



Approved Updates for the 2015-2016 Catalog

For informational use only

Published Catalog to be binding

Changes are for Fall 2015 Semester

Last Updated

3/17/15

Questions?

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([FULL 2014-2015 ACADEMIC CATALOG](#))

2014 Catalog Corrections

- Associate in Science Degree (SCIE.AS)
 - ADO 5 was incorrectly omitted. ADO 5 is still a requirement for this degree.
 - ADO 5 - Understand human behavior and social systems, the principles which govern them, and their implications for the present and future. Take 3 Credits from the following courses: ECN-231, ECN-232, HIS-131, HIS-132, HIS-231, HIS-232, HIS-235, HIS-235, PLS-141, PS-140, SOC-231.

- Associate in Applied Science – Nursing (NURS.AAS)
 - ADO 4 update.
 - ADO 4 – Demonstrate scientific reasoning (5-8 credits). Take the following courses BIO-155 or BIO-253 **and** BIO-254.

- Prerequisite Correction: AFT 130 and AFT 135
 - These courses have AFT 120 as the prerequisite for these courses. This is incorrect. The actual prerequisite for both of these courses is AFT 120.

NEW COURSES:

September

- IEI 024 - Vocabulary for Academic English (2 CR) *Experimental Course
 - This course introduces students to an extensive array of vocabulary terms used in academic English, inclusive of written and oral language / conversation and writing. Students engage in oral and written vocabulary practice through activities at the word and sentence level. Technical or STEM-specific vocabulary may be included as appropriate to the educational goals of the students.

- IEI 031- Speaking and Listening for academic English (4 CR) * Experimental Course
 - Students will become familiar with speech patterns and roles of the North American higher education system, including: classroom customs, popular idioms, phrases and expressions that are necessary to success in academic life. Course objectives align with those outcomes leading to successful completion of the TOEFL (or other such standardized) exam, allowing students to further their academic work in English.

- IEI 040 – Grammar for Academic English (2 CR) * Experimental Course
 - Students will work toward competency in grammar structures, patterns and practices. Course outcomes support the work toward competency in reading, writing and speaking in academic English.

- IEI 060 – Reading for Academic English (4 CR) *Experimental Course
 - Students in this course will be supported in the development of college-level reading skills in English. Learners will be introduced to a structured approach for comprehending academic English in textbooks, lecture notes and other assigned reading necessary to college success. Course objectives align with those outcomes leading to successful completion of the TOEFL (or other such standardized) exam, allowing students to further their academic work in English.

- IEI 070 Composition for Academic English (4 CR) * Experimental Course
 - This is an intensive course in composition for students seeking to achieve writing competence in academic English. Course objectives align with those outcomes leading to successful completion of the TOEFL (or other such standardized) exam, allowing students to further their academic work in English. Students will be introduced to various forms of writing styles common to the academy, including: business, STEM, humanities, etc ... as appropriate to their educational goals.

October

- WRL 102 Conversational Portuguese I (2CR)
 - This course is designed for people who have little or no knowledge of Portuguese. The emphasis is on speaking and listening. The course introduces practical vocabulary, culture, pronunciation, and essential grammar with minimal reading and writing.
- HOC 210 Pharmacy Technician Examination Prep (1CR)
 - This course will assist in preparing the graduate or currently employed pharmacy technician to sit for the national certification exam.
- MOA 255 HAIS Practicum (3CR)
 - The practicum is a non-paid practical experience in which the student is placed in a medical office, clinic, or hospital setting under the supervision of a health care practitioner for 180 hours total. The student has the opportunity to apply the knowledge and skills learned in the classroom in a real life clinical situation. Depending on the placement, the student may perform medical office duties, coding/billing, or other administrative tasks learned in the program. The student will work with the Program Director to determine what type of practicum/placement they would prefer.
- MIC 255 Coder/Biller Capstone (3CR)
 - A student may choose to take the Capstone instead of the Practicum. In the Capstone, you will not be performing hours at an external site, but rather perform extensive coding and billing exercises to prepare for the CPC exam, build a portfolio, and prepare for employment. Expect to

spend approximately 10 hours a week minimum, outside of class time working on assigned items.

- PHY 145 Introduction to Basic Physics (2CR)
 - This course addresses the basic principles of classical physics specifically for the Sonography program with a minimal amount of mathematics. The topics covered include motion, mechanics, energy, properties of matter, waves, heat, electricity and magnetism. (Prerequisite of ENG 085 and MAT 020).

November (No updates)

December (No updates)

January

- MED 115 Foundations of Clinical Practice (5 CR)
 - This course provides students with an introduction to the medical assistant profession along with instruction on basic clinical skills such as aseptic techniques and hand washing, OSHA & blood borne pathogen training, documentation, patient interviews and patient history, vitals, performing inventory and equipment maintenance, using the electronic health record, and an overview of pharmacology with a focus on the top 50 prescribed medications. (Prerequisite of CIS 095, ENG 131, MAT 031 or higher, MOA 120, BIO 132 or BIO 254).
- MED 116 Physical Exams and Diagnostic Testing (3 CR)
 - Through 2 hours of lecture and 3 hours of lab per week students will learn clinical practices that will include; assisting patients with special needs, assisting with the physical exam, eye and ear procedures, EKG, pulmonary testing, FOBT/Colonoscopy, diagnostic imaging, patient education and community service. (Prerequisite of CIS 095, ENG 131, MAT 031 or higher, MOA 120, BIO 132 or BIO 254).
- MED 215 Specialty Exams and Treatments (3 CR)
 - Through 2 hours of lecture and 3 hours of lab per week, the student will learn clinical practices, procedures, and routines including; well child

examinations and immunizations, OB/GYN, male health, geriatrics, orthopedics, and administration of medications. (Prerequisite of MOA 112, MED 115, and MED 116).

- MED 216 Surgical Procedures and Laboratory Testing (3 CR)
 - Through 2 hours of lecture and 3 hours of lab students will learn and become competent in minor office surgery and surgical asepsis, CLIA laws, lab specimen collection and medical lab testing, microscopy, phlebotomy, and professional and personal emergency preparedness. (Prerequisite of MOA 112, MED 115, and MED 116).

- MED 251 Medical Assistant Capstone Course (3 CR)
 - This capstone medical assistant course will assist the graduate in preparation to sit for the national certification exam. Students will also compile a program portfolio along with creating an e-portfolio to prepare for securing a position in the field. Successful completion of this course is required for graduation. (Prerequisite of MED 215, and MED 216).

- MED 252 Medical Assistant Clinical Practicum (3 CR)
 - The Clinical Practicum provides an opportunity for a non-paid practical experience working in a qualified licensed health care practitioner's office or clinic. The student will perform both clinical and administrative medical assisting while being supervised by the office staff and monitored by the instructor. The student will also complete assignments via the virtual classroom. (Prerequisite of Instructor Permission).

February

- CRJ 224 Health and Safety in Corrections (3 CR)
 - This course is a Michigan Corrections Officer Training Council approved curriculum under Public Act 415, requiring the training of new corrections officers. The course provides information and practical demonstration to prepare the student for certification as a Correction Officer. Topics of instruction cover the health and safety of prisoners and corrections officers in the confined institution, identification and response in fire safety and hazardous material including applicable MIOSHA standards.

Areas of safety include infectious disease, stress management and hostage awareness. Students learn and demonstrate the proper techniques to maintain personal and prisoner safety in the prison.

- CRJ 225 Workplace Relations in Corrections (4 CR)
 - This course is a Michigan Corrections Officer Training Council approved curriculum under Public Act 415, requiring the training of new corrections officers. The course provides information and practical demonstration to prepare the student for certification as a Correction Officer. Workplace Relations covers the relations inside the prison setting as it pertains to communications, safety, harassment and prisoners conduct. Topics of instruction include: workplace policies, rules and guidelines for state corrections officers, discrimination, computer security, segregation, set ups and professional conduct, ethics and report writing.

- CRJ 231 Offender Management in Corrections (6 CR)
 - This course is a Michigan Corrections Officer Training Council approved curriculum under Public Act 415, requiring the training of new Corrections Officers. The course provides information and practical demonstration to prepare the student for certification as a Corrections Officer. Offender management is a course in the management and discipline of prisoners in the institutional setting. The course instructs students in the areas of self-defense and prisoner restraints that are necessary to maintain order in a custody setting. Instruction includes firearms familiarization, restraints, chemical agent use and preparation and disturbance control. Students are required to demonstrate proficiency in each technique to meet the standards for certification.

COURSE CHANGES:

September

- ENT 169 Business Plan (3 CR)
 - ENT 101 as the new and only Prerequisite.

- ACC 115 Payroll Accounting (2 CR)
 - Prerequisite Change. New required Prerequisites are CIS 101, ENG 085, ENG 090. CIS 095 is no longer a required prerequisite.

- ACC 231 Principles of Accounting I (4 CR)
 - Course Description was updated.
 - New Course Description: This course is an introductory course in Financial Accounting. Learn the theory and practice of recording financial accounting data and preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) with an emphasis on corporations. Current software and online applications will be utilized.

- ACC 232 Principles of Accounting II (4 CR)
 - Course Description was updated
 - New Course Description: This course is an introductory course in Managerial accounting. Learn how accounting impacts managerial decision making. Topics include stocks, bonds, cash flow, cost accounting, break-even analysis, differential analysis, financial statements and budgeting. Current software and online applications will be utilized.

- ACC 240 Intermediate Accounting (4 CR)
 - New Prerequisite of ACC 231. The old Prerequisite of ACC 232 is no longer required.

October

- ECN 231 Macroeconomics (3 CR)

- New Prerequisite of MAT 135 (Preferred Course), MAT 133 or MAT 139 Accepted, and ENG 131.
- ECN 232 Microeconomics (3 CR)
 - New Prerequisite of MAT 135 (Preferred Course), MAT 133 or MAT 139 Accepted, and ENG 131.

[November \(No Updates\)](#)

[December \(No Updates\)](#)

[January](#)

- ENT 102 Entrepreneurial Marketing (3 CR)
 - New Prerequisites of CIS 095, ENG 085, ENG 090
 - Removal of ENT 101 as a prerequisite
- MOA 240 Medical Office Procedures (3 CR)
 - New Required Prerequisites of CIS 095, ENG 131, MOA 120, MED 112 or MOA 112
- MOA 241 Principles of Medical Coding and Billing (3 CR)

[February](#)

- NUR 101 Fundamentals of Nursing (6 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 121 Pharmacology (3 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 176 Family I – Maternal Nursing
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 270 Partially Compensatory (4 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 276 Family II – Nursing of Children (4 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 274 Leadership (4 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 275 Wholly Compensatory Care of the Adult (4 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- NUR 277 Mental Health Nursing (4 CR)

- New Prerequisite of MAT 133 (Preferred) or higher
- LPN 131 Foundations of Nursing (6 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 132 Medications (3 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 180 Nursing Care of Adults (6 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 181 Nursing Care of Adults IB (6 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 185 Nursing Care of Adults (5 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 186 Maternal Child Concepts (5 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher
- LPN 187 Role of the Practical Nurse (1 CR)
 - New Prerequisite of MAT 133 (Preferred) or higher

Inactivated Courses:

September

- FYS 120 Professional Seminar (1 CR)
- MIC 250 Coder / Biller Practicum (3CR)

October

- ART 131 Visual Arts Education (3 CR)
- ART 252 Painting II: The figure (3 CR)

November (No Updates)

December (No Updates)

January

- MOA 114 Introductions to Clinical Procedures (3 CR)
- MOA 116 Physical Exams and Diagnostic Testing (3 CR)
- MOA 214 Specialty Exams and Treatment (3 CR)
- MOA 216 Surgical Procedures and Lab Testing (3 CR)

- MOA 251 MA Capstone (3 CR)
- MOA 252 MA Clinical Practicum (3 CR)
- HPF 156 Lifetime Fitness (2 CR)
- HPF 184 Race Walking (1 CR)
- HPF 185 Circuit Training (1 CR)

NEW PROGRAMS:

September

- **VASCULAR SONOGRAPHY – CERTIFICATE (VASO.CERT)**

Minimum Credits: 52

Minimum cumulative GPA: 2.0

Minimum grade in all courses: 2.0

Minimum JCC Credits: 15

General Education Requirements (14 Credits)

ADO 1: Write clearly, concisely and intelligibly (3 credits)

Take the following:

ENG 131 Writing Experience I or ENG132 Writing Experience II

ADO3: Demonstrate computational skills and mathematical reasoning (4 credits)

Take the following:

MAT 131 Intermediate Algebra or MAT 139 College Algebra

ADO 4: Demonstrate Scientific Reasoning (4 Credits)

Take the following:

BIO 132 or BIO 253 and BIO 254

Allied Health Prerequisite Requirements (7 credits)

Take the following:

DMS 104 Intro. To Sonographic Instrumentation (3 credits)

PHY 131 Conceptual Physics (4 credits)

Vascular Sonography Core Requirements (34 credits)

Take the Following:

DMS 107 Sonographic Orientation – Vascular
 DMS 151 Peripheral Arterial I
 DMS 152 Peripheral Arterial II
 DMS 155 Peripheral Venous
 DMS 161 Vascular Clinical I
 DMS 206 Sonographic Instrumentation
 DMS 251 Cerebrovascular Imaging
 DMS 254 Transcranial Doppler Imaging and Capstone
 DMS 265 Vascular Clinical II
 DMS 266 Vascular Clinical III

October

PHARMACY TECHNICIAN – CERTIFICATE

The Pharmacy Technician Certificate program prepares the student for the skills necessary for a pharmacy technician position in a retail pharmacy or hospital. Emphasis is placed on: customer service, dosage calculations, knowledge and accuracy in dispensing and control of drugs. Upon successful completion, students are prepared to take the Pharmacy Technician Certification Board (PTCB Exam) a National Certification Exam.

Minimum credits	48
Minimum cumulative GPA	2.0
Minimum grade in all courses	2.0
Minimum grades in CEM 131, CIS 101 or CIS 201, MOA 120, HOC 132 or NUR 121, HOC 140	3.0
Minimum JC credits	15

GENERAL EDUCATION REQUIREMENTS – (17 credits)

Take the following:

ENG 131 Writing Experience I
 or ENG 132 Writing Experience II

ENG 232 Technical Business Writing

COM 231 Communication Fundamentals
 or COM 240 Interpersonal Communication

MAT 131 Intermediate Algebra or higher
 PSY 140 Introduction to Psychology

PHARMACY TECHNICIAN RELATED REQUIREMENTS – (17-21 credits)

Take the following:

BUA 130 Customer Service
 CEM 131 Fundamentals of Chemistry
 CIS 101 Introduction to Information Technologies
 or CIS 201 Advanced Information Technologies

MOA 120 Medical Terminology
MOA 141 Body Structure & Function
or BIO 132 Human Biology
or BIO 155 Human Anatomy & Physiology
or BIO 253 Human Anatomy and Physiology I
and BIO 254 Human Anatomy and Physiology II
or LPN 141 Body Structure & Function

PHARMACY TECHNICIAN CORE REQUIREMENTS – (16 credits)

Take the following:

HOC 130 Introduction to Health Occupations
HOC 140 Pharm Tech Concepts and Calculations
MOA 145 Normal/Therapeutic Nutrition
NUR 121 Pharmacology
or HOC 132 Pharmacology for Allied Health Professions
HOC210 Pharm Tech Exam Prep

PROGRAM CHANGES:

September

- Emergency Medical Technician (Pending Additional Paperwork)

October

- PHTE.AAS Pharmacy Technician
 - STM 101 and HPF 160 have been removed from the course requirements
 - HOC 210 (Pharmacy Tech Exam Prep) has been added to this course.
 - The total credit hours for this program has changed from 61 to 60 – 66 credits.
- GSON.AAS General Sonography
 - The minimum amount of credit hours for this program is now at 75
 - PHY 131 is no longer required for the Cardiac Sonography Related Requirements.
 - PHY 145 is now a required course for the Cardiac Sonography Related Requirements.
- VSON.AAS Diagnostic
- CSON.AAS Cardiac Sonography
 - The minimum amount of credit hours for this program is now at 67

- PHY 131 is no longer required for the Cardiac Sonography Related Requirements.
- PHY 145 is now a required course for the Cardiac Sonography Related Requirements.
- VSON.AAS Diagnostic Medical Sonography – Vascular
 - New total credit hours is now 71
 - PHY 131 is no longer required for the Vascular Sonography Related Requirements.
 - PHY 145 is now required for the Vascular Sonography Related Requirements.

November (No Updates)

December (No Updates)

January

- Medical Assistant – MEDA.AAS
 - Remove MOA141, only require BIO132 or BIO253/BIO254 which will meet program needs and ADO4 requirement.
 - Remove CIS101 as requirement (students will still need to have CIS095 as pre-req)
 - Remove MOA114, MOA116, MOA214, MOA216, MOA251, and MOA252 and replace with MED115, MED116, MED215, MED216, MED251, MED252.
 - Remove HOC132 requirement.
 - Add COM250 “Preferred”

- MICB.CERT Medical Insurance Coder Biller
 - Remove NUR121 or HOC132 requirement from program
 - Remove COM
 - Remove MOA240
 - Add MIC211 and MIC255

- MEOS.CON Medical Office Support
 - Add BIO 132 as option
 - Remove CIS 101 as requirement (CIS 095 still required)

- Remove MOA 114 and replace with MED 115
- HAIS.AAS Health Administration / Insurance Specialist
 - Remove HOC 132 option
 - Allow students to choose from CIS 201 or CIS 210
 - Allow students to choose from MOA 240 or ENG 232.
 - Add additional science classes to ADO requirement.
- MEDA. CERT Medical Assistant
 - Remove MOA141, only require BIO132 or BIO253/BIO254 which will meet program needs and ADO4 requirement.
 - Remove CIS101 as requirement (students will still need to have CIS095 as pre-req)
 - Remove MOA114, MOA116, MOA214, MOA216, MOA251, and MOA252 and replace with MED115, MED116, MED215, MED216, MED251, MED252.
 - Remove HOC132 requirement.

February No Updates

March

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- 3D Design & Animation – AAS
 - 60 Credits now required rather than 65.
 - 3D Design Related Requirements: THR 242 and VID 101 were removed
 - The new Prerequisite now requires ART 103, ART 205, ENG 232, and one of the following courses CIS 131, CIS 133, CIS 138.

INACTIVATED PROGRAMS:

September

No Inactivated Programs approved during September meeting.

October

No inactivated Programs approved during October Meeting.

November

No inactivated Programs approved during the November Meeting

[December](#)

No inactivated Programs approved during the December Meeting

[January](#)

No inactivated Programs approved during the January Meeting