERTIFICATE

Offers an opportunity to pursue initial study in the student's area of interest. Credits earned may apply toward an associate degree.

Minimum credits:	31
Minimum cumulative GPA:	2.0
Minimum grade in each course:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

RELATED REQUIREMENTS — (16 credits)

ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
SPH 231 Communication Fundamentals	3

CORRECTIONS CORE REQUIREMENTS — (15 credits)

CRJ 119* Client Growth and Development	3
CRJ 120* Human Relations for Corrections	3
CRJ 121* Introduction to Corrections	3
CRJ 124* Institution Populations	3
CRJ 127* Corrections Law	3

** Recommended for prospective State of Michigan correctional officers. Each corrections course must be completed with a 2.0 to meet the requirement of the Michigan Correctional Officers Training Council.*

SKILL SET CREDENTIAL — CORRECTIONS OFFICER

Minimum credits:	15
Minimum GPA:	2.0
Minimum grade in each course:	2.0
Minimum JCC credits:	12
MACRAO agreement	No

REQUIRED COURSES – (15 credits)

CRJ 119 Client Growth and Development	3
CRJ 120 Human Relations for Corrections	3
CRJ 121 Introduction to Corrections	3
CRJ 124 Institution Populations	3
CRJ 127 Corrections Law	3

ADDITIONAL CURRICULUM RECOMMENDED:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2

Students with an ACT composite of 18 and mathematics score of 18 meet the competencies and are exempt from course placement assessment. Students who complete course placement and who do not receive a minimum of 41 in reading and 1 or 2 in writing on the course placement assessment are not eligible to enroll in more than three CRJ courses in one semester. Students who successfully pass the Civil Service Exam may waive course placement assessment and complete required coursework for correction officers.

CORRECTIONS OFFICER — (STATE OF MICHIGAN)

The information set forth summarizes the requirements of the Michigan Department of Corrections for prospective corrections officers. These requirements, effective October 2000, are for informational purposes only and are subject to change by the Michigan Department of Corrections. Students should contact the Michigan Department of Corrections or the Michigan Department of Civil Service for information regarding its current requirements for correctional officers (517) 334-7569 or 1-888-820-7129.

QUALIFICATIONS FOR CORRECTIONAL OFFICERS

- Minimum requirements: Possession of a high school diploma or GED and a minimum 18 years of age.
- To be eligible for consideration as a corrections officer, certain education and exam requirements must be satisfied. Most applicants must pass a written Civil Service exam and have an educational background that includes at least 15 semester (or 23 term) college credit hours in corrections, criminal justice, psychology, sociology, family relations, guidance and counseling, pastoral counseling, social work or law enforcement.

These credits must be earned before employment or within 18 months following the date of hire.

- Possession of 30 semester (or 45 term) college credit hours in any academic or degree prerequisite area meets the educational requirements, however passing the Civil Service exam is also required.
- Exam will be waived if you have an honorable discharge from active duty or National Guard duty or are currently a member of good standing in the National Guard.
- Any bachelor's degree or two years of satisfactory corrections officer employment at the state or federal prison level fulfills the education requirements and the exam is waived.

Before being hired, an applicant must pass a physical fitness test given by the Michigan Department of Corrections which consists of:

- completing 13 sit-ups in 30 seconds
- 17 push-ups in 60 seconds, and
- walking up and down steps, ranging up to 11 3/4 inches, for six minutes.

In addition, an applicant must have acceptable vision, hearing, and general good physical health, and pass a drug screen*.

An individual who has been convicted of a felony or domestic violence cannot be hired. Consideration cannot be given to an applicant who is on misdemeanor probation, has outstanding warrants, or has a controlled substance (drug) related conviction in any jurisdiction, including drug-related military discharges. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

Where to apply: Michigan Department of Civil Service, 400 South Pine, Lansing, MI 48909 or www.michigan.gov/mdcs.

Please note: Make sure you return the Civil Service application with the appropriate documentation. Example: transcripts, DD-214 (military), and/or employment history if you have Corrections Officer experience.

For further information, please call (517) 334-7569 or 1-888-820-7129.

**Failure to pass the drug screen will result in permanent elimination from consideration for employment, even if the failure is due to taking someone else's valid prescription.*

EARLY CHILDHOOD DEVELOPMENT AND EDUCATION — ASSOCIATE IN APPLIED SCIENCE

Early childhood professionals nurture and teach young children—birth through age 8 — in child care centers, nursery schools, preschools, public schools, and family child care homes. Many early childhood professionals perform a combination of basic care and teaching duties. They facilitate activities that stimulate children's physical, emotional, intellectual and social growth. They help children explore their interests, develop their talents and independence, build self-esteem and learn how to behave with others. In addition to attending to children's educational needs, they help keep children healthy by serving nutritious meals and snacks, and teaching good eating habits and personal hygiene. They see that children have proper rest periods. They spot children who may not feel well or show signs of emotional or developmental problems and discuss these matters with their supervisor, service team and the child's parents.

Early childhood settings include private homes, schools, religious institutions, work places where employers provide care for employees' children, or private buildings. Individuals who provide care in their own homes are generally called family child care providers. Preschool teachers and childcare workers held about 1.9 million jobs in 2001, serving over 13 million children. Many worked part time. About four out of 10 preschool teachers and childcare workers are self-employed, most of whom are family daycare providers. Children in the care of paraprofessionals, kindergarten, first and second grade teachers benefit from their specialized training in the early childhood field as well.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (18 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4

PHY 151 Astronomy	4
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SOCIAL SCIENCE — (4 credits)

PSY 140 Introduction to Psychology	4
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HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story and Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Lit 19th Century	3
ENG 256 American Lit 20th Century	3
ENG 257 World Literature	3
HUM 131 Cultural Connections	3
MUS 131 Understanding Music	3
MUS 132 History of American Popular Music	3
MUS 133 Music Education	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 277 Stress Management	2

EARLY CHILDHOOD DEVELOPMENT & EDUCATION

CORE REQUIREMENTS — (33 credits)

CIS 101 Introduction to Computer Systems	3
ECE 144 Early Childhood Education*	3
ECE 140 Early Childhood Guidance*	3
ECE 142 Professionalism in Childhood Development*	3
ECE 130 Emergent Literacy	3
ECE 131 Working with Infants/Toddlers	3
ECE 132 Working with Exceptional Children	3
ECE 133 Program Management	3
ECE 150 Directed Teaching I	2
ECE 151 Directed Teaching II	2
ECE 152 Directed Teaching III	2
ITE 101 Information Technology Education	3
PSY 245 Infancy Childhood	3

ELECTIVES— (Additional courses to meet the degree requirement of 60 credits).

These additional courses exclude continuing education courses (prefixes CED, CEO, CFO, CSS, ESL) or classes offered through the JCC workforce training programs (prefixes

JTL, PDI).

**Students with a current CDA will be given nine credits toward the degree and not be required to take these courses. To verify the CDA credential take the original or a copy of the credential to the Registrar's Office.*

We recommend that you choose your electives based upon your career goals or future plans (i.e., teacher, assistant, paraprofessional, home provider, program director, health care, helping families, author/editor, sales representative/ consumer advocate, public policy). Courses used to meet general education requirements cannot be used to meet elective hours as well. The program coordinator or an advisor can help with recommendations on which courses may be most beneficial for you.

SUGGESTED COURSE SEQUENCE

First Semester

ECE 140, ECE 144, ENG 131, Electives

Second Semester

ECE 130, ECE 142, CIS 101, PSY 140

Third Semester

ECE 131, ECE 150, Humanities Requirement and Electives

Second Year, Fall Semester

ECE 132, ECE 151, MTH 120, Health and Physical Fitness Requirement and Electives

Second Year, Winter Semester

ECE 133, ECE 152, PSY 245, Science Requirement

All early childhood development and education students who take ECE 150, 151 AND 152 must comply with the Michigan Department of Consumer and Industry's Child Day Care Licensing regulations. You can find the complete set of rules and regulations at: <http://www.state.mi.us/orr/emi/admincode.asp>.

SKILL SET CREDENTIAL— EARLY CHILDHOOD DEVELOPMENT AND EDUCATION

The following Skills Set Credentials are available through Jackson Community College's Early Childhood Development and Education Program. These credentials can be earned:

- as you work towards an Associate Degree in Applied Science - Early Childhood Development and Education
- in addition to your current degree(s)
- to document your professional development in the early childhood field

SKILL SET CREDENTIAL— EARLY CHILDHOOD ADVOCATE

Minimum credits:	18
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (18 credits)

CIS 101 Introduction to Computer Systems	3
ECE 142 Professionalism in Child Development	3
PHL 231 Introduction to Philosophy	3
SPH 231 Communication Fundamentals	3
SPH 234 Public Address	3
SPH 240 Interpersonal Communication	3

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

SKILL SET CREDENTIAL — EARLY CHILDHOOD CURRICULUM - LITERACY & THE ARTS

Minimum credits:	13
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (13 credits)

ECE 130 Emergent Literacy	3
ENG 254 Children's Literature	3
MUS 131 Understanding Music	3
ART 131 Art Education	3
ECE 127** Performing Arts and Young Children	1

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

SKILL SET CREDENTIAL— EARLY CHILDHOOD CURRICULUM - MATHEMATICS & SCIENCE

Minimum credits:	19
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (19 credits)

MTH 110 Pre-Algebra or higher	3
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CIS 101 Introduction to Computer Systems	3
NSC 131 Contemporary Science	4
ECE 128** Exploring Nature with Young Children	1
ECE 129** Emergent Math	1
Additional Science Elective	4
Additional Mathematics Elective*	3

**Must be higher mathematics course than MTH 110*

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

SKILL SET CREDENTIAL— EARLY CHILDHOOD DISTINCTIVE POPULATIONS

Minimum credits:	15
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (15 credits)

ECE 131 Working with Infants and Toddlers	3
ECE 132 Working with Exceptional Children	3
SOC 235 Minority Groups in America	3
PSY 245 Infancy Childhood	3
MOA 145 Normal/Therapeutic Nutrition	3

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

SKILL SET CREDENTIAL— EARLY CHILDHOOD INSTRUCTIONAL METHODOLOGY

Minimum credits:	15
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (15 credits)

ECE 144 Early Childhood Education	3
ECE 140 Early Childhood Guidance	3
ECE 142 Professionalism in Child Development	3
ECE 150 Directed Teaching I	2
ECE 151 Directed Teaching II	2
ECE 152 Directed Teaching III	2

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

SKILL SET CREDENTIAL— EARLY CHILDHOOD OPERATIONS

Minimum credits:	18
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

REQUIRED COURSES — (18 credits)

ECE 133 Program Management	3
SPH 240 Interpersonal Communication or SPH 231 Communication Fundamentals	3
CIS 101 Introduction to Computer Systems	3
MTH 110 Pre-Algebra or higher	3
ENG 131 Writing Experience	3
BUA 230 Principles of Marketing	3

ADDITIONAL REQUIREMENT

EMS 110 First Aid/CPR or current Adult and Child CPR and First Aid Certification

All other courses meet elective course requirements for an associate degree. Substitutions may be considered with prior approval.

Completion of all credentials will meet all general education and early childhood development and education requirements, as well as surpass elective requirements for an Associate Degree in Applied Science - Early Childhood Development and Education.

***For more information and course descriptions on Skill Set Credentials, please contact Lori Gardner, Adjunct Professor/Coordinator - Early Childhood Development and Education Program at 517-787-0800, ext 8275 or lori_a_gardner@jccmi.edu*

CDA - CHILD DEVELOPMENT ASSOCIATE CREDENTIAL PREPARATION (THIS IS NOT A JCC DEGREE)

The Child Development Associate (CDA) National Credentialing Program is a major national effort initiated in 1971. The purpose of the program is to enhance the quality of child care by defining, evaluating, and recognizing the competence of child care providers and home visitors.

The CDA Credential is awarded by the Council for Professional Recognition (the Council). The applicant must meet the following eligibility requirements and submit records as instructed on the Direct Assessment Application Form. (The Form is included as part of the materials required for the courses. The fee for the CDA Credential, payable to the Council – NOT JCC – is about \$325.)

Fee assistance is available through Michigan 4C and T.E.A.C.H. Early Childhood@Michigan.

CANDIDATE ELIGIBILITY REQUIREMENTS

1. Personal

- Be 18 years of age or older.
- Hold a high school diploma or equivalent.
- Be able to speak, read, and write well enough to fulfill the responsibilities of a CDA candidate.
- Sign a statement of ethical conduct.

2. Setting*

- **For a Center-base Preschool CDA:** Identify a state-approved child development center where the candidate can be observed working as a lead caregiver with a group of at least eight children who are ages 3-5 years.
- **For a Center-base Infant/Toddler CDA:** Identify a state-approved child development center where the candidate can be observed working as a lead caregiver with a group of at least three children, all of whom are under age 3.
- **For a Family Child Care CDA:** Identify a state-approved family child care home where the candidate can be observed working with at least two children who are not related to the candidate by blood or marriage.
- **For a Bilingual CDA:** Identify a state-approved program that has specific goals for achieving bilingual development in children, using language consistently in daily activities and helping parents understand the goals and to support children's bilingual development.

**Students not currently employed in a child care setting will need to spend time in such an environment.*

3. Experience

- **For an initial CDA:** Candidate must have had, within the past five years, at least 480 hours of experience working/volunteering with children in settings as described above, for the certificate being applied for.
- **For a Second-Setting CDA:** After receiving their initial CDA, a candidate must have at least 60 hours of experience working/volunteering with children in settings as described above, for the second certificate being applied for.

4. Education: Complete the following coursework and be certified for CPR & First Aid

• For a Center-base Preschool or Family Child Care CDA:

ECE 140 Early Childhood Guidance
ECE 142 Professionalism in Child Development
ECE 143 CDA Preparation*
ECE 144 Early Childhood Education

• For a Center-base Infant/Toddler CDA:

Complete the coursework listed above and,
ECE 131 Working with Infants and Toddlers

• For a Bilingual CDA:

Ask about our bilingual course availability

- **For a Second-Setting CDA:** Courses depend upon the certification being applied for. Please talk with us to help in making the most appropriate decision for you.

**Optional course designed to assist in CDA application preparation.*

Students planning to enter the CDA credential program must complete the course placement assessment given at JCC. Students with an ACT composite of 18 and mathematics score of 18 meet the competencies and are exempt from course placement assessment. Students who complete course placement and who do not receive a minimum of 41 in reading and 1 or 2 in writing on the course placement assessment are not eligible to enroll in more than two CDA required courses in one semester.

LAW ENFORCEMENT — ASSOCIATE IN APPLIED SCIENCE

Careers in law enforcement, including police officers and deputy sheriffs, are ever changing. Police officers help prevent crimes, investigate crimes and control traffic. Detectives and special agents gather facts and evidence for criminal cases. In Michigan, students must complete police academy training to be eligible for employment as a police officer. In many cases, police agencies require a minimum of an associate degree for new employees.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher	3
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SCIENCE (4 credits)

Choose one of the following:

BIO 131 General Biology	4
BIO 132 Human Biology	4
CEM 131 Fundamentals of Chemistry	4
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

PLS 141 American National Government	3
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HUMANITIES (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric to 1400	3
ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature-19th Century	3
ENG 256 American Literature-20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3

MUS 132 History of American Popular Music	3
MUS 151 Music Theory I	3
MUS 152 Music Theory II	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2

RELATED REQUIREMENTS (16 credits)

ENG 132 Writing Experience	3
PSY 140 Introduction to Psychology	4
PSY 251 Abnormal Psychology	3
SOC 231 Principles of Sociology	3
SPH 231 Communication Fundamentals	3

LAW ENFORCEMENT CORE REQUIREMENTS — (18 credits)

CIS 101 Introduction to Computer Systems	3
CRJ 101 Criminal Law	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 114 Police Administration & Operations	3
CRJ 117 Criminology or SOC 117 Criminology	3
ENG 232 Technical & Business Writing	3

LAW ENFORCEMENT ELECTIVES — (9 credits)

CRJ 102 Criminal Investigation	3
CRJ 104 Criminal Justice Psychology	3
CRJ 108 CRJ Fieldwork and Security	3
CRJ 112 Crime and Delinquency	3
CRJ 113 Introduction to Criminalistics	3
CRJ 116 Fire/Arson Investigation I	3
CRJ 118 Criminal Evidence	3
CRJ 121 Introduction to Corrections	3
CRJ 203 Field Experience - Intern	3

SUGGESTED COURSE SEQUENCE

First Semester

ENG 131, MTH 120, SPH 231, CRJ 117, CRJ 111

Second Semester

ENG 132, CIS 101, PLS 141, CRJ 101, electives

Third Semester

Humanities requirement; PSY 140, Science requirement, electives, Health and Physical Fitness requirement

Fourth Semester

PSY 251, SOC 231, CRJ 114, ENG 232, electives

"Desired" background for student to be successful in particular courses (this is for courses that do not have specific prerequisites, but desired experience or knowledge) includes a willingness to help others, good interpersonal communication, and critical thinking skills.

LAW ENFORCEMENT — CERTIFICATE

A certificate in law enforcement offers individuals an opportunity to pursue initial study in their areas of interest. Credits earned may be applied toward an associate degree.

Minimum credits:	31
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

RELATED REQUIREMENTS — (13 credits)

ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4

LAW ENFORCEMENT CORE REQUIREMENTS — (18 credits)

CRJ 101 Criminal Law	3
CRJ 102 Criminal Investigation	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 112 Crime and Delinquency	3
CRJ 114 Police Administration & Operations	3
CRJ 117 Criminology or SOC 117 Criminology	3

TRANSFER PROGRAMS

CRIMINAL JUSTICE/CORRECTIONS OR LAW ENFORCEMENT

Students may choose to begin their coursework at JCC and then transfer to earn a bachelor's degree in criminal justice. These students may manage prison systems, serve in law enforcement departments at the state and federal level or become parole and probation officers.

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester

ENG 131, MTH 131 or MTH 140*, BIO 131, CRJ 111

First Year, Winter Semester

ENG 132, CEM 131, PSY 140, CRJ 112

Second Year, Fall Semester

MTH 133**, PSY 251, PLS 141, CRJ 101 or 114, PHL 231

Second Year, Winter Semester

CRJ 117 or SOC 117, SOC 235, MACRAO Humanities courses

**Check mathematics requirements of transfer institution.*

***MSU transfer students register for PSY 143*

CRIMINAL JUSTICE - BACCALAUREATE DEGREE OPTION WITH SIENA HEIGHTS UNIVERSITY

Students can work with staff from JCC and Siena Heights University to earn a Bachelor of Arts degree in criminal justice. Tailored to build on the JCC associate degrees in law enforcement or corrections, students can transfer up to 90 credits from JCC and complete at least 30 hours credit from Siena with a minimum of 18 hours of criminal justice classes. All the courses for the bachelor's degree in criminal justice are available at the JCC main campus through the Siena Heights University degree completion center.

PSYCHOLOGY

Psychology covers a broad range of topics. Psychologists specialize in such areas as clinical psychology, counseling psychology, developmental psychology, physiological psychology, neuropsychology, educational psychology, experimental psychology, cognitive psychology, social psychology and cross-cultural psychology. Specialization begins after transferring and continues through graduate work. The first two years of coursework are similar regardless of the specialization.

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester

ENG 131, MTH 140, BIO 131, PSY 140

First Year, Winter Semester

ENG 132, PSY 143, PSY 152, CEM 131, SOC 231

First Year, Spring Semester

HIS 232, SPH 231

Second Year, Fall Semester

PLS 141, PSY 252, CIS 101, SOC 235, MACRAO Humanities course

Second Year, Winter Semester

ANT 131, ECN 231, PSY 251, PHL 231, PSY elective

SOCIAL WORK

Students planning a career in social work will learn to identify problems affecting individuals and their environment, become more aware and sensitive to issues of race, ethnicity, religion and gender and use their knowledge, skills and values to enhance the quality and delivery of services in the community.

To prepare to become a social worker students obtain either a bachelor's or master's degree. Students need to investigate the programs at their intended transfer institution to be sure they offer the desired program. All social work programs are competitive.

SUGGESTED COURSE SEQUENCE FOR SOCIAL WORK MAJORS

First Year, Fall Semester

ENG 131, NSC 131, MTH 131 or MTH 140,* CIS 101

First Year, Winter Semester

ENG 132, BIO 131, PSY 140, MTH 133

First Year, Spring Semester

SOC 231, HIS 232

Second Year, Fall Semester

PSY 251, PLS 141, HUM 131, ECN 231, SOC 235

Second Year, Winter Semester

SPH 231, PHL 231, PSY elective, SOC elective

**Check mathematics requirements at transfer institution.*

PRE-LAW

Pre-law is a major often selected by students interested in pursuing careers in government or law. For many students, a bachelor's degree in political science is the first step toward their ultimate goal of an advanced degree in programs such as public administration, law, or urban planning, to name a few.

SUGGESTED COURSE SEQUENCE FOR PRE-LAW

First Year, Fall Semester

ENG 131, MTH 140, PLS 141, MACRAO Science course

First Year, Winter Semester

ENG 132, MTH 133, PHL 231, HIS 231, MACRAO Science course

Second Year, Fall Semester

HIS 232, PSY 140, ECN 231, SPH 231, elective

Second Year, Winter Semester

ECN 232, PHL 232, SOC 231, electives

TEACHER EDUCATION

The field of education is rapidly changing and aspiring teachers must be motivated and dedicated to academic excellence and willing to face the challenges presented in the real world of students, teachers, classrooms and schools. Students pursuing either an elementary, special education or secondary teaching certificate need to major and/or minor in subject disciplines they plan to teach.

All students pursuing teacher certification should plan to take the Michigan Test for Teacher Certification: Basic Skills (reading, writing and mathematics) during the second semester of their freshman year or after completion of 12-16 credit hours. All colleges require successful completion of this test before acceptance into their departments of education. For information on test dates, registration and cost, contact the Student Center, the teacher education academic advisor, the education coordinator or the main offices at the JCC centers.

Each four-year institution has additional requirements for admission into their college/school of education. Students must investigate specific requirements in the teacher education program offered by their intended transfer institution, including information pertaining to certification major and minor areas. Each four-year institution offers teacher certification in particular subject areas. Early in the second semester of the freshman year, students should contact their intended transfer institution for up-to-date transfer information.

Students must first be admitted to the four-year institution and then follow the specific institution's procedure for admittance into that institution's college/school of education. Acceptance into a four-year college is not an automatic acceptance into their college/school of education.

To become a state certified teacher in Michigan, a student must earn a bachelor's degree in education and pass the Michigan Basic Skills Test as well as the content test in their major and minors(s).

ELEMENTARY EDUCATION

The curriculum for students planning to become elementary teachers varies considerably depending on teaching major and/or minors' chosen and intended transfer institutions. Please see an advisor for additional information for the full-time elementary education student program at JCC.

SECONDARY EDUCATION AND SPECIAL EDUCATION

Students planning to become a secondary education teacher or a special education teacher must follow the recommended course of study provided by the transfer institution. Consult the transfer institution of choice for requirements as early as possible for course selection recommendations.

JCC TEACHER EDUCATION FEATURES

- JCC's Program for education majors benefits the student by:
- Partnerships with and transfer facilitation to four year institutions

- Focusing on education issues and perspectives through:
 - EDU focused general education curriculum courses (ex. English 132-special section with education focus)
 - Student forums and events where subject matter relative to education and the teaching profession is presented, discussed and clarified
 - Newsletters and web site information
www.jccmi.edu/programs/teachereducation/
 - The ability to earn an associate degree while preparing to transfer to a four year institution.

JCC recommends by the end of the freshman year each student:

- Investigate and decide a major/minor subject to teach
- Investigate and decide on a transfer four-year institution
- Complete application for the Michigan Test for Teacher Certification (MTTC-Basic Skills)
- Contact desired transfer institution for information regarding accepted courses or follow that institution's transfer guidelines.

ADDITIONAL TEACHER EDUCATION COURSES OFFERED AT JCC INCLUDE:

Art Education ART 131 - 3 credits

Children's Literature ENG 254 - 3 credits

Foundations in Math I MTH 210 - 3 credits

Foundations in Math II MTH 211 - 3 credits

Music Education MUS 133 - 3 credits

**Several EDU focus courses are available each semester.*

Check the teacher education web site at

www.jccmi.edu/programs/teachereducation/

See respective areas for course descriptions (always check your transfer institution for transferability.)

NATURAL RESOURCES & AGRISCIENCE CAREER PATHWAY

Careers in this pathway are related to agriculture, the environment and natural resources. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture and wildlife.

TRANSFER PROGRAMS

The first two years of college education usually consists of general education courses, introductory courses in a major and/or program of study, and selected electives. Refer to pages 35 for additional information on transfer and MACRAO. Academic advisors assist in planning a student's transfer program. They can also provide transfer guide sheets indicating courses that meet the requirements of various programs of study at four-year colleges. Sample curricula for a few popular transfer programs are included.

- Biology
- Mathematics

BIOLOGY

Biology, the study of living organisms, is an exciting, dynamic field that offers the opportunity to study and explore animals, plants and bacteria under a wide range of conditions in the laboratory and outdoors. Biologists work in such widely varying areas as medicine, crop improvement, wildlife management, forensics, toxic waste management, environmental preservation and education.

SUGGESTED COURSE SEQUENCE FOR BIOLOGY MAJORS

First Year, Fall Semester

BIO 131, CEM 141, MTH 140, ENG 131

First Year, Winter Semester

BIO 152, CEM 142, MTH 151*, ENG 132

First Year, Spring Semester

MACRAO Social Science and Humanities courses

Second Year, Fall Semester

BIO 151, CEM 241, PHY 231, CPS 175*

Second Year, Winter Semester

CEM 242, PHY 232, MACRAO Social Science and Humanities courses

**Not required by all transfer institutions.*

MATHEMATICS

Students interested in the field of mathematics may major in mathematics or statistics. Mathematics majors find careers in applied mathematics and education. Statistics majors work in such areas as computer science, management, and accounting.

SUGGESTED COURSE SEQUENCE FOR MATHEMATICS

First Year, Fall Semester

ENG 131, MTH 151, CPS 175*, PSY 140

First Year, Winter Semester

ENG 132, MTH 154, MTH 133**, CPS 177, ECN 231

Second Year, Fall Semester

MTH 251, PHY 251, PHL 231, MACRAO Social Science course

Second Year, Winter Semester

MTH 254, PHY 252, MACRAO Humanities courses

**Not required but recommended to prepare for CPS 177*

***MSU students should register for PSY 143*

DESCRIPTION OF COURSES**GUIDE TO ABBREVIATIONS:**

F,W,S — Semesters the course is offered, i.e. Fall, Winter or Spring

Internships, independent study, special topics and work experience are special options offered in each discipline. See their activity descriptions. Students seeking any of these options should meet and discuss the choice with the respective faculty.

ACCOUNTING (ACC)**ACC 115 Payroll Accounting (2 CR)**

Accurate payroll records and timely payroll tax reporting are critical elements for all successful businesses. Learn to apply payroll accounting rules and procedures to support business operations. Learn employment and tax laws that affect payroll preparation. Learn the skills, procedures, and concepts necessary to compute a company's payroll. Topics include hiring, gross pay, FICA taxes, income taxes, employee deductions and benefits, payroll accounting, earnings records, tax deposits, unemployment taxes, recording payroll transactions, Form 940EZ, Form 941, reporting employee earnings and special situations.

Prerequisite: ENG 085* and ENG 090*

ACC 122 Volunteer Income Tax Project (3 CR)

Students will assist Jackson area targeted and elderly populations with income tax preparation. Working with both the Jackson Community Action Agency and the Internal Revenue Service, students will train and test to become VITA tax preparers. Training will occur during January, fieldwork will take place through April 15 and coursework will wrap up during the remainder of April. Previous computer experience is strongly recommended.

ACC 130 QuickBooks Pro (2 CR)

Today nearly all businesses rely on computer software to facilitate the accounting process. Learn to use the many features of this popular and sophisticated small business computerized accounting system. Topics include customizing the system to your business, invoicing, statements, collections, bill paying, general ledger, budgeting, and tax reports.

Prerequisite: ACC 211

ACC 211 General Accounting (4 CR)

This course is designed for professionals who will be involved in the day to day recording and maintenance of sound financial records. Learn the fundamentals and mechanics of accounting needed to give an overall picture and understanding of the field of accounting. This is an introductory accounting course required in the MOA program. This course is not a prerequisite to ACC 216 or ACC 231. Students should consider their academic program and select ACC 211, ACC 216 or ACC 231 for their introductory accounting course.

Prerequisite: ENG 085*, ENG 090*, and MTH 110* or higher

ACC 216 Financial Accounting Concepts (4 CR/F,W)

This course is designed for the non-accounting supervisor/manager who must have an understanding of financial and managerial accounting as it is used in decision making. Learn about annual reports, financial statements, balance sheet accounts and accounting transactions. Focus on how accounting information is used in decision making and not on the mechanics behind that accounting information. This is an introductory accounting course required for some BUA and CIS programs. Students should consider their academic program and select either ACC 211, ACC 216 or ACC 231 for their introductory accounting course.

Prerequisite: ENG 085* and ENG 090*

ACC 220 Taxation Issues in Business (3 CR)

Proper tax reporting is an important element for all businesses. This course will introduce the student to the various federal, state and local taxes (excluding income taxes) that a sole proprietorship, partnership or corporation will be required to file and pay with an emphasis on those applicable in the state of Michigan. **Prerequisite:** ACC 211 or higher

ACC 231 Principles of Accounting I (4 CR/F,W,S)

This course is designed for business and accounting majors or the transfer student. Learn the theory and practice of recording accounting data and preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) with an emphasis on sole proprietorships. Current software will be utilized and previous computer experience is strongly recommended. This is an introductory accounting course required for some BUS and all ACC majors. Students should consider their academic program and select ACC 211, ACC 216 or ACC 231 for appropriate introductory accounting course. Success in this class depends upon strong analytical problem solving skills, basic computer skills and your dedication.

Prerequisite: ENG 085*, ENG 090*, and MTH 110* or higher

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ACC 232 Principles of Accounting II (4 CR/E,W,S)

This course is designed for business majors, accounting majors, and transfer students. Learn the aspects of accounting unique to corporations followed by an introduction to managerial decision making and uses of accounting data utilizing current software. Topics include stocks, bonds, cash flow, cost accounting, break-even analysis, differential analysis, financial statements and budgeting. **Prerequisite:** ACC 231

ACC 234 Managerial Accounting (4 CR)

Management level professionals from all disciplines will be faced with complex situations and decisions. Appropriate managerial accounting reports and critical thinking skills are crucial to a pro-active management process. Learn about financial statement analysis, cash flow forecasting, job order costing in manufacturing, process costing in manufacturing, activity based costing in manufacturing, cost-volume analysis, cost behavior analysis, budgeting, responsibility accounting, case study analysis, critical thinking and decision making skills. **Prerequisite:** ACC 232

ACC 240 Intermediate Accounting (4 CR)

Professional accountants must have a solid background in GAAP financial accounting concepts. Review and expand your knowledge of accounting theory and processes, nature and content of the balance sheet and income statement, present value tables and their application, currently applicable General Accepted Accounting Principles (GAAP) and recent Financial Accounting Standards Board (FASB) pronouncements. **Prerequisite:** ACC 232

AVIATION FLIGHT TECHNOLOGY (AFT)**AFT 055 The Right Seat (0.33 CR)**

Designed for the spouse or friend of the licensed pilot to become familiar with communication, navigation, and basic flight procedures necessary to assist an ill or incapacitated pilot.

AFT 100 Basic Maneuvers (2 CR)

Ground instruction relating to in-flight maneuvering. Explains the theory and proper execution of ground and flight maneuvers required for Primary Flight.

AFT 110 Primary Ground School (3 CR)

Preparation for the FAA Private Pilot written examination by classroom work on federal aviation regulations, air space, meteorology, navigation, communication and aerodynamics.

AFT 115 Primary Flight I (4 CR)

20 hours of flight prepares the student for solo flight with 15 hours of dual instruction and five hours of solo flight. Includes preflight, start-up, radio communication, taxi, basic flight maneuvers, takeoffs, landings, etc.

AFT 120 Primary Flight II (4 CR)

30 hours of flight prepares the student for the Private Pilot Certificate with 15 hours of dual and 15 hours of solo flight to include solo cross-country, night and basic instrument training. **Prerequisite:** AFT 115

AFT 125 Commercial Ground School (3 CR)

Prepares the student for the FAA Commercial Pilot written examination. In-depth study of meteorology, Federal Aviation regulations, aircraft systems, airspace, aerodynamics, etc.

AFT 130 Commercial Flight I (4 CR)

Initial flight training leading to the Commercial Pilot Certificate with instrument rating. Advanced flight training includes chandelles, lazy 8s, pylons 8s, along with basic instrument techniques. **Prerequisite:** AFT 120

AFT 135 Instrument Ground School (3 CR)

Prepares the student for the FAA Instrument Pilot written examination through study of federal aviation regulations, A/C systems, meteorology, IFR departure, en route and arrival procedures. **Prerequisite:** AFT 120

AFT 140 Commercial Flight II (4 CR)

Continuation of advanced and instrument flight training including night, basic instrument procedures, navigation, and cross-country flight. Also includes introduction to complex aircraft. **Prerequisite:** AFT 130

AFT 200 Commercial Flight III (4 CR)

Continuation of advanced and instrument flight procedures with emphasis on high-performance maneuvers, solo cross-country and dual instrument en route and approach procedures. **Prerequisite:** AFT 140

AFT 205 Commercial Flight IV (4 CR)

Culmination of the commercial/instrument curriculum with requirements completed for Commercial Pilot Certificate with Instrument Rating in the complex aircraft. **Prerequisite:** AFT 200

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

AFT 210 Instrument Flight (4 CR)

Designed for the non-commercial pilot, includes all phases of instrument flight including basic instrument, departure, en route and arrival procedures. **Prerequisite:** AFT 135

AFT 215 Flight Instructor Theory (3 CR)

Preparation for completion of the two FAA written examinations for Flight Instructor-Airplane. Covers theory of instruction and analysis of flight maneuvers from the perspective of the instructor. **Prerequisite:** AFT 205

AFT 220 Flight Instructor Flight (3 CR)

Preparation for the Flight Instructor-Airplane Certificate through effective techniques of lesson planning, teaching methods, and analysis of maneuvers. **Prerequisite:** AFT 205

AFT 230 Instrument Flight Instructor Flight (3 CR)

Preparation of materials and teaching methods, analysis of maneuvers and instruction in flight instructor responsibilities. **Prerequisite:** AFT 215

AFT 235 Flight Transition (2 CR)

Provides the licensed pilot with the opportunity to develop the knowledge, experience, and flight skills needed for transition to the complex single-engine aircraft.

AFT 240 Biennial Flight Review Clinic (1 CR)

Provides the flight review necessary for FAA biennial requirements. Includes ground and flight review appropriate to the certificate or rating held by the student.

AFT 245 Simulator Training (1 CR)

Designed for the student in need of self-paced simulator training. Student may choose basic, advanced, or cross-country mode and proceed as needs require.

AFT 250 IFR Recurrency (1 CR)

Designed for the instrument pilot in need of recurrent training. Satisfies FAR Part 61 requirement for recent IFR experience. Student may utilize simulator, aircraft or both.

AFT 260 Multi-Engine Flight (1 CR)

Covers flight techniques and operational procedures of multi-engine airline aircraft. **Prerequisite:** AFT 210

AFT 270 Practical Application (1 CR)

Allows the licensed pilot (private or better) to proceed dual, solo or with passengers, in a directed extension of the learning experience. **Prerequisite:** AFT 120

AFT 275 Maintenance for Pilots (2 CR)

Pilot-owner oriented procedures for legal self-maintenance of aircraft. Considerable hands-on experience detailing preventative maintenance, inspection and repair of aircraft. Contains a review of federal aviation regulations, documents and standard practices pertaining to pilot-owner maintenance.

ANTHROPOLOGY (ANT)**ANT 131 Cultural Anthropology (3 CR/E,W)**

This introduction to anthropology presents cultures from all continents, highlighting major lifestyles and illustrating human adaptation to environment from the beginnings of the human species to the present. The course focuses on the thesis that every society is based on an integrated culture, which satisfies human needs and facilitates survival.

Prerequisite: ENG 085*

ART**ART 101 Two-Dimensional Design (3 CR)**

Students will learn the principles and elements of 2-D design and practice their application in a variety of hands-on studio projects. Critical thinking skills such as problem solving, understanding the creative process (from idea to finished product), and addressing visual and conceptual themes are essential parts of the course, reflected in the studio projects.

ART 103 Drawing I: Foundations (3 CR/ F,W)

This course introduces basic drawing principles and techniques in a studio setting. Students explore contour and tonal drawing using various subjects and media in both observational and conceptual drawings. Projects will incorporate a variety of ability levels, as well as traditional and non-traditional media (including digital images). Critical thinking skills such as problem solving, understanding the creative process (from idea to finished product), and addressing visual and conceptual themes are essential parts of the course, reflected in the studio projects. An end of semester portfolio represents students' growth and artistic development.

ART 111 Art History: Prehistoric to 1400 (3 CR)

This course is a survey of art history and aesthetics covering art and architecture from prehistoric times to 1400.

Prerequisite: ENG 085*

ART 112 Art History: Renaissance to Present (3 CR/E,W,S)

This course is a survey of art history and aesthetics covering art from the Renaissance through the 20th century.

Prerequisite: ENG 085*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ART 131 Visual Arts Education (3 CR/F) (EVEN YEARS)

Students explore theories and philosophies of art education with an emphasis on elementary school children's artistic development and 'hands-on' studio art projects. Students study the history of art, aesthetics, and art production with a focus on student diversity and multicultural connections and its incorporation in the classroom. Service learning and other fieldwork opportunities are key parts of the course. No prior art experience necessary.

ART 152 Painting I: Design & Color (3 CR)

The elements and principles of design and color are introduced to create basic painting composition in a studio setting. Emphasis is given to techniques using acrylics and/or watercolor media. Critical thinking skills such as problem solving, understanding the creative process (from idea to finished product), and addressing visual and conceptual themes are essential parts of the course, reflected in the studio projects. Gallery trips, as well as other field experiences are key aspects of this course. Students work with the instructor to mount an end of semester exhibition, showcasing their artistic growth and development. **Prerequisite:** ART 103

ART 201 Three-Dimensional Design: Shapes & Space (3 CR)

Students learn the principles and elements of 3-D design and study how to apply them in a variety of studio projects. Students understand and demonstrate the different construction methods needed to create sculpture with a diverse array of media. Critical thinking skills such as problem solving, understanding the creative process (from idea to finished product), and addressing visual and conceptual themes are essential parts of the course, reflected in the studio projects.

ART 205 Drawing II: Figure & Composition (3 CR)

Students learn the elements and principles of drawing from life, with the emphasis on basic anatomy and advanced compositional elements. Projects incorporate advanced techniques and non-traditional media in a studio setting. Critical thinking skills such as problem solving, understanding the creative process (from idea to finished product), and addressing visual and conceptual themes are essential parts of the course, reflected in the studio projects.

Prerequisite: ART 103

ART 252 Painting II: The Figure (3 CR)

Student work will primarily involve paintings from a live model in a studio setting. Students extend learning to solve problems dealing with complex compositional and color painting in a variety of situations. The development of a personal style and a culminating portfolio of work are emphasized. **Prerequisite:** ART 152

AUTOMOTIVE SERVICE TECHNOLOGY (AUT)**AUT 101 General Service (2 CR)**

This course is designed for those who wish to explore the automotive service technician occupation. Introductory exposure to the various service areas is provided, along with student participation of various service tasks.

AUT 102 Engine Performance I (4 CR)

A comprehensive study including hands-on repair of the automobile's ignition and emission systems. Service procedures include scope analysis, compression testing, cylinder leak-down testing, component testing with digital multi-meters and lab scopes, tune-up, and troubleshooting of the various systems. The combination of AUT 102 & 103 prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examinations required for mechanic licensing.

Prerequisite: ENG 085*and MTH 110*

AUT 103 Engine Performance II (4 CR)

A comprehensive study including hands-on repair of the automobile's fuel and computerized engine control systems. Service procedures include fuel pressure testing, fuel injector testing, exhaust gas analysis, scan tool usage, component testing with digital multi-meters and lab scopes, and troubleshooting of the various systems. The combination of AUT 102 & 103 prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examinations required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

Prerequisite: ENG 085*and MTH 110*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

AUT 105 Automotive Brakes (3 CR)

A comprehensive study including hands-on repair of the automobile's braking systems. Service procedures include drum brake service, disc brake service, machining drums and rotors, parking brake service, hydraulic system repair, anti-lock brake system service, and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examinations required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

AUT 106 Suspension & Steering (3 CR)

A comprehensive study including hands-on repair of the automobile's steering and suspension systems. Service procedures include pre-alignment inspections, four-wheel alignment, conventional suspension & steering systems, McPherson strut service, rack & pinion steering service, component replacement, and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification examination as an integral part of the course.

AUT 108 Automotive Air Conditioning & Heating (3 CR)

A comprehensive study including hands-on repair of the automobile's air conditioning and heating systems. Service procedures include cooling system service, refrigeration system service, control system repair, heater service, component testing, environmental issues (the ASE Refrigerant and Recovery Certification test is included and required), and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

AUT 112 Electrical Systems I (3 CR)

A comprehensive study including hands-on repair of the automobile's electrical system. Service procedures include basic electrical testing using test lights and multimeters, reading basic electrical schematics, battery service, starter service, alternator service, and troubleshooting the various systems. The combination of AUT 112 and 113 prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examination required for mechanic licensing.

Prerequisite: ENG 085* and MTH 110*

AUT 113 Electrical Systems II (3 CR)

A comprehensive study including hands-on repair of the automobile's electrical system. Service procedures include basic electronics testing using digital multimeters, advanced electrical schematics, chassis wiring, lighting circuits, instrumentation, power seats, power windows, wiper systems, air bag systems, electrical accessories, and troubleshooting the various systems. The combination of AUT 112 and 113 prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course. **Prerequisite:** AUT 112

AUT 118 Diesel Fundamentals (2 CR)

This course is designed for those who wish to explore modern automotive and light truck diesel engines. This will include a study of diesel operating principles, fuel systems, engine construction, sub-systems, diesel maintenance, and diagnosis. Shop time will include disassembly, exploration, and reassembly of compact diesel engines.

AUT 201 Engine Repair (4 CR)

A comprehensive study including hands-on repair of the automobile engine. Service procedures include cooling system repair, lubrication system repair, intake systems repair, exhaust repair, engine testing, engine replacement, engine disassembly, cleaning and measurement, cylinder head reconditioning, block reconditioning, machining operations, assembly techniques, and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge for successfully completing the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

AUT 202 Automatic Transmission (4 CR)

A comprehensive study including hands-on repair of automatic transmissions and transaxles. Service procedures include basic transmission service, transmission pressure testing, scan tool testing, transmission assembly replacement, transmission disassembly, inspection of parts, transmission reassembly, and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge to successfully complete the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

AUT 204 Manual Transmissions & Drivelines (3 CR)

A comprehensive study including hands-on repair of manual transmissions, manual transaxles, and drivelines. Service procedures include transmission service, clutch overhaul, half-shaft repair, drive-shaft repair, differential service, axle repair, and troubleshooting the various systems. This course prepares the student with job skills for entry into the workforce and the knowledge to successfully complete the Michigan or ASE certification examination required for mechanic licensing. Students are required to take the Michigan certification test as an integral part of the course.

AUT 205 Toyota Fast-Track (8 CR)

This course is designed for existing Toyota technicians, Michigan licensed technicians, and ASE certified technicians that desire basic Toyota training. The topics include brakes, steering & suspension, climate control, electrical systems, engine performance, manual transmissions & drivelines, and automatic transmissions. Successful completion will certify the students in the basic Toyota skill level guidelines. Contact Toyota T-TEN Coordinator Les Coxon at 517-796-8541

AUT 210 Co-op Experience (4 CR)

This co-op experience is paid on-the-job training. It prepares the student to acquire hands-on job skills and work habits in conjunction with the student's employment site. The student will work at a sponsoring repair shop or dealership approximately three days a week (or to be arranged with instructor's approval) performing a variety of automotive repairs. Visits by the school supervisor provide the basis for evaluation. Students are required to complete a total of one co-op experience in the associate degree program.

AUT 211 Co-op Experience (4 CR)

This co-op experience is paid on-the-job training. It prepares the student to acquire hands-on job skills and work habits in conjunction with the student's employment site. The student will work at a sponsoring repair shop or dealership approximately three days a week (or to be arranged with instructor's approval) performing a variety of automotive repairs. Visits by the school supervisor provide the basis for evaluation. Students are required to complete a total of one co-op experience in the associate degree program.

AUT 212 Co-op Experience (4 CR)

This co-op experience is paid on-the-job training. It prepares the student to acquire hands-on job skills and work habits in conjunction with the student's employment site. The student will work at a sponsoring repair shop or dealership approximately three days a week (or to be arranged with instructor's approval) performing a variety of automotive repairs. Visits by the school supervisor provide the basis for evaluation. Students are required to complete a total of one co-op experience in the associate degree program.

AUT 214 Auto Lab Experience (4 CR)

(Formerly AUT 245)

Structured lab time to work on auto repair projects in which students have completed coursework and want to expand their knowledge and skill set in specific areas previously not covered. May be used as an internal co-op.

BIOLOGY (BIO)**BIO 131 General Biology (4 CR/F,W,S)**

Students survey the basic biological principles that regulate the structure and function of cells; the production and use of energy; the genetic, environmental and evolutionary influences on organisms; and the interrelationships between organisms and their environment.

Prerequisite: ENG 085* and ENG 090*

BIO 132 Human Biology (4 CR/F,W)

Students focus on the structure and function of the human body, the unity and diversity of life, the nature of scientific inquiry, and the principles and processes of evolution as well as contemporary issues that relate to biology.

Prerequisite: ENG 085*

BIO 151 General Botany (4 CR/F)

Emphasizes the development, anatomy, physiology and evolution of angiosperms. A survey of the plant kingdom with representative life cycles stresses relationships among plant groups. A strong biology background or instructor permission required.

Prerequisite: ENG 085*

BIO 152 General Zoology (4 CR/W)

A comparative study of the anatomical and evolutionary relationships of the major animal phyla with emphasis on development, structure and function of vertebrate systems.

Prerequisite: BIO 131

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

BIO 155 Human Anatomy & Physiology (5 CR/E,W,S)

A lecture and laboratory course in the anatomy and physiology of the human body. Study begins with introductions to basic terminology and cell structure, then extends to a survey of the organ systems. Laboratory study enhanced via microscopic study of tissues, the examination of preserved specimens and anatomic models, the use of interactive anatomy and physiology computer models, and cat dissection. A strong biology background, Biology 132, Medical Terminology or Body Structure and Function is recommended. **Prerequisite:** ENG 085* and MTH 110*

BIO 220 Microbiology (4 CR/E,W)

Basic structure and function of microorganisms with special emphasis on recent advances in microbiology, pathogens, disease, control and immunity. Strong biology background recommended.

Prerequisite: ENG 085* and MTH 110*

BUSINESS (BUA)**BUA 100 Introduction to Business (3 CR)**

(Formerly BUS 131)

As business speeds into the 21st century, new techniques, population shifts, and shrinking global barriers are altering the world at a frantic pace. Learn about the range of business careers available and the daily decisions, tasks and challenges that they face. Emphasis is placed upon developing a vocabulary of business terminology, teamwork, quality, social responsibility and cultural diversity. Understand how management, marketing, accounting, and human resource management work together to provide ethical competitive advantages for firms. This knowledge can help you enhance your career potential.

Prerequisite: ENG 085* and ENG 090*

BUA 110 Introduction to Wall Street (1 CR)

(Formerly FIN 100)

Designed to help existing or potential investors keep abreast of investment opportunities in today's changing financial world. Students are taught the mechanics of investing, how to analyze risk and return, and strategies to making sound investment decisions related to the stock market. The organization and function of the stock market, brokerage firms, and financial information on the Internet are examined.

Prerequisite: MTH 095*

BUA 111 Personal Finance (3 CR)

(Formerly FIN 210)

Provides a fundamental knowledge of financial concerns including financial services, stocks, bonds, budgeting, insurance, real estate, estate and tax planning, buying on credit, borrowing, saving, investing intelligently, and retirement. Analysis of personal objectives to financial planning will be discussed and put into practice.

BUA 120 Human Relations in Business (3 CR)

(Formerly BUS 155)

Effective human relations are an indispensable tool in developing a successful professional presence in today's world. Topics include self-understanding, as well as the understanding of others, motivation, productivity, morale, conflict and change, stress, ethics, diversity, goal setting, the power of positive reinforcement, image building, emotional control, assertiveness, effective communication and different leadership styles.

BUA 121 Leadership (3 CR)

(Formerly BUS 150)

Both knowledge and behavior contribute to effective leadership skills needed to enhance the contribution of your team. Students explore topics including shared vision and values, team building, and decision making. You will study leadership theory in ways that encourage development of your leadership skills, including effective use of power and influence, motivational tools, personality assessment, team communication, role modeling, and performance appraisals.

Prerequisite: ENG 085*

BUA 122 Successful Small Business (3 CR)

(Formerly BUS 236)

Do you have what it takes to own your own business? Discover that, as well as sources of financing, forms of legal ownership, niche marketing, and most importantly, how to avoid business failure.

Prerequisite: ENG 085*

BUA 130 Customer Service (3 CR)

(Formerly BUS 105)

In the face of change, an uncertain economy, and intensive competition, the student will learn how to create an unexpected, highly evolving experience, to create customer loyalty and compelling word of mouth customers. The core element of service quality will be applied to both people-centered and technology-centered businesses, industries and organizations. The ultimate goal of this course is to help improve students' abilities to communicate effectively with internal and external customers.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

BUA 131 Effective Selling (3 CR)*(Formerly BUS 233)*

This class covers that basic fundamentals of selling, adaptable to any product or potential customer. Skills learned include satisfying customer needs, recognizing individual motives for purchase, sales psychology, business etiquette and developing a long-term consultative relationship with customers. Persuasive sales presentations are developed and delivered using the steps of the selling process. **Prerequisite:** ENG 085*

BUA 220 Principles of Management (3 CR)*(Formerly BUS 234)*

This management course exposes students to the dynamics of the changing world. Topics such as management functions/processes, quality, leadership styles, power, global issues, and the challenges and opportunities of diversity are included. Emphasis is placed on ethics, decision-making, effective communication, evaluating employees, motivational tools, organizational design, environmental scanning, supervising groups, controlling quality, productivity improvement, managing change and conflict, labor relations and time management.

BUA 221 Human Resources Management (3 CR)*(Formerly BUS 223)*

Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development. Topics include: employment law, recruitment and selection, placement techniques, interview methods, job analysis, staffing, training and development, performance appraisals, team building, benefit administration, government regulation, compensation systems, health and safety, and labor-management issues.

Prerequisite: ENG 085***BUA 230 Principles of Marketing (3 CR)***(Formerly BUS 101)*

Students analyze the marketplace to identify customer wants and needs and develop effective strategies to satisfy them. Emphasis is placed on research, marketing environments, strategic planning, buyer behavior, evaluating key competitors, and the marketing functions of product or service planning, pricing, promotion and distribution.

Prerequisite: ENG 085***BUA 231 Advertising, Promotion & Public Relations (3 CR)***(Formerly BUS 132)*

Students study the principles and practices of numerous promotional tools used in marketing communications. Topics include creation of advertising, media strategies, message appeals, plus the use of specialty advertising, sales promotion and public relations to help sell goods, services and ideas.

Prerequisite: ENG 085***BUA 245 Internship (3 CR)***(Formerly BUS 245)*

Students will have meaningful work experience with an appropriate company. The company and job must be approved by the supervising faculty member.

BUA 250 Business Law I (3 CR)*(Formerly BUS 135)*

This course offers an introduction to law and the legal system, dispute resolution and courts, business ethics, torts, contracts, sales and leases of goods, and negotiable instruments.

Prerequisite: ENG 085***BUA 251 Business Law II (3 CR)***(Formerly BUS 145)*

The student will learn the law governing the forms of business organization, including agency, partnerships, corporations, and real and personal property.

Prerequisite: BUA 250**COMPUTER ASSISTED DRAFTING (CAD)****CAD 131 Computer Assisted Drafting I (AutoCAD) (3 CR)**

Course on the applications in which the phases of computer graphics are involved. A general introduction to drafting applications will be presented. **Recommended:** Windows® and blue print reading experience

CAD 132 Computer Assisted Drafting II (AutoCAD) (3 CR)

This course is a continuation of Computer Assisted Drafting I; a more advanced application of drafting functions and skills will be presented. **Prerequisite:** CAD 131

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CLIMATE CONTROL TECHNOLOGY (CCT)

CCT 117 Basic Sheet Metal (2 CR)

(Formerly AIT 117)

This course will teach methods and formulas necessary to shop fabricate the most common straight duct and fittings used in the HVAC industry.

CCT 118 Advanced Sheet Metal (2 CR)

(Formerly AIT 118)

This course will teach advanced methods and formulas necessary for transitional and round shop fabrication of duct fittings for the commercial HVAC industry.

CCT 121 Introduction to HVAC (3 CR)

(Formerly AIT 121)

The course will introduce the student to the variety of professions and work opportunities in the HVAC field. Students will also review the tools of the trade, safety practices, a basic introduction to components of heating and air conditioning equipment, heat transfer, psychometrics and air quality.

CCT 123 Application of HVAC Technology (3 CR)

(Formerly AIT 123)

The student will be taught to calculate heat loss and heat gain for residential and small commercial buildings, design duct distribution systems, and choose properly sized heating and air conditioning equipment. Recommended: basic knowledge of heating and air conditioning vocabulary.

CCT 131 Basic HVAC Electrical/Controls (2 CR)

(Formerly AIT 131)

This course will cover the characteristics of basic electrical circuitry and low voltage control wiring, as well as electrical formulas and applications. Recommended: basic knowledge of heating and air conditioning vocabulary.

CCT 135 Basic Refrigeration & Air Conditioning I (3 CR)

(Formerly AIT 135)

This course will cover standard components, operational sequences, troubleshooting and repair of refrigeration and air conditioning equipment. Recommended: basic knowledge of heating and air conditioning vocabulary.

CCT 136 Basic Refrigeration & Air Conditioning II (3 CR)

(Formerly AIT 136)

This course will cover advanced components, operational sequences, troubleshooting and repair of refrigeration and air conditioning equipment.

Prerequisite: CCT 135

CCT 137 Advanced HVAC Electrical/Controls (2 CR)

(Formerly AIT 137)

This course will cover characteristics of advanced electrical circuitry and low voltage control wiring, as well as electrical formulas and applications.

Prerequisite: CCT 131

CCT 141 Basic Heating (2 CR)

(Formerly AIT 141)

This course will cover standard components, operational sequences, troubleshooting and repair of gas and oil heating equipment. Recommended: basic knowledge of heating and air conditioning vocabulary.

CCT 142 Advanced Heating (2 CR)

(Formerly AIT 142)

This course will cover advanced components, operational sequences, troubleshooting and repair of heating equipment.

Prerequisite: CCT 141

CCT 200 Mechanical Code (2 CR)

(Formerly AIT 200)

This course covers local and national laws governing the installation of HVAC equipment and system components. Students should take in last semester.

CCT 201 Refrigeration Certification (1 CR)

(Formerly AIT 201)

This course will cover the characteristics of and laws pertaining to the handling, installing and recovering of freons. Successful completion of this course will earn the student the required certification to legally purchase and use freon.

Prerequisite: CCT 135

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CHEMISTRY (CEM)

CEM 121 Chemistry of Life (4 CR/F,W,S)

This course meets the chemistry requirement for the ADN nursing, elementary education and programs requiring a lab science course. It introduces the fundamental principles of general chemistry (structure of atoms and compounds, states, energy, equations, radioactivity, solutions and acids/bases), organic (structure and properties of major classes), and biochemistry (carbohydrates, proteins, lipids, metabolism and body fluids).

Prerequisite: ENG 085* and MTH 120* or higher

CEM 131 Fundamentals of Chemistry (4 CR/F,W)

Fills requirement for some non-science majors. Provides background for CEM 141 for those with no recent high school chemistry. Fundamental principles of chemistry such as states of matter, simple atomic and molecular structure, and the periodic classification of elements. The study of water emphasizes the properties of solutions and acid-base relations.

Prerequisite: ENG 085* and MTH 120* or higher

CEM 132 Fundamentals of Organic & Biological Chemistry (4 CR/W)

This course is an extension of material covered in CEM 131. It is required in many bachelor's degree programs, including nursing. Organic topics include the structure, physical properties and chemical behavior of the major classes of organic compounds. The structure, function, formation and reactions of carbohydrates, fats, proteins, and nucleic acids are covered, including enzymes, chemical messengers, and biochemical energy production.

Prerequisite: CEM 121 or CEM 131

CEM 141 General Chemistry I (5 CR/F,W)

This course is required for most sciences, engineering, and pre-professional health majors. Students who are required to take organic chemistry for their major should enroll in CEM 141 during their first semester. Topics include atomic and molecular structure, periodicity, chemical bonding, states of matter, kinetic molecular theory and stoichiometry.

Prerequisite: ENG 085* and MTH 120* or higher

CEM 142 General Chemistry II (5 CR/W)

This course is the second semester of general chemistry and extends material covered in CEM 141. Covered concepts include chemical thermodynamics, electrochemical reactions, reaction kinetics, acid-base theories, nuclear chemistry, and aqueous solutions with emphasis on equilibrium. Experiments include quantitative methods, stoichiometry, colorimetry, and gravimetric analysis. **Prerequisite:** CEM 141

CEM 241 Organic Chemistry I (5 CR/F)

Comprehensive study of the major classes of organic compounds, their structures and reactions. The stereo-chemical properties and spectra (IR and NMR) of molecules and their mechanisms of reactions are stressed. The laboratory experiments demonstrate techniques used in organic reactions, syntheses illustrating types of reactions, analysis of major classes of compounds and kinetic studies. **Prerequisite:** CEM 142

CEM 242 Organic Chemistry II (5 CR/W)

A continuation of CEM 241. **Prerequisite:** CEM 241

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 010 Learning the Keyboard (1 CR)

(Formerly SEC 108)

Learn keyboard fundamentals for success in computer related programs. The students learn proper finger placement and key locations on a microcomputer.

CIS 011 Keyboard Speed/Accuracy (1 CR)

(Formerly SEC 109)

At course entry your keyboarding speed and accuracy is measured. A diagnosis of your specific keyboarding problem is made. Your skill improvement goals will be established and appropriate practice lessons selected. Periodic program check timings administered to measure your progress.

CIS 012 Microsoft® Windows® Workshop (1 CR)

(Formerly ITE 083)

Introduction to Windows®: the desktop, working in Windows®, customization, accessories, managing files and folders, multi-tasking, local and area networks and, when time permits, Internet interface and faxes.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CIS 013 Operating System: UNIX (1 CR)*(Formerly ITE 047)*

Overview of the UNIX operating system, commands, batch files and other basic topics. Typing ability necessary to be successful in this class.

CIS 014 Internet Workshop (1 CR)*(Formerly ITE 050)*

Learn to navigate the Internet and use File Transfer Protocol (FTP), Archie, Wide Area Information Servers (WAIS) and Gopher services to retrieve information from a variety of sources. Sources include library catalogs, shareware and freeware archives, government documents, newspapers, magazines, books, newsgroups, medical and legal publications and scholarly documents.

CIS 016 Microsoft® DOS® Workshop (1 CR)*(Formerly ITE 067)*

Learn the IBM (or equivalent) personal computer and its components. Course covers the operating systems background, Disk Operating System (DOS®) commands, tree structure, EDLIN, Microsoft® - DOS® command files, and designing and writing simple batch files.

CIS 020 Microsoft® Word® Workshop (1 CR)*(Formerly ITE 045)*

Learn to process documents using Microsoft® Word®, including letters, memos and reports. Typing ability necessary to be successful in this class.

CIS 021 Microsoft® Excel® Workshop-Windows (1 CR)*(Formerly ITE 080)*

Create business applications using the Excel® spreadsheet within the Windows graphical user interface (GUI). This course covers basic commands, cell ranges, formulas, and mathematical, financial and statistical functions.

CIS 022 Microsoft® Access® Workshop (1 CR)*(Formerly ITE 091)*

Learn how to create, query, maintain, present data as reports and forms, include graphs, tables and clip art in printouts, and use macros to create application systems for databases.

CIS 023 Microsoft® FrontPage® Workshop (1 CR)*(Formerly ITE 042)*

Learn the following FrontPage® components: creating and managing a web site, adding a web page, editing and enhancing a web page, and building a web for user input. Typing ability necessary to be successful in this class.

CIS 024 Microsoft® Outlook® Workshop (1 CR)*(Formerly ITE 043)*

Learn to use Outlook®'s components to create and use the calendar feature to schedule meetings and multiple day events, establish a "contacts" database, keep journals, notes and use the task manager for prioritizing jobs. This is an optional component of the Microsoft® Office User Specialist Expert certification test. Typing ability necessary to be successful in this class.

CIS 100 Computer Literacy (1 CR)*(Formerly ITE 100)*

An introduction to the Windows® operating system, accessing information on the Internet, mouse usage, file system information, upgrading and maintaining your PC.

CIS 101 Introduction to Computer Systems (3 CR)*(Formerly ITE 101)*

Enhance computer knowledge. Course covers computer system concepts with an emphasis on several software applications. Typing ability necessary to be successful in this class. **Prerequisite:** ENG 085* and MTH 110* or higher

CIS 110 Beginning Keyboard/Typing (3 CR)*(Formerly SEC 131)*

Students are introduced to the keyboard and centering, tabulation, memoranda and letters and develop skill and speed. Students learn on microcomputer using word processing.

CIS 111 Intermediate Keyboard/Typing (3 CR)*(Formerly SEC 132)*

Learn production typing including tables, letters, manuscripts, reports, and business forms. Students learn on microcomputer using word processing software. Advanced word processing functions are included.

Prerequisite: CIS 110

CIS 112 Microsoft® Office® Professional Introduction (3 CR)*(Formerly ITE 113)*

Introduction and skill development in the four applications of Microsoft® Office® (Microsoft® Word®, Excel®, Access®, PowerPoint®), plus the full integration of all four packages.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CIS 119 Microsoft® PowerPoint® (2 CR)*(Formerly ITE 093)*

Students will learn how to create electronic presentations using design templates, slide layouts, the outline tab, clip art, from other programs such as Microsoft® Word® and how to enhance slideshows with visual elements in presentation formats. Student will also learn how to create presentations for the web, self running presentations, presentations containing interactive documents and how to collaborate WorkGroups. Keyboarding skills are essential.

CIS 120 Microsoft® Word® Comprehensive (3 CR)*(Formerly ITE 186)*

Produce, store and revise letters, memos, tables and reports using Microsoft® Word®. Headers, footers, mail merge, document assembly, grammar and spell checker, thesaurus, and outlining. Keyboarding skills are essential.

CIS 121 Microsoft® Excel® Comprehensive (3 CR)*(Formerly ITE 130)*

Learn Excel® components: charts, creating workbooks, using drawing tools, formatting and auditing worksheets, functions, Internet and intranet documents, modifying and printing workbooks, ranges, database queries, importing and exporting data, macros, working with multiple workbooks, working with existing and creating new templates, and advanced workgroup functions. Keyboarding skills are essential.

CIS 122 Microsoft® Access® Comprehensive (3 CR)*(Formerly ITE 127)*

Planning, creating, and displaying databases, sorting and report preparation, data entry screens, data validation and selection, and multiple file operations. Keyboarding skills are essential.

CIS 128 Typography and Layout (3 CR)*(Formerly ITE 211)*

Learn principles of type identification, selection and use in the professional rendering of comprehensive layouts. Utilization of tools, materials, and techniques of rendering emphasized.

CIS 130 Desktop Publishing (Adobe® PageMaker®) (3 CR)*(Formerly ITE 171)*

Create documents with Adobe® PageMaker®. Students use computers and laser printers to design professional looking publications such as: business cards, newsletters and tri-fold brochures. CIS 101 may be taken prior to or concurrently.

CIS 132 Graphic Illustration (Adobe® Illustrator®) (3 CR)*(Formerly ITE 272)*

Learn how to create professional looking illustrations using Adobe® Illustrator®. This course introduces student to techniques used by professional designers and illustrators.

CIS 134 Graphic Imaging (Adobe® PhotoShop®) (3 CR)*(Formerly ITE 273)*

Learn the intricacies of scanning and editing images for producing practical and expressive images on a computer using Adobe® PhotoShop® software.

CIS 143 HTML (2 CR)*(Formerly ITE 160)*

Create web pages using HTML. Students will learn techniques and strategies to build and promote successful web pages. Features such as columns, frames, image maps, and META tags will be covered in this course.

CIS 144 Web Page Design (3 CR)*(Formerly ITE 275)*

Develop efficient web pages and sites for the Internet utilizing multiple software applications with emphasis on page layout and design.

Prerequisite: CIS 134**CIS 158 Programming Logic (3 CR)***(Formerly ITE 108)*

Students explore the development of the logic and theory for writing business programs that control the operation of a computer. Course covers the development of both structured design and object oriented design. Topics include control structures, arrays, data validation, testing and debugging.

Prerequisite: CIS 101**CIS 160 Programming in Visual Basic.NET (3 CR)***(Formerly ITE 134)*

This course introduces students to principles and concepts of programming in a Windows® environment using the Visual Basic.NET programming language. Students learn to develop business applications by designing and creating a user interface and writing the necessary procedures using both structured and object oriented design. Topics covered include objects, variables, menus, arrays, file input/output, OLE methods, and debugging. Recommended computer programming majors take CIS 158 prior to this course.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CIS 165 JAVA Programming (3 CR)*(Formerly ITE 150)*

Students use procedural and object oriented programming capabilities to design, develop, and test computer programs. Topics covered include control structures, methods, objected oriented programming, classes, applets, and user interfaces.

CIS 170 Programming in C++ (3 CR)*(Formerly ITE 182)*

Students study digital computing systems and how they are used to solve problems. Students use procedural and object oriented programming capabilities to design, develop, and test computer programs. Topics covered include program development, functions, control structures, text file operations, classes, recursion, arrays, and pointers.

CIS 174 PC Repair/A+ Hardware Component (3 CR)*(Formerly ITE 233)*

Course covers basic computer theory, logic, technological evolution, fundamental PC components, I/O peripheral identification, implementation, functionality, and printer fundamentals/ types/diagnostics/troubleshooting/basic repair.

CIS 175 PC Repair/A+ Software Component (3 CR)*(Formerly ITE 235)*

Students gain familiarization with basic DOS functionality and manipulation for diagnostics, troubleshooting and repair with WIN O/S. Installation, configuration, troubleshooting, diagnostics, upgrade familiarity with necessary MS product for A+ certification.

CIS 176 A+ Certification Exam Preparation (1 CR)*(Formerly ITE 237)*

Focus on A+ core exam module component essentials/fundamentals, includes real time test environment and materials. **Prerequisite:** CIS 175

CIS 177 Network+/Networking Fundamentals (3 CR)*(Formerly ITE 239)*

Basic network media components, configuration, functionality and manipulation for installation, diagnostics, troubleshooting, integration, upgrade and repair. Various O/S platform configurations. Introduction to the OSI model, TCP/IP protocols, and other protocols in peer-to-peer and server-centric LAN/WAN environments.

CIS 178 Network+ Networking Protocols (3 CR)*(Formerly ITE 241)*

Historical evolution of networking. Introduction to the DOD and OSI models include all related protocols with an emphasis on TCP/IP for both peer-to-peer and server-centric LAN/WAN environments. **Prerequisite:** CIS 101

CIS 179 Network+ Certification Exam Preparation (1 CR)*(Formerly ITE 243)*

Focus on Network+ core exam module component essentials/fundamentals to include real time test environment and materials. **Prerequisite:** CIS 178

CIS 205 Introduction to Probability & Statistics (3 CR)*(Formerly ITE 205)*

Introduction to basic descriptive statistics, probability theorems, frequency distributions and functions, binomial and normal probability distributions and functions, probability density functions, hypothesis testing, statistical inference, chi-square analysis, linear regression and correlation.

Prerequisite: MTH 131***CIS 210 Office Administration Systems (4 CR)***(Formerly ITE 129)*

Develop and integrate administrative support skills in communication, information technologies, administrative procedures, and problem solving. Topics include: records management, information/communication systems, including electronic, space management and ergonomics, quality and productivity improvement techniques, meeting/travel planning, records preparation/presentation and employment skills. Keyboarding skills are essential. **Prerequisite:** CIS 101

CIS 228 Desktop Publishing II (QuarkXPress®) (3 CR)*(Formerly ITE 271)*

Continuation of CIS 130. Emphasis on computer layout techniques, scanning and placing graphics into the publication. The primary software used will be QuarkXPress®. Images will be edited in Adobe® PhotoShop® and Adobe® Illustrator®.

Prerequisites: CIS 128 and CIS 130**CIS 230 Practicum in Printing (4 CR)***(Formerly ITE 276 and ITE 277)*

Students receive hands-on introduction on how screen and offset printing works. The class will be project oriented.

Prerequisites: CIS 101 or CIS 130

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CIS 232 Integrated Design (Adobe® InDesign®) (3 CR)

Students will design creative publications via Adobe® InDesign® while integrating designs from Adobe® PhotoShop® and Illustrator®. Topics in this class include: page layouts, styles, layers, color separation, and interactive PDFs.

Prerequisites: CIS 128 and CIS 132

CIS 234 Graphic Technology Applications (3 CR)

(Formerly ITE 274)

Students prepare for career opportunities by defining areas of employment and identifying prospective employers in the graphic design profession. Students also create a professional portfolio to be used for employment interview purposes.

Prerequisites: CIS 132, CIS 134, and CIS 228

CIS 243 Web Animation (3 CR)

(Formerly ITE 161)

Design fully interactive sites using Macromedia® Flash®. Students will draw vector graphics, use key tools to produce animations, and create an activity that drives dynamic web sites. Students will also produce multimedia presentations.

Prerequisites: ART 201, CIS 101 and CIS 143

CIS 244 Web Programming (3 CR)

(Formerly ITE 163)

Students will learn to design and maintain interactive and dynamic web applications within a server-based scripting environment.

Prerequisites: CIS 101 and CIS 143

CIS 245 Internship & Seminar I (3 CR)

(Formerly ITE 245)

Cooperative work experience conducted through conferences. The position must be obtained by the student and approved by the department before registration is permitted. Instructor's consent required.

CIS 246 Web Integration with Databases (3 CR)

(Formerly ITE 162)

Students will experience different approaches for creating web pages that interact with databases. This course will define how web sites are being used to support electronic commerce applications.

Prerequisites: CIS 101, CIS 122, and CIS 244

CIS 260 Advanced Visual Basic.NET (3 CR)

(Formerly ITE 135)

Further study of Visual Basic.NET. Students learn the advanced features of Visual Basic including writing relational database programs, web services, data structures and user controls. **Prerequisite:** CIS 160

CIS 270 Advanced C++ Programming (3 CR)

(Formerly ITE 183)

Hands-on programming course using the Visual C++ language. Object-oriented programming concepts, input handling, the Microsoft® Foundation Class, and using the Windows® programming interface with Visual C++ tools are some of the topics discussed. **Prerequisite:** CIS 170

CIS 273 Systems Concepts and Design (3 CR)

(Formerly ITE 111)

Students will design a system, prepare the related documentation and required programs, using an existing business as a model. Course covers flow charting a system, defining problems, and preparing new forms. Students determine a desirable file structure.

CIS 281 Microsoft® Networking 1 (3 CR)

(Formerly ITE 261)

Introduces students to the Microsoft® Windows® XP Professional operating systems in an enterprise environment. Topics include installation methods, users and groups, file systems, IP addressing and security.

CIS 282 Microsoft® Networking 2 (3 CR)

(Formerly ITE 262)

This course provides students with the knowledge and skills to install and maintain Microsoft® Windows Server™ 2003. They will learn how to manage and maintain user accounts, group, and resources in a Microsoft® Windows Server™ 2003 environment. Students will learn how to recover the system in the event of a system failure.

CIS 283 Microsoft® Networking 3 (3 CR)

(Formerly ITE 263)

This course provides students with the knowledge and skills to implement, manage, and maintain, Microsoft® Windows Server™ 2003 network infrastructure. They will learn how to manage and maintain DHCP, DNS, and RRAS servers using Microsoft® Windows Server™ 2003. Students will learn how to manage network security and maintain the network infrastructure. **Prerequisite:** CIS 282

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CIS 284 Microsoft® Networking 4 (3 CR)*(Formerly ITE 264)*

This course provides students with the knowledge and skills to plan and maintain Microsoft® Windows Server™ 2003 network infrastructure. They will learn how to plan IP addressing, Internet connectivity, name resolution and remote access. Students will learn how to secure their server, plan and set up PKI, and how to use IPSec. **Prerequisite:** CIS 283

CIS 285 Microsoft® Directory Services (3 CR)*(Formerly ITE 265)*

This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows Server™ 2003 Active Directory service infrastructure. Topics include forest and domain structure, DNS, site topology and replication, organizational unit structure and delegation of administration, group policy, and user, group and computer account strategies and will help prepare the student for the Microsoft® 70-294 certification exam. **Prerequisite:** CIS 284

CIS 286 Designing a Secure Microsoft® Network (3 CR)*(Formerly ITE 267)*

This course will provide you with the knowledge and skills to implement, manage, maintain, and troubleshoot security in a Windows Server™ 2003 network infrastructure and a Windows Server™ 2003 PKI, also helps prepare the student for a Microsoft® certification exam. **Prerequisite:** CIS 284

CIS 287 Interconnecting Cisco Network Devices (3 CR)*(Formerly ITE 269)*

This course provides students with the knowledge and skills necessary to select, connect, configure and troubleshoot Cisco switches and routers. Topics covered are extending switched networks with VLANs, determining IP Routes, managing IP traffic with access control lists, establishing point-to-point connections, and establishing frame relay connections.

Prerequisite: CIS 177 or CIS 281**CIS 289 Networking Security / Security+ (3 CR)***(Formerly ITE 290)*

An overview of network security, including general security concepts, communication security, infrastructure security, cryptography basics and operational/organizational security including hands-on labs with common computer networking security tools.

CIS 290 Systems Administration SQL Server (3 CR)*(Formerly ITE 255)*

This course provides students with the knowledge and skills required to install, configure, administer, set up security, and troubleshoot Microsoft® SQL server. **Prerequisite:** CIS 282

COMPUTER SCIENCE (CPS)**CPS 177 Programming in C++ (3 CR/W)**

Students study digital computing systems and how they are used to solve problems. Students use procedural and object oriented programming capabilities to design, develop, and test computer programs. Topics covered include program development, functions, control structures, text file operations, classes, recursion, arrays, and pointers.

CPS 217 Computer Science II (3 CR)

This course is a continuation of CPS 177. Students are introduced to major data structures used for data storage and processing. These include arrays, lists, stacks, queries, and trees. Algorithms for searching, sorting, and updating structures are developed and analyzed. **Prerequisite:** CPS 177

CRIMINAL JUSTICE (CRJ)**CRJ 101 Criminal Law (3 CR/E/W)**

This course covers both substantive and procedural law at local, state, and federal levels. Special emphasis on the Michigan Penal Code and landmark court decisions.

Prerequisite: ENG 085***CRJ 102 Criminal Investigation (3 CR/F)**

This course covers the fundamentals of criminal investigation, theory and practice, from crime scene to courtroom, with emphasis on techniques appropriate to specific crimes. **Prerequisite:** ENG 085*

CRJ 104 Criminal Justice Psychology (3 CR/E/W)

This course is an overview of criminal behavior from a psychological perspective. Contemporary research, theory and practice concerning the psychology of crime are reviewed.

Prerequisite: ENG 085*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

CRJ 108 Criminal Justice Fieldwork-Security (3 CR)

This course is an introduction to security internship at Jackson Community College. Course includes, but is not limited to, training in AED/CPR, chemical irritants, courtroom demeanor and testimony. Also includes a minimum of 14 hours per week of the job training. Instructor permission is required for this course.

CRJ 111 Introduction to Criminal Justice (3 CR/EW)

This course covers the history, evolution and philosophy of the American criminal justice system. Emphasis on the interrelationship of system components: police, attorneys, courts and corrections.

CRJ 112 Crime & Delinquency (3 CR/F)

Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications to juveniles; diversion and status offenses considered.

Prerequisite: ENG 085*

CRJ 113 Introduction to Criminalistics (3 CR)

Scientific methods applied to the collection, identification, preservation and transportation of physical evidence and taught in a laboratory setting. **Prerequisite:** ENG 085*

CRJ 114 Police Administration & Operations (3 CR/W)

Administration and operation of a police department including line/staff activities are explored.

Prerequisite: ENG 085* and ENG 090*

CRJ 116 Fire Investigation I (3 CR)

Reviews arson and fire laws and their application. Investigative methods unique to the fire scene will also be covered. Particular value to criminal justice students and fire fighting personnel. **Prerequisite:** ENG 085*

CRJ 117 Criminology (3 CR/EW)

(same as SOC 117)

Provides an understanding of the cultural nature, origin, and development of criminal behavior with attention given to the psychological and sociological factors involved.

Prerequisite: ENG 085* and ENG 090*

CRJ 119 Client Growth & Development (3 CR/EW,S)

A corrections-oriented course involving the study of normal versus criminal behavior; human development and criminal pattern. Also involves the study of specific problems including substance abuse, sexual and medical problems and disorders.

Prerequisite: ENG 085* and ENG 090*

CRJ 120 Human Relations for Corrections (3 CR/EW,S)

A study of the meaning and function of culture and the social and psychological implications of discrimination. Also involves a survey of minorities in Michigan, attitude formation and professional responsiveness.

Prerequisite: ENG 085* and ENG 090*

CRJ 121 Introduction to Corrections (3 CR/EW,S)

A survey of the American corrections system as a component of the criminal justice system.

CRJ 124 Institution Populations (3 CR/EW,S)

The nature, composition and dynamics of the prison population as a separate society are central topics in this course.

Prerequisite: ENG 085* and ENG 090*

CRJ 125 Parole & Probation (3 CR)

Pre- and post-institutional treatment and alternatives are presented. Consideration also given to diversion and community-based correctional programs.

Prerequisite: ENG 085* and ENG 090*

CRJ 127 Corrections Law (3 CR/EW,S)

Deals with the law as it applies to the correctional system. Applicable court cases and legislation will be considered. Topics will include sentencing, prisoners' rights and responsibilities; loss of rights, prisoner remedies; community corrections and restoration of rights of offenders.

Prerequisite: ENG 085* and ENG 090*

CRJ 203 Field Studies (3 CR)

(same as SOC 203)

This course provides an opportunity for students to work for one semester in a law enforcement or corrections agency. Only open to students who have reached sophomore level (26 or more credit hours), minimum 2.5 GPA and permission of the instructor.

DANCE (DAN)**DAN 121 Jazz Techniques (3 CR)**

(SAME AS HPF 221)

Designed for the beginner who has had little or no recent dance experience. Explores contemporary jazz technique, the elements of dance, improvisation and composition work.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

DMS 100 Introduction to Diagnostic Imaging (3 CR/F,W,S)

Students are introduced to the radiologic sciences. Modalities discussed include X-rays, nuclear medicine, ultrasound, computerized axial tomography (CAT), magnetic resonance imaging (MRI) and photon emission tomography (PET). Students learn indications for a variety of diagnostic studies, how they are evaluated and interpreted, correlations of multiple studies, and how to prepare the patient for the study.

DMS 101 Sonographic Orientation (3 CR/S)

This course prepares sonography students for their clinical work-site experiences. Students will explore interpersonal relationship skills, ethical decision-making, and a review of clinical technical skills as they relate to the on-site work experience. Students will learn basic cross-sectional anatomy as related to beginning sonographic scanning of the abdomen.

Prerequisite: Acceptance into DMS program

DMS 104 Introduction to Sonographic Instrumentation (3 CR/S)

Students will learn the history and basic principles of static and real-time ultrasound machines. The instrumentation of A-mode and its conversion into the real time B-mode scanners will be explored. Laboratory assignments reinforce learning activities.

Prerequisite: ENG 085* and MTH 131* or higher

DMS 105 Sonographic Techniques (3 CR/F)

This course instructs the DMS student in scan planes, anatomical positioning, scan protocols, scan preparations, scan scheduling, appropriate history recording, correlations with other diagnostic procedures, and the techniques required for initiating and completing diagnostic sonographic procedures of the abdominal, obstetrical and gynecological patients.

Prerequisites: DMS 101 and DMS 104

DMS 107 Sonographic Orientation-Vascular (3 CR)

This course prepares sonography students for their clinical work-site experiences. Students will explore interpersonal relationship skills, ethical decision-making, and a review of clinical technical skills as they relate to the on-site work experience. Students will learn basic cross-sectional anatomy as related to beginning sonographic scanning of the abdomen and arterial venous systems.

DMS 110 Interpretation I (4 CR/F)

In-depth cross-sectional anatomy related to sonographic scanning of the abdomen, pelvis, and gravid uterus are presented. Specific attention to the coursing of vessels from points of origin to their location of termination is stressed and mastery level achievement is encouraged and expected.

Prerequisite: DMS 101

DMS 122 Clinical Experience I (6 CR/F)

Students receive supervised clinical work experience in an approved clinical education center. This course provides basic scanning opportunities, patient interviewing techniques, professional attitudes and ethics, and other basic patient/professional situations under the direct supervision of a registered diagnostic medical sonographer (RDMS). Completion of professional and technical scanning proficiencies are required. A minimum of 450 clinical hours are required to complete this course. **Prerequisite:** DMS 101

DMS 140 Sonographic Orientation & Technique (3 CR)

Prepares students for their clinical work-site experiences. Students will explore interpersonal relationship skills, ethical decision-making, and a review of clinical technical skills as they relate to the on-site work experience. Students will learn basic cross-sectional anatomy of the heart and will focus on beginning scanning techniques.

DMS 141 Adult Echo I (4 CR)

This course will instruct students to the normal anatomy and physiology of the adult heart. Topics will include ventricular wall segments and nomenclature, normal values and measurements determined by 2-D and M-mode calculations, normal physiology and coronary artery circulation.

DMS 143 Echo Clinical I (3 CR)

Students receive 240 hours of supervised clinical experience in an echo lab at an approved medical facility. This course provides hands-on experience in basic cardiac imaging, patient care, and application of knowledge and skills acquired in DMS 140 and DMS 141.

DMS 144 Cardiovascular Principles (3 CR)

This course is a study of cardiac physiology, intracardiac pressures and principles of flow, cardiac hemodynamics and principles of Doppler. Problem solving, evaluation and performing basic echocardiographic interpretation will be covered in this course. **Prerequisite:** DMS 140, DMS 141

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

DMS 147 Echo Clinical II (5 CR)

Students receive 384 hours of supervised clinical experience in an echo lab at an approved medical facility. This course provides hands-on experience in intermediate level cardiac imaging, use of cardiovascular equations, and application of knowledge and skill acquired in DMS 144.

Prerequisite: DMS 143

DMS 151 Peripheral Arterial I (3 CR/F)

This course facilitates student learning of diagnostic testing methods for the peripheral arterial systems of the upper and lower extremities. Testing methods covered will include segmental pressures, color doppler imaging (CDI) and duplex sonography. **Prerequisite:** BIO 155

DMS 152 Peripheral Arterial II (3 CR/W)

This course, a continuation of DMS 151, facilitates student learning of diagnostic testing methods for the peripheral arterial systems of the upper and lower extremities. Testing methods covered will include segmental pressures, color Doppler imaging (CDI) and duplex sonography. Abdominal vascular testing techniques will be included. **Prerequisite:** DMS 151

DMS 155 Peripheral Venous (3 CR/F)

This course facilitates student learning of diagnostic testing methods for the peripheral venous systems of the upper and lower extremities. Venous hemodynamics and testing methods covered include all areas of color Doppler imaging (CDI), air and photo plethysmography. **Prerequisite:** BIO 155

DMS 161 Vascular Clinical I (4 CR/F)

Students receive 300 hours of supervised clinical experience in an approved vascular laboratory. This course provides hands-on experiences in basic color Doppler imaging (CDI), hemodynamics, segmental pressures and duplex sonography. Students are instructed and supervised by registered vascular technologists. Completion of clinical competencies is required to complete this course.

DMS 206 Sonographic Instrumentation (4 CR/W)

Students explore the mechanics of A-mode, B-mode, M-mode, Doppler, and real time equipment. Accessory equipment such as cameras, transducers, phased, annular and linear arrays, and all types of hard copy documentation instruments are investigated. Multiple methods of preventative maintenance and quality control are presented. Laboratory reinforces learning activities.

DMS 211 Interpretation II (4 CR/W)

Students learn advanced cross-sectional anatomy and pathology as related to sonographic scanning of the abdomen, pelvis, and gravid uterus. The class gives specific attention to pathological change of specific, non-specific diseases, and trauma as they relate to sonographic imaging and sonographic interpretation of the abdomen, pelvis, gravid uterus, and small parts. Mastery level achievement is encouraged and expected.

Prerequisites: DMS 110 & DMS 122

DMS 212 Interpretation III (4 CR/S)

This course includes advanced scanning practices with introduction to cardiac, peripheral vascular, neurosonography, breast, prostate, and musculoskeletal scanning. Invasive procedures and intra-operative scanning protocols and techniques will be enhanced upon. Opportunity and aid is given for ARDMS board applications. Extensive review of all facets of sonography is included in preparation for the ARDMS board exams. **Prerequisites:** DMS 211 & DMS 223

DMS 223 Clinical Experience II (6 CR/W)

This course includes supervised clinical experience in an approved clinical education center; advanced scanning techniques to demonstrate cross-sectional anatomy and pathology of specific and non-specific disease and traumatic changes. Specific attention is given to fetal development, fetal anomalies, abnormal pre-natal and maternal conditions as they relate to sonographic scanning and interpreting of images. Although the student is still under the supervision of an RDMS professional, the student is expected to perform sonographic procedures independently as a regular portion of this course. The completion of professional and technical scanning proficiencies are required. A minimum of 450 clinical hours are required for successful completion of this course.

Prerequisite: DMS 122 and DMS 110

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

DMS 224 Clinical Experience III (6 CR/S)

This course includes supervised clinical experience in an approved clinical education center. Advanced scanning procedures, methods and experience are provided in this course. Students experience advanced scanning modalities via M-mode, Doppler, 3 D, real-time and invasive procedures. Comparative interpretations of sonographic imaging with other diagnostic imaging modalities are provided. Students are expected to initiate, perform, and complete all sonographic procedures with direct supervision by an RDMS. The successful completion of professional and technical scanning proficiencies are required. A minimum of 450 clinical hours are required to successfully complete this course.

Prerequisites: DMS 211 & DMS 223

DMS 230 Breast Ultrasound (3 CR)

Breast ultrasound provides instruction in sonographic imaging of the human breast in normal and altered states. Students will learn embryology of the breast, advanced cross-sectional anatomy and pathology as related to sonographic scanning of the breast. The course gives special attention to pathological changes of specific and non-specific diseases, and trauma as they relate to sonographic imaging and interpretation of the breast. Sonographic correlation with other imaging modalities, biopsy techniques, ductography, sentinel node procedures, histology of the breast, and implants will be highlighted. Mastery level achievement is necessary and expected to be successful within this course.

Prerequisites: ARDMS or ARRT credentials or successful completion of DMS 211 & 223

DMS 240 Adult Echo II (4 CR)

Students will focus on the abnormal heart. Acquired valvular disease by m-mode, two dimensional and Doppler techniques will be learned. Coronary artery disease, diseases of the myocardium, cardiac masses and tumors, pericardial disease and diseases of the aorta will be studied. Students will also learn the various appearances of congenital heart disease in the adult heart. **Prerequisites:** DMS 140, DMS 141 AND DMS 144

DMS 242 Echo Clinical III (7 CR)

Students receive 512 hours of supervised clinical experience in an echo lab at an approved medical facility. This course provides hands-on experience at an advanced level of cardiac imaging and use of cardiovascular equations. Interpretation skills will apply. **Prerequisites:** DMS 143 and DMS 147

DMS 251 Cerebrovascular I (3 CR/W)

This course facilitates student learning of diagnostic testing methods and hemodynamics of the extracranial vessels of the head and neck. Testing methods covered include color Doppler imaging (CDI) and duplex sonography.

Prerequisite: BIO 155

DMS 253 Cerebrovascular II (1 CR)

This course is a continuation of DMS 251. Facilitates student learning of diagnostic testing methods and hemodynamics of the intracranial vessels. Testing methods covered include color Doppler imaging (CDI) and duplex sonography.

Prerequisite: DMS 251

DMS 265 Vascular Clinical II (4 CR/W)

This course is a continuation of DMS 161. Students receive 300 hours of supervised clinical experience in an approved vascular laboratory. It also provides hands-on experiences in basic and advanced color Doppler imaging (CDI), hemodynamics, segmental pressures and duplex sonography. Students are instructed and supervised by registered vascular technologists. Completion of clinical competencies required to complete this course.

DMS 266 Vascular Clinical III (4 CR/S)

This course is a continuation of DMS 265. Students receive 300 hours of supervised clinical experience in an approved vascular laboratory. It also provides hands-on experiences in advanced color Doppler imaging (CDI), hemodynamics, segmental pressures and duplex sonography. Students are instructed and supervised by registered vascular technologists. Completion of clinical competencies is required to complete this course.

EARLY CHILDHOOD EDUCATION (ECE)**ECE 127 Performing Arts & Young Children (1 CR)**

Based on the research findings of success of the Wolf Trap Institute for Early Learning through the Arts, the arts can provide powerful teaching strategies capable of helping children learn skills that serve as the foundation of all future learning. This course offers a blend of theory and application while enhancing the student's understanding of the performing arts. It explores ways to teach children basic academic and life skills through active participation in performing arts activities and trains students through the practical application of these techniques. One observation outside scheduled class time will be required.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ECE 128 Exploring Nature With Young Children (1 CR)

Young children have great curiosity about the world and how it works. This course will explore methodology, resources and developmentally appropriate curriculum for young children in order to place emphasis on: children developing a sense of respect and caring for the natural environment during their first few years of life, recognizing that positive interactions with the natural environment are an important part of healthy child development, and these interactions enhance learning and the quality of life.

ECE 129 Emergent Math (1 CR)

Young children are natural mathematicians. This course will explore methodology, resources and developmentally appropriate curriculum for young children in order to place emphasis on increasing children's confidence in their ability to: think and communicate mathematically, solve problems, make decisions in selecting mathematical strategies and techniques, recognize familiar structure in unfamiliar settings, and detect patterns and analyze data.

ECE 130 Emergent Literacy (3 CR)

Based on the assumption that literacy begins long before a child's exposure to formal instruction, this course offers a blend of theory and application while enhancing the student's understanding of emergent literacy. It explores the development and assessment of language and writing, the role of children's literature and shared language time, and the teacher's role in designing learning activities and providing a literacy-rich environment. Two observations outside of the scheduled class time will be required.

Prerequisite: ENG 085* and ENG 090*

ECE 131 Working with Infants/Toddlers (3 CR)

Working with children ages birth-3 years is not a scaled-down version of preschool. In this course, students study young infants (birth-8 months), mobile infants (9-17 months) and toddlers (18-36 months). In preparation for providing quality care, students explore ways: 1) to establish and maintain a safe and healthy learning environment; 2) to advance physical and intellectual competence; 3) to support social and emotional development and provide positive guidance; 4) to establish positive and productive relationships with families; 5) to ensure a well-run, purposeful program responsive to participant needs; and 6) to maintain a commitment to professionalism. Two observation/field experiences outside the scheduled class time (associated with CDA competency areas) will be required. This course can be used, with others, to meet educational requirements for application to the Council for Professional Recognition for an

Infant/Toddler Child Development Associate Certificate.

Prerequisite: ENG 090*

ECE 132 Working with Exceptional Children (3 CR)

Young children with special needs are increasingly receiving services in integrated settings along with their typically developing peers. In preparation for providing successful inclusion experiences, students explore: 1) the uniqueness of early childhood as a developmental phase; 2) the significant role of families in early education and intervention; 3) the role of developmentally and individually appropriate practices; 4) the importance of culturally competent professional behavior; and 5) the importance of collaborative interpersonal and inter-professional actions. One observation/field experience outside of the scheduled class time for each competency area is required. **Prerequisite:** ENG 085* and ENG 090*

ECE 133 Program Management (3 CR)

A high quality early childhood program is one that meets the needs of and promotes the physical, social, emotional and cognitive development of the children and adults—parents, staff and administrators—who are involved in the program. In preparation for administering a high quality program, students explore: 1) administration, organization and operation strategies - principles of management, 2) physical and programmatic environments, 3) curriculum, 4) staffing - selection and development, 5) communication - child-staff-parent interactions, 6) collaboration, 7) program evaluation, and 8) accreditation. Students will need to be working in, or have access to a program, where they can conduct two interviews/observations outside of the scheduled class time.

Prerequisite: ENG 090*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ECE 140 Early Childhood Guidance (3 CR)

This course explores issues related to health and safety within an early childhood setting and examines strategies in communicating and guiding the behaviors of young children. Methods and materials to enhance self-concept will also be explored. Students will learn about: 1) providing a safe environment to prevent and reduce injuries; 2) promoting good health and nutrition, and providing an environment that contributes to the prevention of illness; 3) actively communicating with children and providing opportunities and support for children to understand, acquire, and use verbal and non-verbal means of communicating thoughts and feelings; 4) providing physical and emotional security for each child and helping each child to know, accept and take pride in self, and to develop a sense of independence; and 5) providing a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as an individual and as a group. These are five of the CDA competency standards. One observation outside the scheduled class time for each competency area is required.

Prerequisite: ENG 090*

ECE 142 Professionalism in Child Development (3 CR)

This course focuses on professionalism, families and program management. Students will: 1) explore strategies in communicating and establishing productive relationships with families, including maintaining an open, friendly, and cooperative relationship with each child's family that encourages their involvement in the program and supports the child's relationship with their family; 2) explore strategies for utilizing all available resources in order to manage an effective program operation by being a competent organizer, planner, record keeper, communicator and cooperative co-worker, and 3) address issues of professional commitment, ethical practices and advocacy in order to promote quality in early care and education service. These are three of the CDA competency standards. Students will also learn observation techniques and ways to individualize programming for young children. One observation outside the scheduled class time for each competency is required.

Prerequisite: ENG 090*

ECE 143 CDA Assessment Preparation (1 CR)

This course is designed to assist the student in preparing for direct assessment for the Child Development Associate Credential or CDA. The course includes guidance in preparation of documentation and review of standards related to 13 functional areas. All requirements will follow the recommendations of the Council for Professional Recognition.

Only students preparing an application for the CDA credential should enroll. Prerequisites: ECE 140, ECE 142 or ECE 144

ECE 144 Early Childhood Education (3 CR)

This course focuses on skills needed by providers in an early childhood setting. With a basis in early childhood development, the course content examines the meaning, importance, materials and methods in providing an appropriate learning environment for young children and enhancing social, physical, cognitive and creative development. Students will explore: 1) learning environments in terms of space, relationships, materials and routines as resources for constructing an interesting, secure, and enjoyable learning environment that encourages play, exploration and learning; 2) how to promote the physical development of children through the use of a variety of equipment, activities and opportunities; 3) enhancing the intellectual competence of children by providing activities and opportunities that encourage curiosity, exploration and problem-solving appropriate to the developmental levels and learning styles of children; 4) ways to provide opportunities that stimulate children to play with sound, rhythm, language, materials, space and ideas in individual ways and to express their creative abilities, and 5) social development in children through group acceptance, communication and getting along with others, empathy and mutual respect among children and adults. These are five of the CDA competency standards. One observation outside the scheduled class time for each competency area is required. **Prerequisite:** ENG 090*

ECE 150 Directed Teaching I (2 CR)

This course is designed to provide opportunities for students to integrate theory and practice in a childcare setting. Directed Teaching I allows for guided experiences with children, families and collaborative service partners under the supervision of a mentoring teacher. Through direct work in a childcare setting, journals, group discussions and individual instructor observations and meetings, students will build upon their understanding of the best possible current practices in early childhood education. Directed Teaching I focuses on the physical and programmatic environment. One hundred (100) clock hours of direct classroom experience are required.

Prerequisite: ECE 140 or ECE 144

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ECE 151 Directed Teaching II (2 CR)

This course is designed to provide opportunities for students to integrate theory and practice in a childcare setting. Directed Teaching II allows for guided experiences with children, families and collaborative service partners under the supervision of a mentoring teacher. Through direct work in a childcare setting, journals, group discussions and individual instructor observations and meetings, students will build upon their understanding of the best possible current practices in early childhood education. Focus for Directed Teaching II includes factors that influence learning and lesson planning experience. One hundred (100) clock hours of direct classroom experience are required. **Prerequisite:** ECE 150

ECE 152 Directed Teaching III (2 CR)

This course is designed to provide opportunities for students to integrate theory and practice in a childcare setting. Directed Teaching III allows for guided experiences with children, families and collaborative service partners under the supervision of a mentoring teacher. Through direct work in a childcare setting, journals, group discussions and individual instructor observations and meetings, students will build upon their understanding of the best possible current practices in early childhood education. Focus for Directed Teaching III includes observation and assessment, individualized planning and communication with parents. One hundred (100) clock hours of direct classroom experience are required. **Prerequisite:** ECE 142

ECONOMICS (ECN)**ECN 231 Macroeconomics (3 CR/F,W,S)**

This course covers macroeconomics and explains the operation of free markets, the role of government in the economy, measurement of the national product, inflation and unemployment, monetary and fiscal policy, and economic growth. **Prerequisite:** ENG 085* and MTH 110*

ECN 232 Microeconomics (3 CR/F,W,S)

This course covers microeconomics: the market structure of firms operating in competition and monopoly, labor markets and unions, how income is distributed, current economic problems, international economics, and alternative economic systems. **Prerequisite:** ENG 085* and MTH 110*

EDUCATION (EDU)**EDU 100 Pre-teaching Pathway (3 CR)**

A career track introduction to the teaching profession designed for students with basic skill levels in reading, writing, and math/science. Experiences in the course will include an introduction to: professional portfolio, teaching professionalism, and technology. Students will begin the professional career path with pre-K to 12 field experiences, professional pathway planning, as well as investigate opportunities in the field of teacher education.

EDU 221 Exploring Teaching (3 CR/F,W)

"What are the things prospective teachers beginning their formal study of teacher education should know?" Students will gain knowledge of the role of a professional teacher and education topics: schools, diverse students and their needs, historical and current education issues and trends, as well as philosophical and legal foundations in American education. Students will explore and experience key concepts and skills through reading, research, presentation of a lesson, professional portfolio development including a teaching philosophy, technology and education site based documented field experiences. Minimum of 16 hours field experience is included. **Prerequisite:** ENG 085* and ENG 131

EDU 290 Instructional Skills Workshop (2 CR)

Instructional Skills Workshop course brings together best practices in education and a proven process that fosters personal growth and reflection about the teaching/learning process. The course includes: best practices in teaching/learning, lesson development and delivery, lesson assessment skills and feedback skills. In addition, best practices in teaching techniques are explored and included: cooperative learning, multiple intelligences, assessment techniques, curriculum alignment, etc. This course is intended for anyone interested or employed in the teaching profession.

ENGINEERING (EGR)**EGR 153 Introduction to Engineering (4 CR/F)**

This course will introduce students to the field of engineering. Students will become familiar with each major area of specialization. Emphasis will be placed on problem solving techniques and interpretation of data and results.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

EGR 261 Engineering Mechanics I (4 CR/F)

Students survey the fundamentals of solid mechanics. This course covers equilibrium, static equivalence, stress, strain, and material behavior, particular application to deflection of beams and axial, bending, torsion, shear and combined stresses, as well as an introduction to stability of columns.

Prerequisite: MTH 154

EGR 262 Engineering Mechanics II (4 CR/W)

Students examine the principles of dynamics, including the motion of a particle, the kinematics and kinetics of plane motion of rigid bodies, the principle of work and energy, impulse and momentum, and mechanical vibrations. **Prerequisite:** EGR 261

ELECTRONIC TECHNOLOGY (ELT)**ELT 070 Basic Industrial Electricity (2 CR)**

Fundamentals of electricity covering such topics as: voltage, current and resistance; Ohm's Law; series circuits; parallel circuits; AC, DC, power; capacitors; inductance; transformers; various solid state devices; motors of various types. Class is designed for general maintenance mechanics, heating/refrigeration/air conditioning mechanics, and other non-electrician uses.

ELT 074 National Electric Code (2 CR)

This course is the study of the national and local electric code for wiring and apparatuses. Covers wiring design and protection, wiring methods and materials, equipment for general use including motors and controllers, special occupancies such as hazardous location; special equipment such as electric welding and machine tool wiring, and the use of tables and diagrams for the solution of practical wiring problems. **Prerequisite:** ELT 151

ELT 119 DC Fundamentals (3 CR)

Students examine the fundamental concepts of DC circuits including electricity, Ohm's law, resistance, and power. Series and parallel circuits will also be explored.

ELT 120 Circuit Analysis I (4 CR)

Students examine the fundamental concepts of DC circuits including electricity and magnetism, resistance, capacitance, inductance, series and parallel circuits, power and basic electrical measurements.

ELT 124 AC Fundamentals (2 CR)

A study of alternating electrical current is presented. Topics include AC measurements, inductive reactance and capacitive reactance in AC circuits. Transformers are also explored.

Prerequisite: ELT 119

ELT 125 Circuit Analysis II (3 CR)

A study of alternating electrical current is presented. Topics include AC measurements, resistance, inductance and capacitance in AC circuits. Transformers and filters are explored. **Prerequisite:** ELT 120

ELT 129 Semiconductor Devices (2 CR)

This course is the study of electronic devices including diodes, transistors, integrated circuits, and other semiconductor devices; their characteristics and application to practical circuitry.

Prerequisite: ELT 124

ELT 130 Electronics I (4 CR)

Study of electronic devices including diodes, bipolar and field effect transistors, integrated circuits, and other semiconductor devices; their parameters, nomenclature, characteristics, and application to practical circuitry. **Prerequisite:** ELT 125

ELT 139 Digital Electronic Fundamentals (3 CR)

This course is the beginning course in digital electronics. Topics include number systems, basic logic gates, counters, shift registers. Decoders and encoders will also be explored.

Prerequisite: ELT 129

ELT 140 Introduction to Digital Electronics (4 CR)

This course is the beginning course in digital electronics. Topics include number systems, Boolean algebra, and basic logic gates and circuits. **Prerequisite:** ELT 130

ELT 148 Electrical Math I (2 CR)

Introductory course beginning with algebra involving addition, subtraction, multiplication, division, equations, powers of 10, Ohm's Law, factoring, and other functions of math related to electrical problem solving.

ELT 149 Electrical Math II (2 CR)

This is an advanced course covering angles, trigonometric problems, right triangles, equations, vectors, periodic functions and related math applications as a tool of the trade.

Prerequisite: ELT 148

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ELT 150 Residential Wiring (2 CR)

How to interpret residential blueprints, wiring diagrams, wiring systems, and supplementary information contained in the specifications, as well as requirements of the National Electric Code. Covers symbols and outlets, determining the number of circuits, conductor size and types, switch controls, heaters, water pumps, service entrance, furnace hook-up, and low voltage wiring.

ELT 151 Commercial Wiring (2 CR)

Learn to interpret wiring plans of commercial buildings for the electrical installation involved, as well as requirements of three phase 208/120 volt system, a variety of commercial occupancies, lighting fixtures, service entrances and metering facilities. **Prerequisite:** ELT 150

ELT 152 Industrial Wiring (2 CR)

Covers preliminary plan study, sub-station and high-voltage metering equipment, feeder duct and distribution transformers, panel boards and sub-feeders, lighting circuits, motors and controllers, precipitron units, synchronous condensers, three-way phase trolley ducts, signal systems, ventilating and alternate methods of feeder layout. **Prerequisite:** ELT 150

ELT 215 Electrical Troubleshooting (2 CR)

This course explores troubleshooting in various areas such as: control circuits, combination starters, control devices, special controls, DC motors, AC motors, lighting systems with use of schematics, building drawings, and with emphasis on cutting trouble-shooting time. **Prerequisite:** ELT 148

ELT 220 Industrial Motion Control (3 CR)

This course covers motion controls as used in real world situations, including PLC, robotics, servos, sensing devices, actuators, and controls. **Prerequisite:** ELT 140

ELT 250 Electric Motors & Controls (4 CR)

Basic principles involved in the operation of motors and controls. Study includes single-phase motors and their operating principles, polyphase systems and the various control devices used with these systems. **Prerequisite:** ELT 125

ELT 260 Basic Programmable Controllers (4 CR)

Basic programmable controllers is a course for apprentices and skilled trades trainees looking at the history, characteristics, application and limitation of PCs. Numeration systems, binary-coded decimals, ASCII, gray code and Boolean logic studied. Additional study includes input/output devices, processing and programming functions, program development,

documentation, start-up and troubleshooting.

Prerequisite: ELT 151

ELT 265 SLC 500 Programming & Troubleshooting (2 CR)

Students will gain skills in programming and troubleshooting real world inputs and outputs. Hands-on instruction is used exclusively. **Prerequisite:** ELT 260 or RTI 157

ELT 266 RSLOGIX Programming & Troubleshooting (2 CR)

This course covers RSLOGIX programming and troubleshooting. Topics include adding rungs, addressing I/O, online and offline editing and troubleshooting tools.

Prerequisite: ELT 260

ELT 270 Communications Circuits (4 CR)

Circuits and theory related to electronic communication. Topics covered include RF amplifiers and oscillators, modulation and detection, fiber optics, antennas, digital techniques, transmitters and receivers.

Prerequisite: ELT 125 and ELT 130

ELT 280 Digital Systems (4 CR)

This course covers hardware organization of digital systems with emphasis on microprocessors and minicomputers. Treatment extends from general programming and interfacing techniques common to all microprocessors to the operation, programming, and applications of representative microprocessor families.

Prerequisite: ELT 140

EMERGENCY MEDICAL SERVICES (EMS)**EMS 110 CPR & First Aid (2 CR)**

This course provides instruction in adult, child and infant cardiopulmonary resuscitation, as well as standard first aid. It is designed to prepare an individual to handle medical or accidental emergencies until professional help arrives or until the victim can seek help, and to handle minor injuries that do not require professional assistance. Upon successful completion of this course the student is qualified to receive CPR and Standard First Aid certificates through the Red Cross.

EMS 125 EMT: Ambulance (6 CR/F)

Part I of a two semester EMT-A course. Completion of a clinical practicum is required and must be arranged on student's time. Completion of EMS 125 and EMS 126 enables student to take Michigan EMT Licensing exam. Lab included. **Prerequisite:** ENG 085*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

EMS 126 EMT: Ambulance (6 CR/W)

Part II of a two semester EMT-A course. Completion of a clinical practicum is required and must be arranged on student's time. Completion of EMS 125 and EMS 126 will enable student to take Michigan EMT Licensing exam. Lab included.

Prerequisite: EMS 125

EMS 211 Paramedic I (8 CR/F)

Paramedic course leading to certification as advanced emergency medical technician. First semester cover medical, legal, patient assessment, acid base balance, IV therapy, and respiratory.

Prerequisite: BIO 155 or can be taken concurrently

EMS 212 Paramedic Lab I (2 CR/F)

Laboratory for EMS 211.

EMS 213 Paramedic Clinical I (2 CR/F)

Clinical for EMS 211.

EMS 221 Paramedic II (8 CR/W)

Continuation of paramedic training, covering cardiology and pharmacology. **Prerequisite:** EMS 211

EMS 222 Paramedic Lab II (2 CR/W)

Laboratory for EMS 221.

EMS 223 Paramedic Clinical II (2 CR/W)

Clinical for EMS 221.

EMS 231 Paramedic III (8 CR/S)

Continuation of paramedic training, covering medical emergencies, environmental emergencies and psychological emergencies. **Prerequisite:** EMS 221

EMS 232 Paramedic Lab III (2 CR/S)

Laboratory for EMS 231.

EMS 233 Paramedic Clinical III (2 CR/S)

Clinical for EMS 231.

EMS 242 Paramedic Lab IV (2 CR)

This is the fourth and final lab in the paramedic program. During this lab time the student will review all practical skills in order to better prepare for the National Registry exam. In addition, the student will practice written test taking skills with sample tests and a national review manual. Class will meet every other week for the full semester of 16 weeks allowing eight lab sessions. **Prerequisite:** EMS 231

EMS 243 Paramedic Clinical IV (6 CR)

This is the final clinical rotation for senior paramedic students. Students will schedule one EMS Ambulance shift per week along with one hospital shift per week. This clinical rotation will last for the full semester of 16 weeks.

Prerequisite: EMS 231

ENGLISH (ENG)**ENG 080 Reading Essentials (4 CR)**

This course provides the most fundamental support for students who need to develop college-level reading skills. Students must show an ability to read some pre-college writing independently. They are provided with a sequentially structured approach to comprehending college-level writing. Student's writing is a significant component.

ENG 085 College Reading (4 CR)

This course is intended for students who have developed their reading skills nearly to the college level. Further skill and knowledge development focuses on the common patterns of text found in both narrative and expository writing, on strategies for self-monitoring and memory enhancement, and on the development of vocabulary typically found in college level textbooks. Student's writing is a significant component.

Prerequisite: ENG 080*

ENG 090 Introduction to Writing (3 CR)

This is an intensive course in composition for students who need supplementary help in writing. A personal approach helps students enhance their writing abilities, resolve writing problems and explore writing strategies. An end of semester portfolio and an additional 16 hours of writing activities and workshops are required.

ENG 106 Publication Newspaper (3 CR/F,W)

Students work with editors and advisors of college newspaper in reporting, copywriting, photography, layout, make-up, advertising sales and financing. May be taken two times for credit. **Prerequisite:** ENG 085* and ENG 090*

ENG 131 Writing Experience (3 CR/F,W,S)

This is an intensive writing course designed to help students improve, strengthen and refine writing skills. Research methods are introduced. An end of the semester portfolio of narrative and informative writings and an additional 16 hours of writing activities and workshops are required.

Prerequisite: ENG 080* and ENG 090*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ENG 132 Writing Experience (3 CR/E,W,S)

This course is a continuation of the writing instruction and practice begun in ENG 131 with an emphasis on critical thinking, information gathering, and those forms of writing useful to academic and professional life. Research writing is emphasized. An end of the semester portfolio of informative and research writings and an additional 16 hours of writing activities and workshops are required.

Prerequisite: ENG 131

ENG 206 Publication Newspaper (2 CR/E,W)

Students work with editors and advisors of college newspaper in reporting, copywriting, photography, layout, make-up, advertising sales, and financing. May be repeated once for credit. **Prerequisite:** ENG 106

ENG 210 Introduction to Film (3 CR/W)

Students are introduced to film as a visual art and to basic film terms and techniques, such as composition, movement, editing and sound. Readings in film history, genre, theory and criticism. Includes JCC Winter Film Series.

Prerequisite: ENG 085* and ENG 131

ENG 232 Technical & Business Writing (3 CR/E,W,S)

A course designed to provide practice in a variety of written and oral communications to meet the requirements of the workplace. Projects may include descriptions, instructions, resumes, proposals, reports or online documents. It involves frequent writing, both in and out of class, as well as oral presentations, collaborative activities, and individual conferences. **Prerequisites:** ENG 085* and ENG 131

ENG 236 Women In a Changing Society (3 CR/W)

(SAME AS SOC 236)

Inquiry into historical and changing roles of women, looking at causes of these changes and their effects on women and society through literature, sociology, biology and history.

Prerequisite: ENG 085* and ENG 131

ENG 246 Short Story & Novel (3 CR/E,W)

Students are introduced to traditional and contemporary fictional genres. This course emphasizes understanding, appreciation, and the critical analysis of narrative art. Selections for study are chosen from English and American literature as well as world literature in translation.

Prerequisite: ENG 085* and ENG 131

ENG 247 Poetry & Drama (3 CR/E,W)

Students are introduced to lyric and dramatic genres. This course emphasizes understanding, appreciation, and enjoyment of poetry and theatre as language performances and literary forms. Selections for study are chosen from English and American literature as well as world literature in translation.

Prerequisite: ENG 085* and ENG 131

ENG 249 African-American Literature (3 CR)

Survey of the literature of African-American writers. Emphasis is on the major writers in narrative, poetry, fiction, essay and drama. **Prerequisite:** ENG 085* and ENG 131

ENG 252 Shakespeare (3 CR/W)

Students read representative plays and are introduced to the Elizabethan world. Course emphasizes developing understanding, appreciation, and critical analysis skills.

Prerequisite: ENG 085* and ENG 131

ENG 254 Children's Literature (3 CR/E,W)

Students survey the various genre of children's literature from a critical point of view. Course emphasizes developing student competency in oral reading and presentation of children's literature. **Prerequisite:** ENG 085* and ENG 131

ENG 255 American Literature-19th Century (3 CR/E,W)

Students examine the development of a distinctive American literature and culture during the 19th century. Students read selections from many writers, with emphasis on major figures such as Hawthorne, Melville, Thoreau, Emerson, Poe, Dickinson, Whitman, Douglass and Jacobs.

Prerequisite: ENG 085* and ENG 131

ENG 256 American Literature-20th Century (3 CR/E,W)

Students examine the literature and culture of America from 1890 to the present, with emphasis on the development of organic and post-modern writing in narrative, poetic and critical modes. **Prerequisite:** ENG 085* and ENG 131

ENG 257 World Literature I (3 CR)

Students compare major themes and writers from Africa, America, Asia and Europe.

Prerequisite: ENG 085* and ENG 131

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

ENG 261 Creative Writing I (3 CR/EW)

Students experiment with writing poetry, fiction, drama and creative nonfiction for discussion and criticism. Students invent, collaborate and revise before submitting a portfolio of their work. Contemporary readings and visiting authors/videos enhance the class, but primary attention is given to students' creative writing process.

Prerequisite: ENG 085* and ENG 131

ENG 262 Creative Writing II (3 CR)

Students in this workshop write fiction, poetry and other forms and present writing for criticism and discussion. Contemporary readings emphasize participation of writers in a living act. Students write and workshop fiction, poetry and other genres. Contemporary readings emphasize writing invention and writing communities.

Prerequisite: ENG 085* and ENG 261

ENGLISH AS A SECOND LANGUAGE (ESL)**ESL 080 English as a Second Language: Beginning I (1 CR)**

This course is designed for the student with little or no background in English. Students learn integrated basic skills in reading, writing, speaking, and listening. *NOTE: this course will not apply towards a JCC degree or certificate.*

ESL 081 English as a Second Language: Beginning II (1 CR)

This course is a continuation of ESL 080, designed for the student with little or no background in English. Students learn integrated basic skills. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 080

ESL 085 English as a Second Language: Basic I (1 CR)

Students learn to use English to get along in the community. In addition to the integrated basic skills in reading, writing, speaking, and listening, students learn strategies to help them communicate with more success. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 081

ESL 086 English as a Second Language: Basic II (1 CR)

This course continues the coursework begun in ESL 085. Students learn integrated basic skills and strategies to help them communicate with more success. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 085

ESL 090 English as a Second Language: Intermediate I (1 CR)

Students increase their vocabulary and understanding of grammatical structures, enhance their communication strategies and practice the four language skills. At this level a student may focus more strongly on particular language skills to increase proficiency in that skill. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 086

ESL 091 English as a Second Language: Intermediate II (1 CR)

This continues the coursework begun in ESL 090. Students study vocabulary, grammatical structures, communication strategies, and practice the four language skills with a stronger focus on one language skill. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 090

ESL 095 English as a Second Language: Advanced I (1 CR)

Students practice advanced comprehension strategies and continue to refine their communication skills. Advanced student should also be able to succeed in an academic course with native speakers. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 090 or ESL 091

ESL 096 English as a Second Language: Advanced II (1 CR)

This continues the coursework begun in ESL 095. Students refine communication strategies, and may focus on one language skill to improve proficiency. *NOTE: this course will not apply towards a JCC degree or certificate.* **Prerequisite:** ESL 095

FRENCH (FRN)**FRN 131 Elementary French I (4 CR/F)**

Introduces and develops the four skills of language learning: listening, speaking, reading and writing, with special emphasis on listening and speaking. **Prerequisite:** ENG 085*

FRN 132 Elementary French II (4 CR/W)

Provides increased practice in the basic language skills; listening, speaking, reading and writing. **Prerequisite:** FRN 131

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

GEOLOGY (GEL)

GEL 160 Introduction to Geology (4 CR/E/W)

The course covers minerals, rocks, earthquakes and volcanoes. It also covers the landscapes and behaviors of continents and oceans. Diagrams, photographs, topographic maps, Internet resources and hands-on exercises are utilized to support the concepts.

Prerequisite: ENG 085* and ENG 090*

GENERAL EDUCATION (GEN)

GEN 022 Portfolio Development (1 CR)

Students may receive credit towards a degree for certain life experiences. Course guides student in developing a portfolio to document their learning experience.

GEOGRAPHY (GEO)

GEO 131 Physical Geography (3 CR/F)

The course begins with maps and grid systems. Map exercises are used all semester to enhance the textbook. Other topics include meteorology, vegetation, earth materials and a range of tectonic and landscape subjects.

GEO 132 World Regions (3 CR/W)

This course covers all regions of the world from a human perspective. Topics include resources, population, settlements, agriculture, manufacturing and transportation. There is special emphasis on Internet research in the classroom.

GERMAN (GER)

GER 131 Elementary German (4 CR/F)

Introduces and develops the four skills of language learning: listening, speaking, reading and writing, with special emphasis on listening and speaking. **Prerequisite:** ENG 085*

GER 132 Elementary German (4 CR/W)

Continuation of German 131 with increased practice in listening, reading, writing and speaking.

Prerequisite: GER 131

HISTORY (HIS)

HIS 120 Ancient History (3 CR/E/W)

Attempts to answer the question, "Where did it all begin?" with a leisurely survey of the politics, art and religion of the ancient world from history's beginning in Sumeria to the end of the ancient world when the Western Roman Empire faded out of sight in 476 A.D. **Prerequisite:** ENG 085* and ENG 090*

HIS 125 African—American History (3 CR)

Examines the role African-Americans who have historically played in the political, economical, and social construction of America. **Prerequisite:** ENG 085* and ENG 090*

HIS 131 Western Civilization to 1555 (4 CR/E/W,S)

Together with History 132, constitutes the basic history course, as well as an introduction to the humanities; the roots of Western culture and its development through the Reformation. Emphasis is placed upon the social, philosophical, scientific, artistic, and religious evolution, as well as the political setting. **Prerequisite:** ENG 085* and ENG 090*

HIS 132 Western Civilization 1555 to Present (4 CR/E/W,S)

Continuation of History 131, emphasizing the development of new political areas, economic and social theories, the evolution and expansion of modern states, and efforts to control international tensions. **Prerequisite:** ENG 085* and ENG 090*

HIS 231 Development of the U.S. Through the Civil War (3 CR/E/W,S)

The study of American national history beginning with the colonization to the Civil War. Themes include exploration and settlement, development of political theory, development of the West and its influence on the country, the growth of sectionalism and the Civil War.

Prerequisite: ENG 085* and ENG 090*

HIS 232 Development of the U.S. From the Civil War (3 CR/E/W,S)

Continuation of HIS 231, from the period of the Civil War and Reconstruction. Emphasis on industrial, commercial, and agricultural expansion; intellectual currents; outstanding social changes; the nation's expanding role in the world affairs, and the Cold War. **Prerequisite:** ENG 085* and ENG 090*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

HIS 235 Twentieth Century History (3 CR)

Examination of national and international developments in the past century focusing on such matters as colonialism, global warfare, and emerging nations, appearance and disappearance of communism. In addition, polarization of wealth and power, the revolution in technology, communication, businesses and industry, the conflict between the globalization movement and national tendencies will be examined.

Prerequisite: ENG 085* and ENG 090*

HEALTH OCCUPATIONS (HOC)**HOC 130 Introduction to Health Occupations (3 CR/E,W,S)**

Students through classroom and laboratory facilitation will examine health care teams, interactions between and reactions of patients in normal and altered states, professionalism, OSHA standards, medical ethics, lifting, moving, emergency assessment and response.

HEALTH & PHYSICAL FITNESS (HPF)**HPF 110 Golf (1 CR)**

Learn beginning skills, rules and courtesies. This course emphasizes the swing, chipping, and putting. Some equipment may be provided.

HPF 139 Spinning (1 CR)

A fast paced, invigorating workout to music utilizing specialized "spinning" stationary exercise bikes. Students are able to exercise at their own pace. The class is designed for a wide range of fitness levels.

HPF 156 Lifetime Fitness (2 CR)

For beginning exercisers and those reconditioning from injury, disability, or illness. Emphasis is placed on balance, coordination, flexibility, muscular strength and endurance.

HPF 160 Wellness (1 CR/E,W,S)

Learn the theoretical and practical relationship of lifestyle to productivity. Students examine attitudes and behaviors that enhance quality of life and maximize personal potential. Students have opportunities for self-evaluation.

Prerequisite: ENG 085*

HPF 161 Personalized Fitness (1 CR)

Receive a personalized fitness program, which requires 25 hours of exercise during convenient times. This self-paced course emphasizes both cardiovascular and muscular fitness.

HPF 168 Weight Training & Conditioning (2 CR/E,W)

Includes both didactic and practical application of the principles of comprehensive exercise. Learn about the multi-dimensional components of exercise including cardiovascular, flexibility and body composition. Special focus is placed on muscular strength and endurance within the context of a wellness perspective. Under the supervision of the instructor, students work out in a state of the art fitness facility that includes Eagle/Cybex equipment and multiple cardiovascular machines as well as a ten-lap/mile track.

Prerequisite: ENG 085*

HPF 169 Aerobic Rhythms (1 CR)

Students at various fitness levels participate in a choreographed exercise/dance and step class for the improvement of cardiovascular fitness, strength and flexibility.

HPF 182 Light Walking (1 CR)

Use walking to develop cardiovascular fitness and lose weight. This course emphasizes both muscular endurance and flexibility.

HPF 184 Race Walking (1 CR)

Learn how to apply proper race walking techniques as well as training techniques that enhance race walking performance. This course emphasizes physical activity.

HPF 185 Circuit Training (1 CR)

Participate in a challenging aerobic workout. The class emphasizes cardiovascular fitness utilizing a variety of work stations.

HPF 187 Interval Training (1 CR)

Participate in a vigorous running workout. Intervals ranging in distance from 200-800 meters form the basis of the workout.

HPF 221 Jazz Techniques (3 CR) (SAME AS DAN 121)

Beginner to intermediate level class exploring contemporary jazz and modern dance techniques. Includes an introduction to the fundamentals of choreography, exploration of the elements of dance, and history of dance.

HPF 268 Advanced Weight Training (2 CR/E,W)

Participate in fitness evaluations and individually prescribed programs designed to develop strength, aerobic endurance and flexibility. **Prerequisite:** HPF 168

HPF 277 Stress Management (2 CR)

Examine current information and techniques related to stress management. Students learn basic concepts and skills related to the holistic management of stress. **Prerequisite:** ENG 085*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

HUMANITIES (HUM)

HUM 131 Cultural Connections (3 CR/E,W,S)

This interdisciplinary course examines contemporary issues, their human and technological components, and their historical precedents through art, music, literature and philosophy.

Prerequisite: ENG 085* and ENG 090*

LICENSED PRACTICAL NURSING (LPN)

LPN 131 Foundations of Nursing (6 CR/W)

Introduction to the nursing process and their role as caregiver. Maslow's hierarchy of needs is explored, along with nursing skills that meet basic physiologic and safety needs. Laboratory and clinical experience provide the student an opportunity to demonstrate initial application of the roles of caregivers and member of the discipline in a highly structured, supervised setting.

LPN 132 Medications (3 CR/E,W)

Introduction to the purpose, use, and action of medication in meeting basic human needs. Safety and legal implications discussed. Nursing process serves as the framework for understanding client needs during medication therapy.

Prerequisite: BIO 155, LPN 141 or MOA 141 and MTH 110* or higher.

LPN 141 Body Structure & Function (4 CR/E,W,S)

(SAME AS MOA 141)

This course is a body systems approach to the body structures and functions providing a foundation of understanding normal and abnormal body functions and disease processes.

Prerequisite: ENG 085*

LPN 145 Normal/Therapeutic Nutrition (3 CR/E,W,S)

(SAME AS MOA 145, NUR 207)

Basic nutritional concepts are presented with emphasis on application to patient care. Selected nutritional disorders and fundamentals of diet therapy are also included.

Prerequisite: ENG 085*

LPN 180 Nursing Care of Adults—IA (6 CR/F)

Use the nursing process to implement the caregiver role with adult clients experiencing basic physiologic needs.

Understanding of how disease states of various body systems (respiratory, gastrointestinal, endocrine and immune) alter the client's needs and their ability to meet their needs explored.

Clinical experience provides the student the opportunity to demonstrate the roles of caregiver and member of the discipline. **Prerequisite:** LPN 131 and MOA 110

LPN 181 Nursing Care of Adults—IB (6 CR/F)

Use the nursing process to implement the caregiver role with adult clients experiencing basic physiologic needs.

Understanding of how disease states of various body systems (gastrointestinal, mental health, respiratory, cardiac valves, hematopietic) alter the client's needs and their ability to meet these needs explored. Clinical experience provides the opportunity to demonstrate the roles of caregiver and member of the discipline. **Prerequisite:** LPN 131 and MOA 110

LPN 182 Role of the Practical Nurse (2 CR/W)

Review the ethical/legal responsibilities of the LPN along with the scope of practice of the LPN. Issues related to types of health care organizations, LPN organizations, continuing education, and licensure covered. Students learn how to prepare for and take the NCLEX-PN examination. Information on home management, resume preparation and job seeking skills included. **Prerequisite:** LPN 180 and LPN 181

LPN 183 Nursing Care of Adults—II (6 CR/W)

Use the nursing process to implement the caregiver role with adult clients experiencing oncology, immune, renal, sensory, reproductive and musculoskeletal health conditions. Maslow's hierarchy of needs is utilized as the framework for understanding client responses to disease states. Emphasis placed on the special needs of elderly clients. Clinical experiences are designed to reinforce theory and demonstrate the roles of caregiver and member of the discipline.

Prerequisite: LPN 180 and LPN 181

LPN 184 Maternal/Child Concepts (6 CR/W)

Extend the use of the nursing process to the childbearing and childrearing clients. Maslow's hierarchy of needs is utilized as a framework to care for the client who has a well-defined health care problem in a structured setting. Includes a clinical setting.

Prerequisite: LPN 180 and LPN 181

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

MEDICAL ASSISTANT (MOA)

MOA 111 Medical Assistant Techniques I (3 CR/W)

Through class and laboratory practice the student will learn clinical practices, procedures and routines performed by the medical assistant. The medical assistant's role in the preparation for assisting with examination and treatment of the patient, basic techniques in taking vital signs, medical asepsis, office emergencies, wound care, mobility training, accommodation for patients with disabilities, assisting with office surgery and documentation are emphasized.

Prerequisite: BIO 155, LPN 141 or MOA 141

MOA 112 Insurance, Reports, Law & Ethics (3 CR/F,W)

Principles and concepts of medical law and bioethics, as well as an overview of health care financing through third party payers are the main focus of this course. Topics include: medical practice management medical law, liability and malpractice prevention, health information management, HIPAA and confidentiality of patient information, employment practices, consent, billing collections, insurance and government healthcare programs, codes of ethics and contemporary bioethical issues.

MOA 120 Medical Terminology (3 CR/F,W,S)

A programmed learning word building system approach is used to teach basic medical terminology word roots, prefixes, suffixes, language origins, plural formation and grammar rules are studied. Emphasis is placed on word building, definitions, spelling, usage, pronunciation, and acceptable medical abbreviations. **Prerequisite:** ENG 085*

MOA 141 Body Structure & Function (4 CR/F,W,S) (SAME AS LPN 141)

This course is a body systems approach to the body structures and functions providing a foundation of understanding normal and abnormal body functions and disease processes.

Prerequisite: ENG 085*

MOA 145 Normal/Therapeutic Nutrition (3 CR/F,W,S) (SAME AS LPN 145, NUR 207)

Basic nutritional concepts are presented with emphasis on application to patient care. Selected nutritional disorders and fundamentals of diet therapy are also included.

Prerequisite: ENG 085*

MOA 204 Seminar & Externship (5 CR/W)

225 hours non-paid externship with a licensed healthcare practitioner, in a medical office, or clinic. This capstone medical assistant course provides an opportunity for practice of basic medical assistant skills and application of knowledge of administrative, clinical, and trans-disciplinary competencies.

Prerequisite: MOA 111, MOA 211, MOA 240, and MOA 241

MOA 211 Medical Assistant Techniques II (4 CR/F)

Through class and laboratory clinical skills are practiced and knowledge applied. OSHA standards, CLIA laws, EKG, medication administration, phlebotomy, and lab specimen collection, microscopy, medical lab testing and assisting in gynecology, obstetrics, urology, pediatrics, respiratory therapy, family practice and use of community resources are emphasized. **Prerequisite:** MOA 141, LPN 141 or BIO 155 and MOA 120

MOA 230 Medical Machine Transcription (3 CR)

Students are introduced to medical correspondence and report transcription using computerized word processing and machine transcribers. Emphasis is placed on correct English usage, medical terminology, spelling, punctuation, report form, and word processing techniques. Keyboarding skills are essential. **Prerequisites:** MOA 120, CIS 101, and MOA 141 or LPN 141 or BIO 155

MOA 235 Advanced Medical Machine Transcription (3 CR)

Building upon skills learned in MOA 230, this course moves the transcription student through more complicated and diverse medical specialty report dictation including ophthalmology, orthopedics, neurology, mental health, and history and physical exam. Speed, accuracy and quality are emphasized.

Prerequisites: MOA 230

MOA 240 Medical Office Procedures (3 CR)

Through written and computerized medical office simulations the student will learn basic concepts and medical administrative practices. Topics include: medical office health information management, oral and written communication skills, patient account management, peg-board accounting, electronic transmission of data, machine transcription of dictation, preparation of correspondence, understanding document content and use, reception and telephone etiquette, appointment scheduling and legal issues.

Prerequisites: MOA 112, MOA 120, ENG 131 and CIS 101

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

MOA 241 Medical Records (3 CR/E/W)

Study principles and practices in health information management as it relates to documentation for medical billing. Introduction to ICD and CPT coding, private insurance, and government program claim processing, legal and healthcare finance issues, HIPAA and release of information guidelines are emphasized.

Prerequisite: MOA 120 and MOA 112

MOA 242 Advanced Medical Billing (3 CR/W)

Designed to teach advanced skills in medical insurance billing. Correct preparation of major carrier claims including use of modifiers and rebilling skills emphasized.

Prerequisite: MOA 241

MOA 245 Billing/Transcript Externship (3 CR/W)

150-hour non-paid externship experience in a medical setting as appropriate to practice receptionist and billing or transcription skills. Weekly seminar meetings include: guidance and discussion of placement experiences, documentation and evaluation of externship activities and job search skills.

MATHEMATICS (MTH)**MTH 095 Basic Mathematics (4 CR)**

Provides the most fundamental support for students who need to develop skills in the arithmetic of whole numbers, fractions, decimals, signed numbers and metric measurement.

MTH 110 Pre-Algebra (3 CR/E/W,S)

Review of arithmetic of positive and negative integers, fractions, decimals, percentages. Covers measurement and geometric calculations. Basic algebraic concepts include simplifying expressions and solving simple equations.

Prerequisite: MTH 095*

MTH 120 Beginning Algebra (4 CR/E/W,S)

Study variables and variable expressions, integers, laws of exponents, equations (linear, quadratic, rational, radical and absolute value), linear inequalities, linear systems, coordinate graphing and problem solving. **Prerequisite:** MTH 110*

MTH 131 Intermediate Algebra (4 CR/E/W,S)

Emphasizes simplifying expressions, solving equations, and graphing functions, including linear, quadric, polynomial, rational, radical, exponential and logarithmic. Problem solving and mathematical modeling are integrated throughout. Appropriate technology to include a graphing calculator.

Prerequisite: MTH 120*

MTH 133 Introduction to Probability & Statistics

(3 CR/E/W,S) (SAME AS ITE 205, PSY 143)

Introduction to basic descriptive statistics, probability theorems, frequency distributions and functions, binomial and normal probability distributions and functions, probability density functions, hypothesis testing, statistical inference, Chi-square analysis, linear regression and correlation.

Prerequisite: MTH 131*

MTH 140 Pre-Calculus (5 CR/E/W,S)

Major emphasis is on the concept of functions. Study polynomial, rational, exponential, logarithmic, trigonometric and inverse trigonometric functions, their properties, graphs, and related equations and applications. Additional topics include systems of equations, matrices, conic sections, sequences and series, and probability. A graphing calculator is required and used extensively. **Prerequisite:** MTH 131*

MTH 145 Finite Mathematics

This course is for students whose programs do not require trigonometry or the calculus sequence. The topics that will be included are linear, exponential, quadratic, polynomial and logarithmic functions and models; systems of linear equations; linear regression; mathematics of finance and financial modeling; matrices, linear programming; permutations; combinations, probability theory; probabilistic simulations; decision theory; descriptive statistics; and Markov chains.

Prerequisite: MTH 131*

MTH 151 Calculus I (4 CR/E/W,S)

First calculus course for business, mathematics, engineering and science students explores introductory plane analytic geometry, the derivative, the integral, and their applications for algebraic, trigonometric, exponential and logarithmic functions. Graphing calculator required. **Prerequisite:** MTH 140*

MTH 154 Calculus II (5 CR/E/W,S)

Explore the following topics: methods and applications of the derivative and integral for inverse trigonometric and hyperbolic functions, indeterminate forms, series, polar and parametric representation of functions, matrices, determinants, solution of systems of equations, and vectors. Graphing calculator required. **Prerequisite:** MTH 151*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

MTH 210 Foundations of Mathematics (3 CR)

Provides background material for students preparing to teach at the elementary level. Emphasizes the structure and properties of the number system. Covers concepts, models and algorithms for whole numbers, integers, fractions, decimals, and percents. Some additional hours of on-site field work required.

Prerequisite: MTH 131*

MTH 211 Foundations of Mathematics II (3 CR)

The course will provide the second semester of math content for elementary education majors. It is a continuation course for MTH 210, Foundations of Mathematics I.

Prerequisite: MTH 210

MTH 251 Calculus III (4 CR/E/W)

Solid analytical geometry is integrated throughout this course covering the calculus of vector valued functions, multivariable functions, and vector fields with applications. Also covers linear algebra topic of vector spaces. Graphing calculator required.

Prerequisite: MTH 154

MTH 254 Differential Equations (4 CR/W)

Explore solutions of first order differential equations, linear differential equations with constant coefficients, variation of parameters, series solutions, Laplace transforms, eigenvectors and eigenvalues and application to solution of systems of linear first order equations. Graphing calculator required.

Prerequisite: MTH 154

MUSIC (MUS)**MUS 103 Keyboard I (2 CR/E/W)**

Sequence of courses that teach music reading and performance on piano. The course stresses functional keyboard skills.

MUS 104 Keyboard II (2 CR/E/W)

Sequence of courses that teach music reading and performance on piano. The course stresses functional keyboard skills. **Prerequisite:** MUS 103

MUS 105 Keyboard III (2 CR/E/W)

Sequence of courses that teach music reading and performance on piano. The course stresses functional keyboard skills. **Prerequisite:** MUS 104

MUS 106 Keyboard IV (2 CR/E/W)

Sequence of courses that teach music reading and performance on piano. The course stresses functional keyboard skills. **Prerequisite:** MUS 105

MUS 107 Beginning Guitar (2 CR)

Beginner class instruction in playing folk and classical guitar. Each student provides own guitar.

MUS 123 Voice Class (2 CR/E/W)

Designed to aid in vocal techniques and develop stage presence. Topics include breathing techniques, vocal evaluation, developing a personal style and working with a microphone. Repeatable two times for credit.

MUS 124 Advanced Voice Class (2 CR/E/W)

Sequence of Voice Class, MUS 123. Class continues the development of vocal technique, with emphasis on performance. **Prerequisite:** MUS 123 Repeatable 2 times

MUS 129 Community Concert Band (1 CR/E/W)

Study and performance of concert band music performances. Admission with department permission required. Repeatable four times for credit.

MUS 130 Music of Non-Western Cultures (3 CR)

Discovering the music of non-western cultures through lecture and directed listening. **Prerequisite:** ENG 085*

MUS 131 Understanding Music (3 CR)

Lecture and directed listening on the elements, forms and historic chronology of Western music.

MUS 132 History of American Popular Music (3 CR)

Students explore the development of popular music in America and focus on the musical, social, and economic influences of commercial music in an historical context.

MUS 133 Music Education (3 CR)

Elementary education student is taught the fundamentals of music and then given practical experience in teaching, creating, and accompanying songs and how to enhance an elementary classroom with music.

MUS 135 African Drum Ensemble (2 CR)

Performance of African (Ashante) drums. Rehearsals with cultural exploration leading to performances of the music. Repeatable four times for credit.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

MUS 136 Brass Ensemble (2 CR)

Performance of music for brass chamber ensembles. Repeatable four times for credit.

MUS 137 Jazz Ensemble (2 CR)

Performance of jazz with emphasis on improvisational skill development. Repeatable four times for credit.

MUS 138 Woodwind Ensemble (2 CR)

Performance of woodwind chamber ensemble music. Repeatable four times for credit.

MUS 140 Small Instrumental Groups I (1 CR)

Small ensembles of instrumentalists performing selected materials. The size and type of these ensembles determined by the available instrumentation. Students interested in this course must register with the music department.

MUS 141 Small Instrumental Groups II (1 CR)

Small ensembles of instrumentalists performing selected materials. The size and type of these ensembles determined by the available instrumentation. Students interested in this course must register with the Music Department.

MUS 142 Small Instrumental Groups III (1 CR)

Small ensembles of instrumentalists performing selected materials. The size and type of these ensembles determined by the available instrumentation. Students interested in this course must register with the music department.

MUS 143 Small Instrumental Groups IV (1 CR)

Small ensembles of instrumentalists performing selected materials. The size and type of these ensembles determined by the available instrumentation. Students interested in this course must register with the music department.

MUS 151 Music Theory I (4 CR)

Study of scales, key signatures, chord structure, intervals, chord progression, and non-harmonic tones. This course includes sight singing, keyboard harmony and ear training.

MUS 152 Music Theory II (4 CR)

Continued study of scales, key signatures, chord structure, intervals, chord progression, and non-harmonic tones. This course includes sight singing, keyboard harmony and ear training. **Prerequisite:** MUS 151

MUS 161 Audio Production (3 CR)

Recording technique, the studio, multi-track recording, mixing, rhythm tracks, lead and instrumental overdubs, guide tracks, mix down, editing, and sound reinforcement.

MUS 167 Applied Music (1 CR)

Private instrument lessons are open to all students at the start of the semester. Students contact the music department which assists in locating a private instructor. Students pay for both lessons and college credit.

MUS 168 Applied Music (1 CR)

Private instrument lessons are open to all students at the start of the semester. Students contact the music department which assists in locating a private instructor. Students pay for both lessons and college credit. **Prerequisite:** MUS 167

MUS 177 Applied Music (1 CR)

Private instrument lessons are open to all students at the start of the semester. Students contact the music department which assists in locating a private instructor. Students pay for both lessons and college credit. **Prerequisite:** MUS 168

MUS 178 Applied Music (1 CR)

Private instrument lessons are open to all students at the start of the semester. Students contact the music department which assists in locating a private instructor. Students pay for both lessons and college credit. **Prerequisite:** MUS 177

MUS 190 Broadway Revue (1 CR/EW)

Study and perform Broadway, jazz and popular vocal literature. The performance aspect includes singing, stage presence, staging and movement. This ensemble rehearses a total of three to four hours per week. Audition is required. Repeatable four times for credit.

MUS 252 Advanced Music Theory II (4 CR)

Study of modulation seventh chords, altered chords, and 20th century techniques. This course includes keyboard harmony, sight singing and ear training. **Prerequisite:** MUS 251

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

NATURAL SCIENCE (NSC)

NSC 131 Contemporary Science (4 CR/E,W,S)

An interdisciplinary course that introduces the nature of science as a process. Particular topics from biology, chemistry, physics, geology and astronomy covered with an emphasis on critical thinking and evaluating evidence to examine competing theories. The interrelationships and interaction of the sciences are stressed, as is the relationship of science and technology. This course is ideal as a first science course for students whose science background is minimal, who are anxious about science, or who have not had a science course for several years.

Prerequisite: ENG 090* and MTH 110*

NURSING (NUR)

NUR 101 Fundamentals of Nursing (6 CR/E,W)

Become familiar with the nursing process as it relates to universal self-care requisites. Assistance is provided in acquiring and demonstrating competency in basic nursing skills. Emphasis is placed upon assessing self-care agency and therapeutic self-care demand. That information is then used to devise appropriate nursing diagnosis, to plan, implement, and evaluate a plan of care for clients requiring nursing actions to meet their universal self-care demands. Laboratory and clinical experiences are included.

NUR 103 Introduction to Professional Nursing (4 CR/F)

Provides a foundation in the scientific and social dimension of nursing as a discipline and a health profession. Examine the historical development of nursing and its impact on contemporary nursing. Cultural variables and personal values examined by the student. The societal context of nursing is reviewed, providing the student with an appreciation of the health care system, with particular emphasis on legal and ethical frameworks.

NUR 119 Transition Bridge Theory (4 CR)

Become familiar with the nursing processes related to professional delivery of nursing care for clients with medical, surgical, obstetrical, and pediatric health deficits. Exploration of legal and professional practice and transition to the RN role. Development of comprehensive health assessment concepts and physical assessment techniques. Didactic review of Family I concepts.

NUR 121 Pharmacology (3 CR/E,W,S)

Students are introduced to basic knowledge and skills needed to safely administer medications to clients with self-care needs. This course includes medication action, use, side effects, nursing implications and client education for major drug groups. **Prerequisite:** BIO 155 or LPN 141 or MOA 141 and MTH 110* or higher.

NUR 170 Self-Care (1 CR/E,W)

Students will be introduced to Orem's theory of self-care. The theory of self-care deficits and theory of nursing systems discussed as they relate to the clients, as well as to the students. Students use a variety of methodologies, which will then be a part of their repertoire of self-care knowledge and skills.

NUR 171 Supportive Educative Nursing (4 CR/E,W)

Apply the nursing process to promote self-care for adults with common, well-defined needs. This course explains problems of the client needing supportive-educative care. Clinical experience designed to reinforce the theory included. **Prerequisite:** NUR 121, NUR 101 and NUR 170

NUR 172 Pathophysiology (4 CR/E,W)

Study of human diseases and the mechanisms that govern them. Addresses etiology, clinical presentation and appropriate treatment of disease processes and nursing action. **Prerequisite:** BIO 155 and NUR 101 or NUR 120

NUR 173 Family I (4 CR/E,W)

Focus on family centered care utilizing the maternal child health standards. This course utilizes the self-care model and the nursing process as the framework to assist the student in collaborating with the client/family or other health care members in meeting the supportive-educative needs of the client/family in childrearing and childbearing experiences. **Prerequisite:** PSY 252, NUR 101, NUR 121 and NUR 170

NUR 207 Normal/Therapeutic Nutrition (3 CR/E,W,S) (SAME AS MOA 145, LPN 145)

Basic nutritional concepts are presented with emphasis on application to patient care. Selected nutritional disorders and fundamentals of diet therapy are also included. **Prerequisite:** ENG 085*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

NUR 242 Physical Assessment (1 CR/EW)

Designed for nurses to learn physical assessment skills including inspection, palpation, percussion and auscultation. Included are interviewing techniques and assessment of cardiac, musculoskeletal, GI, neurological and respiratory systems.

Corequisite: NUR 101

NUR 245 Health Assessment (3 CR/F)

This course is designed to provide an organized approach to client interviewing, health history information and documentation in the assessment process. A systematic method to physical assessment utilizing inspection, palpation, percussion and auscultation for all body systems is conceptualized and practiced in a controlled lab setting.

NUR 270 Partially Compensatory (4 CR/EW)

Apply the nursing process to promote self-care for clients with chronic health needs. Explores problems of the "partially compensatory" elderly client. Clinical experience is provided in the hospital and community. **Prerequisite:** NUR 171, NUR 172, and NUR 173 or NUR 120

NUR 271 Family II (4 CR/EW)

Further develop the self-care model by utilizing the nursing process to assist clients/families with complex self-care demands and deficits. It also explores the relationship of dependent care agents and nursing systems. And includes clinical experiences with children, childbearing and childrearing clients, designed to reinforce theory.

Prerequisite: NUR 171, NUR 172 and NUR 173 or NUR 120

NUR 272 Mental Health (5 CR/EW)

Explore learning experiences that promote satisfactory assimilation of fundamental mental health and mental illness concepts in their delivery of the nursing process with clients and family systems. A clinical component is provided for students to develop mental health nursing care skills.

Prerequisite: NUR 171, NUR 172 and NUR 173 or NUR 120

NUR 273 Wholly Compensatory (5 CR/EW)

Utilize the nursing process to provide wholly compensatory care for clients. Caring for clients requiring complex nursing interventions, medical regimens and includes clinical in acute care settings.

Prerequisite: NUR 270, NUR 271, NUR 272

NUR 274 Leadership (4 CR/EW)

Focus on the role changes from student to graduate and examine the nurse agent's role in a leadership position, as well as responsibility, accountability and liability in a health care setting. Current health care trends which impact the client's self care examined. Stresses continued skill development and includes clinical experience. **Prerequisite:** NUR 273

PHILOSOPHY (PHL)**PHL 231 Introduction to Philosophy (3 CR/EW,S)**

In this course, you will be exposed to some of the major figures in Western philosophy, and through them, some of the most important philosophical questions. You will discuss questions such as: Is ethics all a matter of opinion? What is the good life for human beings? When is the state justified in using coercive power? What is the nature of knowledge, and how do we get knowledge? What is the nature of reality? Can we prove the existence of God? **Prerequisite:** ENG 085* and ENG 090*

PHL 232 Logic (3 CR/W)

This course gives you a background in both informal and formal logic. Informal logic, which is derived from everyday types of discussions and arguments, is dealt with first. Topics included are the nature of arguments in general, statistical arguments, and fallacies (bad arguments). Formal logic involves dealing with arguments in an artificial language and is the ancestor of digital computers and every computer programming language. You will learn how to manipulate the artificial language and construct relatively simple proofs.

Prerequisite: ENG 085* and ENG 090*

PHL 243 Great World Religions (3 CR)

Students examine the literature and historical settings of great world religions. The relationship of contemporary thought is considered for representative groups.

Prerequisite: ENG 085* and ENG 090*

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

PHYSICS (PHY)

PHY 131 Conceptual Physics (4 CR/E, W)

Become familiar with basic concepts used in physics to describe and explain various physical phenomena. The course covers the following topics: kinematics (the description of motion); mechanics (the study of force, momentum, and energy); the behavior of solids, liquids and gases; temperature and heat; waves and sound; electricity and magnetism; and optics. The course is designed to familiarize the student with the basics of physics using a minimum of mathematics.

Prerequisite: ENG 085* and MTH 110*

PHY 151 Astronomy (4 CR)

This is a descriptive course, primarily for non-science majors, covering the general field of astronomy. Topics include telescopes, motions of the sky, planetology, stellar evolution, and cosmology. **Prerequisite:** ENG 085* and MTH 120*

PHY 161 Industrial Physics (2 CR)

Physical principles of mechanics and heat and their applications to machines, liquids, gases, structural materials, laws of moving bodies, heat control and heat engines.

PHY 231 College Physics I (4 CR/F)

Pre-professional and engineering technology students explore kinematics, mechanics, dynamics, thermodynamics, acoustics, and general wave motion. **Prerequisite:** MTH 132 or higher

PHY 232 College Physics II (4 CR/W)

Students cover topics in electricity, magnetism, and modern physics and is a continuation of PHY 231.

Prerequisite: PHY 231

PHY 251 Modern University Physics I (5 CR/F)

Students cover classical mechanics, thermodynamics, and wave motion. This course should be elected by all science and engineering students. **Prerequisite:** MTH 151 or higher

PHY 252 Modern University Physics II (5 CR/W)

Students cover topics in classical electricity and magnetism, optics, special relativity, and modern physics. A continuation of PHY 251. **Prerequisite:** PHY 251

POLITICAL SCIENCE (PLS)

PLS 141 American National Government (3 CR/E,W,S)

Develops a systematic framework for the interpretation of political activity in the U.S. Numerous models explain the theoretical foundations of government and the decision-making process. **Prerequisite:** ENG 085* and ENG 090*

PLS 262 International Relations (3 CR)

Survey contemporary world affairs and examine the nation-state system, the struggle for power, and factors creating harmony and hostility among states.

Prerequisite: ENG 085* and ENG 090*

PSYCHOLOGY (PSY)

PSY 140 Introduction to Psychology (4 CR/E,W,S)

Overview of the field of psychology, including learning, development, emotion, motivation, personality, abnormal behavior, and psychotherapy.

Prerequisite: ENG 085* and ENG 090*

PSY 143 Introduction to Probability & Statistics (3 CR/E,W,S) (SAME AS MTH 133, ITE 205)

Introduction to basic descriptive statistics, probability theorems, frequency distributions and functions, binomial and normal probability distributions and functions, probability density functions, hypothesis testing, statistical inference, Chi-square analysis, linear regression and correlation.

Prerequisite: MTH 131

PSY 152 Social Psychology (3 CR/W) (SAME AS SOC 152)

Theoretical synthesis of social influences, including attitude formation, social and cognitive development, aggression, prosocial behavior, prejudice, conformity, culture and gender differences, influences, group processes and interpersonal attraction. **Prerequisite:** PSY 140 or SOC 231

PSY 161 Introduction to Counseling (3 CR)

Learn basic counseling microskills against a backdrop of comparative theories and systems of counseling. Ethical, legal, and practical issues included. **Prerequisite:** PSY 140

PSY 222 Applied Behavior Analysis (3 CR)

Methods and techniques for changing behaviors based on learning principles. Includes modeling, simulation, role playing, operant, aversion, fear reduction and self-management methods. **Prerequisite:** PSY 140

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

PSY 245 Infancy and Childhood (3 CR)

Physical, mental, emotional, and social development of the human individual from conception through childhood. Genetic, prenatal, and postnatal influences on development are examined. Cognitive and social learning theories are used to integrate research findings. **Prerequisite:** PSY 140

PSY 251 Abnormal Psychology (3 CR/E/W)

Survey of those behaviors that do not fit the norm of society, including causal factors, specific disorders & treatment methods. **Prerequisite:** PSY 140

PSY 252 Developmental Psychology (3 CR/E/W)

Principles and theories of human development from conception through adulthood, with applications to foster optimal development. Cognitive, behavioral and social learning theories are used to integrate research findings.

Prerequisite: PSY 140

PSY 256 Educational Psychology (3 CR)

Application of psychological theories to the teaching-learning process. Principles of cognitive and social development discussed along with discipline, motivation, and assessment and evaluation. **Prerequisite:** ENG 085* and ENG 090*

PSY 290 Human Sexuality (3 CR)

Physiological, psychological, and sociocultural influences on human sexuality, including gender, sexual maturation and behavior, identity, values, orientation, relationships, sexually transmitted diseases, sexual disorders, and therapy.

Prerequisite: PSY 140

RADIOGRAPHY (RAD)**RAD 120 Radiologic Orientation (2 CR)**

The fields of radiologic technology are presented in this course. Hospital and medical clinical personnel, departments, history, hierarchy, development, means and methods of operation are studied with emphasis on the moral, legal and professional rights and responsibilities of the radiographer. Basic radiation protection is presented.

RAD 121 Radiographic Positioning I (4 CR)

A study of proper methods and types of equipment used in positioning for radiographic examinations, interpretation of radiologic request, related positioning terminology, and special positioning variations due to patient age and condition. Anatomy and positioning for the upper and lower extremities, chest, thoracic cage and abdomen are presented. Lab experience is utilized to emphasize course material. Methods of radiation protection are demonstrated. Lab included.

RAD 125 Radiographic Positioning II (4 CR)

Continuation for RAD 121, Radiographic Positioning I. Anatomy and positioning for the skull with related anatomical regions and parts, digestive, urinary, respiratory and spinal column are presented. Lab experiences are used to emphasize course material. Methods of radiation protection are demonstrated and emphasized. Lab included.

Prerequisite: RAD 121

RAD 126 Clinical Practicum I (3 CR)

Clinical experience is provided in this course under the direct supervision of ARRT-registered radiographers. Clinical competencies will be given corresponding to the exams completed in the classroom. Performance standards are used to evaluate the student's progress. **Prerequisite:** RAD 121

RAD 160 Fundamentals of Radiologic Science (4 CR)

Emphasis is on the application of fundamentals to the practice of diagnostic imaging. The course relates the principles of electricity, magnetism, electromagnetic energy, x-ray interaction with matter, radiation protection and the x-ray machine. Emphasis is on the understanding of these principles so as to manipulate a variety of factors to obtain a diagnostic radiograph. A lab experience is utilized to reinforce course content. Lab included. **Prerequisite:** RAD 126

RAD 161 Radiographic Exposure (4 CR)

The essential factors influencing the quality of radiographs will be presented. Exposure factors, accessory devices, various pathological influences, geometric influences, and recording media are presented. Energized laboratory experience will be performed to teach and reinforce learning. Radiation protection methods are studied. Lab included.

RAD 162 Clinical Practicum II (3 CR)

Continuation of Clinical Practicum I. **Prerequisite:** RAD 126

RAD 210 Clinical Practicum III (5 CR)

Continuation of Clinical Practicum II. **Prerequisite:** RAD 162

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

RAD 212 Special RAD Studies (4 CR)

A more detailed study of special radiographic procedures performed in the radiology department. The course will investigate myelograms, arthrography, sialography, venography, arteriography and intervention procedures, as well as other specialized imaging modalities.

Prerequisite: RAD 160

RAD 213 Radiobiology (2 CR)

Students review the basics of cell biology and study the basic biologic interaction of radiation. That study will include cellular and tissue response to radiation, as well as radiation pathology, the total body radiation response, and the late effects of radiation. It will conclude with a discussion of clinical radiobiology that includes diagnostic radiology, nuclear medicine and therapeutic radiology.

Prerequisite: BIO 155

RAD 214 Clinical Practicum IV (5 CR)

Continuation of Clinical Practicum III. **Prerequisite:** RAD 210

RAD 218 Radiographic Pathology (3 CR)

A survey of medical-surgical diseases and the body's natural means of reacting to such diseases. The immune process, inflammatory response process, traumatic and pathologic disturbances, and the natural homeostasis process are presented. Basic congenital abnormalities and normal growth are discussed. Pathologic conditions are related to the effect they have on the imaging process. **Prerequisite:** BIO 155

RAD 219 Clinical Practicum V (5 CR)

Continuation of Clinical Practicum IV. **Prerequisite:** RAD 214

SOCIOLOGY (SOC)**SOC 117 Criminology (3 CR/E,W)**

(SAME AS CRJ 117)

Provides an understanding of the cultural nature, origin, and development of criminal behavior with attention given to the psychological and sociological factors involved.

Prerequisite: ENG 085* and ENG 090*

SOC 152 Social Psychology (3 CR/W)

(SAME AS PSY 152)

Theoretical synthesis of social influences, including attitude formation, social and cognitive development, aggression, prosocial behavior, prejudice, conformity, culture and gender differences/influences, group processes, and interpersonal attraction. **Prerequisite:** PSY 140 and SOC 231

SOC 203 Field Studies (3 CR)

(SAME AS CRJ 203)

Only open to students who have reached sophomore level (26 or more credit hours), a minimum 2.5 GPA and permission of the department. An opportunity for students to work for one semester in a law enforcement agency.

SOC 231 Principles of Sociology (3 CR/E,W,S)

The discipline and its contributions to understanding the fundamental processes of social interaction. Includes development of self, socialization process, groups and social structure. Application of sociological principles to our society by examination of relevant research. **Prerequisite:** ENG 090*

SOC 235 Minority Groups in America (3 CR)

Sociology of dominant-minority relations in contemporary American society. Attention to specific ethnic, religious, and racial minorities in terms of prejudice and discrimination.

SOC 236 Women in a Changing Society (3 CR/W)

(SAME AS ENG 236)

Inquiry into historical and changing roles of women, looking at causes of these changes and their effects on women and society through literature, sociology, biology and history.

Prerequisite: ENG 085* and ENG 131

SPEECH (SPH)**SPH 231 Communication Fundamentals (3 CR/E,W,S)**

Learn the basic principles of speaking well, including interpersonal speech, non-verbal communication, discussion and small group dynamics, and public address. Student speeches are analyzed and criticized for effectiveness.

Prerequisite: ENG 085* and ENG 090*

SPH 234 Public Address (3 CR)

Explore the role of the speaker, audience, occasion, and the message. Offers opportunities for participation in all general purposes of speech plus some special occasion speeches. Delivery methods are impromptu, extemporaneous, manuscript, and memorized. Outlining, organization, delivery technique and other theories of public address stressed.

Prerequisite: ENG 085* and ENG 090*

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SPH 240 Interpersonal Communication (3 CR)

Learn to improve communication in a one-on-one basis and in small group situations. Emphasizes concepts and techniques with people in a variety of human relations situations. Includes units on perspective of interpersonal communication, self-disclosure, creating messages, coping with conflict, intimate relationships and the workplace.

Prerequisite: ENG 085* and ENG 090*

SPANISH (SPN)**SPN 131 Elementary Spanish I (4 CR/F, W, S)**

Introduces and develops the four skills of language learning: listening, speaking, reading and writing, with special emphasis on listening and speaking. **Prerequisite:** ENG 085*

SPN 132 Elementary Spanish II (4 CR/W)

Provides increased practice in the basic language skills, listening, speaking, reading and writing. **Prerequisite:** SPN 131

SPN 231 Intermediate Spanish I (4 CR/F)

Improves the basic skills of language learning with emphasis on speaking and writing. Introduces sustained readings in Spanish. **Prerequisite:** SPN 132

SPN 232 Intermediate Spanish II (4 CR/W)

Continues to stress speaking practice and writing improvement. Readings and discussions in Spanish, focusing on contemporary events and Hispanic culture.

Prerequisite: SPN 231

THEATRE (THR)**THR 116 Introduction to Theatre (3 CR/F,W)**

Survey of Western theatre and drama. Appreciation of theatre through understanding of historical development and societal function. Theatre architecture, production, costuming, and acting styles, and the artists who create them.

Prerequisite: ENG 085*

THR 131 Basic Stagecraft (3 CR)

Basic theory in set design and lighting design including tools, equipment, terminology, and techniques relevant to stage scenery and theatrical lighting.

THR 145 Fundamentals of Acting I (4 CR/F)

Fundamental theories and methodologies of acting and character development, using theatre games, improvisations and scene work with an emphasis on developing an ensemble.

THR 260 Introduction to Directing (3 CR)

Fundamentals of play directing. Exploration of text analysis, staging techniques and rehearsal processes. Student-directed scenes analyzed and critiqued.

Prerequisite: THR 145 (can be taken concurrently)

SPECIAL OPTIONS

Each discipline offers the following options. Contact the specific faculty for more information.

- **INDEPENDENT STUDY – VARIABLE CREDIT**

In-depth study of topics in any discipline that is of special interest to the student. Topic is selected and detailed in consultation with a faculty member.

- **SPECIAL TOPICS – VARIABLE CREDIT**

Intensive, in-depth investigation of one topic of current interest in any discipline. Different topics are chosen by the department.

- **WORK EXPERIENCE - INTERNSHIPS - SEMINARS
VARIABLE CREDIT**

Learn through meaningful work experience with an approved company in any discipline. The position must be obtained by the student and approved by the department before registration is permitted. Students apply the skills and knowledge gained from course work. A department faculty member supervises.

**You may meet this prerequisite based on your course placement, ACT score or successful college coursework. Visit our web site for current assessment options and requirements.*

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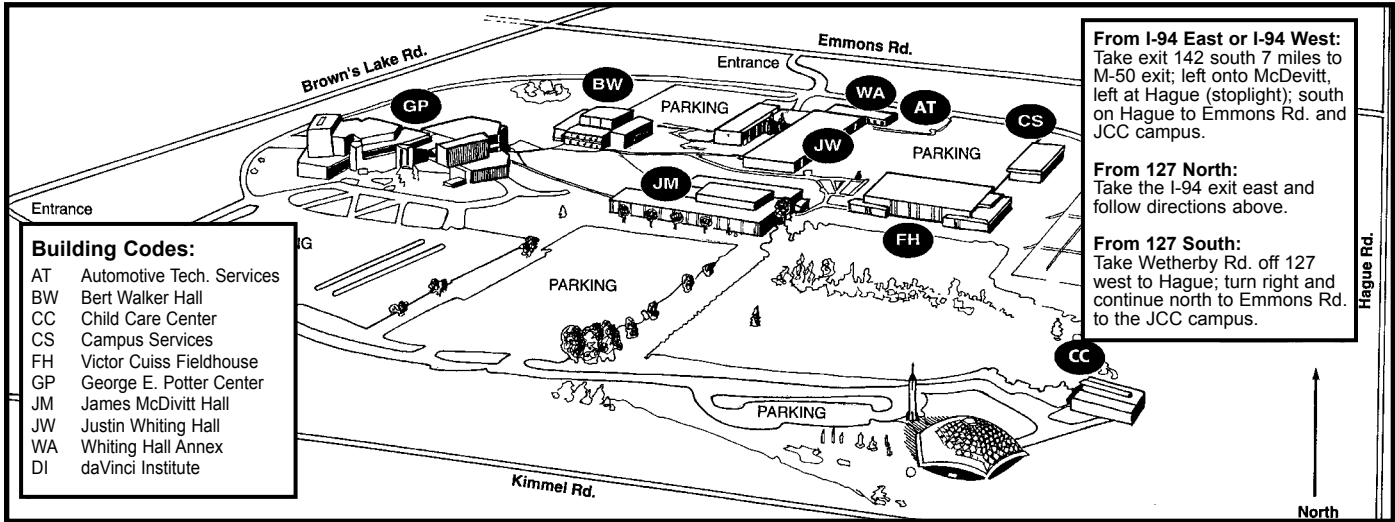
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WELCOME TO JACKSON COMMUNITY COLLEGE MAIN CAMPUS

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JCC OFF-CAMPUS LOCATIONS

JCC @ Lenawee VO-TECH

1376 N. Main Street
Adrian, MI 49221
(517) 265-5515

LeTarte Center, Hillsdale

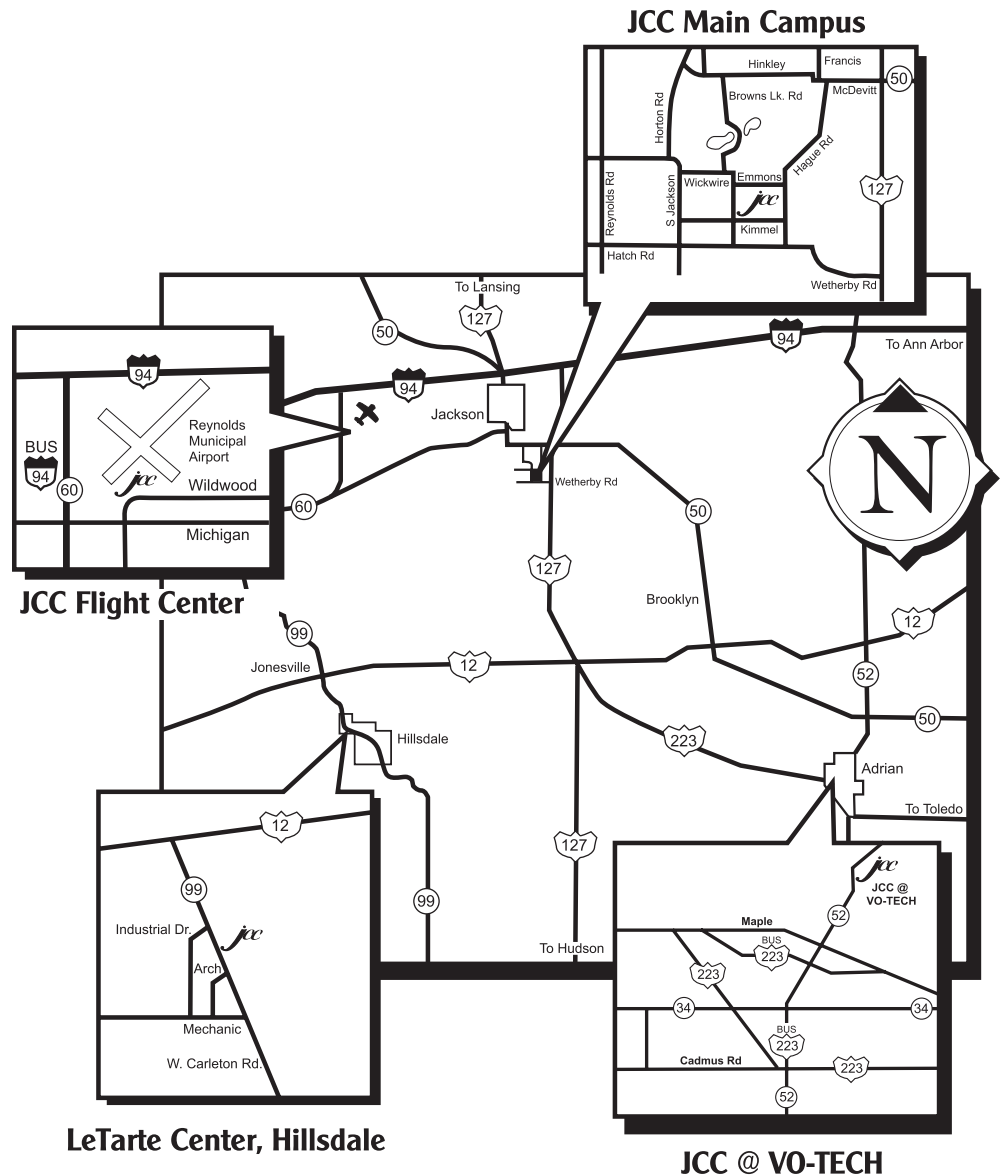
3120 W. Carleton
Hillsdale, MI 49242
(517) 437-3343

JCC Flight Center Jackson

Jackson County Airport
Reynolds Field
Jackson, MI 49202

JCC Flight Center Adrian

Lenawee County Airport
2651 Cadmus Road
Adrian, MI 49221
(517) 263-1351



Mission Statement:

Jackson Community College is an institution of higher education whose mission is to assist learners in identifying and reaching their educational goals.

Vision Statement:

Jackson Community College is the learning college of choice for the communities it serves. It is valued as an essential contributor to the intellectual, cultural and economic well being of those communities. It exceeds the expectations of all stakeholders.



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