

2003-2004 CATALOG AND STUDENT HANDBOOK

| Alpena Community College



Something so close can take you so far

2003-04 Catalog and Student Handbook

Catalog Volume 48 March 2003

This catalog is for informational purposes only and is not to be considered a binding contract between Alpena Community College and individual students.

Information in this catalog and student handbook was accurate as of March 2003 and is subject to change without notice. This publication — which details policies, procedures, rights, responsibilities, programs and course descriptions — is intended to be used along with the schedule that is published each semester to provide current information on registration and course offerings.

Alpena Community College policies and practices for admission and employment comply with requirements of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.

Alpena Campus

666 Johnson Street
Alpena, Michigan 49707-1495
Telephone: (989) 356-9021

Huron Shores Campus

5800 Skeel Avenue
Oscoda, Michigan 48750-1587
Telephone: (989) 739-1445

Call toll free in Michigan: 1-888-468-6222

ACC Website: www.alpenacc.edu

Board of Trustees

Alpena Community College is a public institution that operates under the supervision of a locally-elected Board of Trustees. The seven members of the board serve six-year terms. Current members are:

Roger Bauer,
Chairperson

Florence Stibitz, Vice
Chairperson

John Briggs, Treasurer



Dr. Lee Britton

Catherine J. Moe

Thomas Townsend

Paul Wegmeyer

TABLE OF CONTENTS

Catalog

A Message from the President	1
Institutional Profile	2
Accreditations and Affiliations.....	3
College Goals	4
College Mission and Philosophy	5
College History	6
Campus Maps	8
Campus Buildings.....	10
Admissions	15
Costs and Financial Aid	23
Scholarships	31
Veterans Educational Benefits	42
Academic Information	46
Community Services	56
Programs of Study.....	61
Course Descriptions	137
Personnel.....	204
Index.....	268

Student Handbook

Services Directory	214
Calendar	216
Planning for Success.....	217
Services for Students	219
Campus Life.....	224
Student Activities	227
Parking Regulations.....	230
Policies and Procedures	232
Student Judiciary Bylaws.....	252
Student Senate Constitution	260

A Message from the President



Welcome to Alpena Community College. It's gratifying to have new and returning students choose ACC, where our goal is to provide the instruction and services that you need to make your lives and jobs rewarding.

Every year, graduates of Alpena Community College go on to pursue baccalaureate and advanced degrees or enter the job market with real-world skills. Other students use their ACC experience to upgrade their existing skills to secure job advancement or achieve a more rewarding personal life style.

ACC is a college that remains somewhat small in size in order to be big in treating each person as an individual. Your needs, your goals, your potential are major considerations for us. That's why we have well-used counseling services, comprehensive student success and support services at The Learning Center, a premier library and wellness center, plus a variety of student activities and athletics.

Your success is our top priority, but this is a partnership between you and ACC, so bring your dedication to the work required in your chosen endeavor. Use this catalog not only for program and course information, but also as a reference to your rights, responsibilities and academic requirements.

I truly believe that you will find the staff at Alpena Community College helpful and willing to work with you to create the best possible environment for learning. Please do not hesitate take advantage of all we have to offer you.

My very best wishes!

A handwritten signature in black ink that reads "Donald L. Newport". The signature is written in a cursive, flowing style.

Donald L. Newport, President

Institutional Profile 2001-02

FUNDING: Property taxes, state appropriations, tuition and fees.

ENROLLMENT: 2,776 credits students during the 2001-02 year.

GRADUATES: 297 for 2001-02.

COST: The average full-time cost for a resident of the College's district for tuition and fees was \$2,300 plus an estimated \$3,000 for books and living expenses, and \$1,100 for personal and transportation expenses, for a total of approximately \$6,400.

ACTIVITIES: As a member of the Eastern Michigan Community College Athletic Association, the Lumberjacks participate in both men's and women's sports. The student body is actively involved in intramural sports, government, and honor societies.

CAMPUS: Alpena Community College operates two major campuses plus outreach activities in various area public schools. The main campus in Alpena, Michigan, has seven principle buildings. The Huron Shores Campus is located at the former Wurtsmith Air Force Base in Oscoda, Michigan.

LAND: Approximately 700 acres.

BUILDING AREA: Approximately 397,400 square feet.

ASSETS: \$34,759,360 (physical properties ending balance as of June 30, 2002)

STAFF:	<i>Full-Time*</i>	<i>Part-Time*</i>
Faculty	54	95
Admin. Technician	16	17
Administration	26	0
Clerical/Classified	23	1
Custodial/Maint.	11	1
Others	<u>0</u>	<u>1</u>
Total Employees	130	115

*As of September 1, 2002

Accreditations and Affiliations

(Accreditation documents can be examined upon request in the ACC Library.)

Alpena Community College is accredited by:

North Central Association of Colleges and Schools

Commission on Institutions of Higher Education

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602-2504

Phone: 1-800-621-7440

Michigan Commission on College Accreditation

The **Association of Collegiate Business Schools and Programs** has accredited the following Alpena Community College associate in applied science degree programs: Accounting; Business Management; and Network Administration.

The **Association of Collegiate Business Schools and Programs** has accredited the following Alpena Community College associate in applied science in Business Information Systems degree programs: Administrative Assistant; Medical Information Specialist; Office Information Technology Specialist; and Office Manager.

The **Council for Accreditation of Allied Health Education Programs** has accredited the following Alpena Community College associate in applied science degree program: Medical Assistant.

The **Michigan Board of Nursing** has accredited the following Alpena Community College programs: certificate in Licensed Practical Nursing; and associate in applied science degree in Registered Nursing.

The **Michigan Correctional Officers Training Council** has accredited the following Alpena Community College certificate: Corrections Officer academic program.

Alpena Community College is a member of: **American Association of Community Colleges**; **College Entrance Examination Board**; **Michigan Association of Collegiate Registrars & Admissions Officers**; and **Michigan Community College Association**.

College Goals

Alpena Community College has established the following goals within the context of the resources available:

1. To provide access to higher education through such policies and procedures as open-door admissions, reasonable cost, and flexible curriculum.
2. To promote enrollment in sufficient numbers to maintain the opportunity for students to enroll in quality instructional programs.
3. To provide liberal arts, sciences and other instruction required for students to continue their education beyond the community college level.
4. To provide courses and programs in the occupational/technical areas for those desiring immediate employment or enhancement of job skills.
5. To provide a general core curriculum to enable students to perform successfully in personal, educational, occupational and social endeavors.
6. To provide support services to assist students in establishing and accomplishing educational and career goals.
7. To conduct research, development and evaluation activities that will support the ongoing improvement of the college.
8. To provide the college staff with the resources needed to achieve and maintain individual excellence.
9. To provide community services designed to meet the educational and cultural needs of the community college service area.
10. To provide, together with business and industry, workplace education programs which support the economic development of the community college service area.
11. To use our fiscal and physical resources to accomplish our mission in an efficient and responsible manner.
12. To provide developmental courses to prepare students for entry into occupational/technical and transfer programs.

The College Mission

The mission of Alpena Community College is to serve its communities' lifelong learning needs by providing educational opportunities in the areas of transfer, occupational/technical, developmental, community and continuing education.



Philosophy

Alpena Community College is dedicated to the task of providing programs and services to all members of the community who can benefit from them. Accordingly, the college is committed to:

- a. *Recognizing the dignity and worth* of the individual.
- b. *Providing an educational environment* that promotes and facilitates lifelong learning.
- c. *Maintaining an awareness of global issues* and circumstances that influence the educational content and practices of its curriculum.
- d. *Guaranteeing* the free and open exchange of ideas.
- e. *Providing equal opportunity* for all citizens for post-secondary education.
- f. *Helping students and staff* to achieve their maximum potential.
- g. *Striving for quality* and setting standards for accountability of the development and operation of programs.
- h. *Maintaining flexibility* in establishing the institution's priorities so that the college remains prepared to meet present and future challenges.
- i. *Assisting students* to assume responsibility for their own education.
- j. *Contributing* to the economic and cultural growth and development of the community college service area.

History

Alpena Community College offers educational programs, technical training, and cultural opportunities to all of Northeast Michigan. Its student population — numbering approximately 5,000 credit and non-credit students during 2001-02 — is marked by diverse ages, backgrounds, and goals. Small classes and the opportunity for individual attention enhance the quality instruction delivered at Alpena Community College and benefit both the traditional and non-traditional student.

Founded in 1952

Situated on 700 acres of land bordered by the Thunder Bay River, ACC is located within the city limits of Alpena and is just a short distance from Lake Huron. It was founded in 1952 and was part of the Alpena K-14 system until 1979, when district voters approved separation of the College from the public schools district. Voters also granted a 1.5 charter mill levy for operations and established the Alpena Community College Board of Trustees to govern the institution. The College district encompasses the same geographic voting district as Alpena Public Schools.

A home of its own

The first Alpena Community College classes began in September 1952 at Alpena High School, then located at 400 S. Second Avenue. The first class of 23 students graduated in June 1954. The current Alpena campus was established in 1957 when 23 acres of land were granted to ACC by philanthropist Jesse H. Besser. An additional 14 acres came from the City of Alpena and the Michigan Department of Conservation. Central Hall (now Van Lare Hall) opened in 1958. Additional donations from Besser have provided a total of 700 acres that now constitute the Alpena Campus.

Accreditation

By 1959, ACC was accredited by the Michigan Commission on College Accreditation, and it awarded associate in arts, associate in commerce, and associate in science degrees. Full accreditation came in March 1963 from the North Central Association of Colleges and Secondary Schools, Commission on Institutions of Higher Education. It has remained accredited, with the latest 10-year re-accreditation granted in 1998.

Expanding the campus

Besser Technical Center, a 50,000-square-foot facility, opened in September 1963. Space was added in 1967, and in 1979 the Besser Tech Annex opened to provide an additional 9,600 square feet for technical programs.

The Natural Resources Center opened in 1972, and in 1977 the former Alpena Catholic Central High School became Alpena Community College East Campus, home of the art programs.

Almost 20 years later a new series of projects brought a new look and feel to ACC, beginning with the August 1996 completion of an \$8.2 million construction and renovation project on the north side of Johnson Street. Called the Center, it has become “a center of activity” as both the College and community find its multiple spaces are perfect for a myriad of uses.

In 1997, College Park Apartments opened, providing on-campus student housing in 16 four-bedroom townhouse units. They were privately built and are privately owned and operated.

The latest addition to campus is the World Center for Concrete Technology, also a public/private partnership, which opened in August 2000. The Concrete Technology and Blockmakers Workshop® programs relocated there from Besser Technical Center, and expanded workforce development, testing and research services are available to the concrete and concrete products industries.

An Oscoda extension center

In 1969, an extension center was established in partnership with the U.S. Air Force at Wurtsmith Air Force Base, Oscoda. Now known as the Huron Shores Campus, it continues to serve Iosco County residents following the 1993 closure of the air base. The facilities include eight classrooms, computer and science labs, a two-way interactive room, administrative and counseling offices and a developmental instruction lab. Library resources for ACC students are available through a partnership with the nearby Robert J. Parks Library.

50th Anniversary, 1952-2002

During the 2002-03 academic year, ACC celebrated its 50th year of educating students and enhancing the Northeastern Michigan community. Since its founding in 1952, ACC has awarded approximately 10,300 degrees and directly influenced the lives of nearly 200,000 people through College programs and services. The vast majority of these people are our neighbors, family members, local employees, and our civic, social, and opinion leaders. No other college has touched as many individuals or had so much influence on the future of Northeast Michigan.

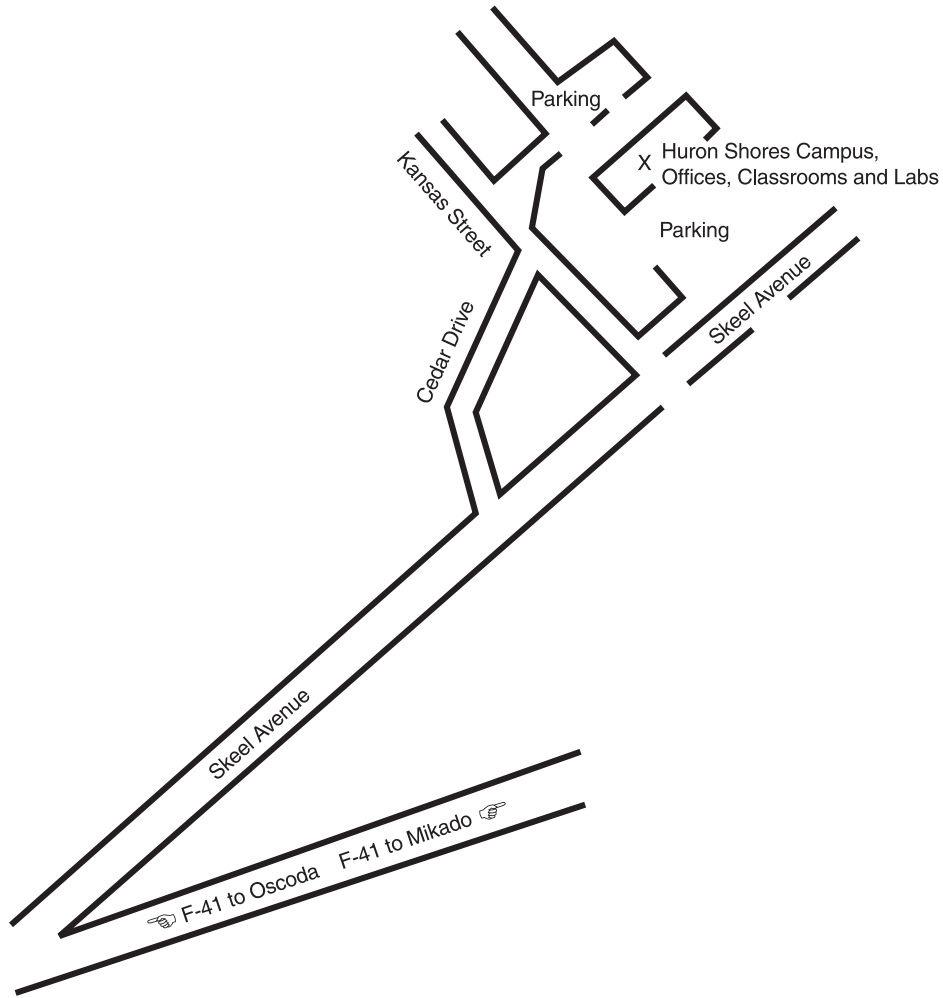
Huron Shores Campus

5800 Skeel Avenue • Oscoda, Michigan 48750

(989) 739-1445

Toll-Free: 1-888-468-6222 (Press 9 to be connected)

Located in the Huron Shores Educational Center, just off F-41, minutes from US-23 in the renovated Headquarters Building at the former Wurtsmith Air Force Base.



Alpena Campus

666 Johnson Street • Alpena, MI 49707-1495
 (989) 356-9021 • Toll-Free: 1-888-468-6222

Use the last four digits of the phone number as the extension with the automated telephone system.

Besser Technical Center (BTC)

ACC Foundation 358-7297
 Bookstore 358-7259
 Parking Office 358-7201
 Public Information 358-7215
 President 358-7246

The Center (CTR)

ACC Library 358-7252
 Center for Economic & Human
 Resource Dev. 358-7234
 Volunteer Center 358-7335

East Campus (EAC)

Art Classrooms 358-7343

Natural Resources Ctr. (NRC)

Health Occupations 358-7226

University Center (MBUC)

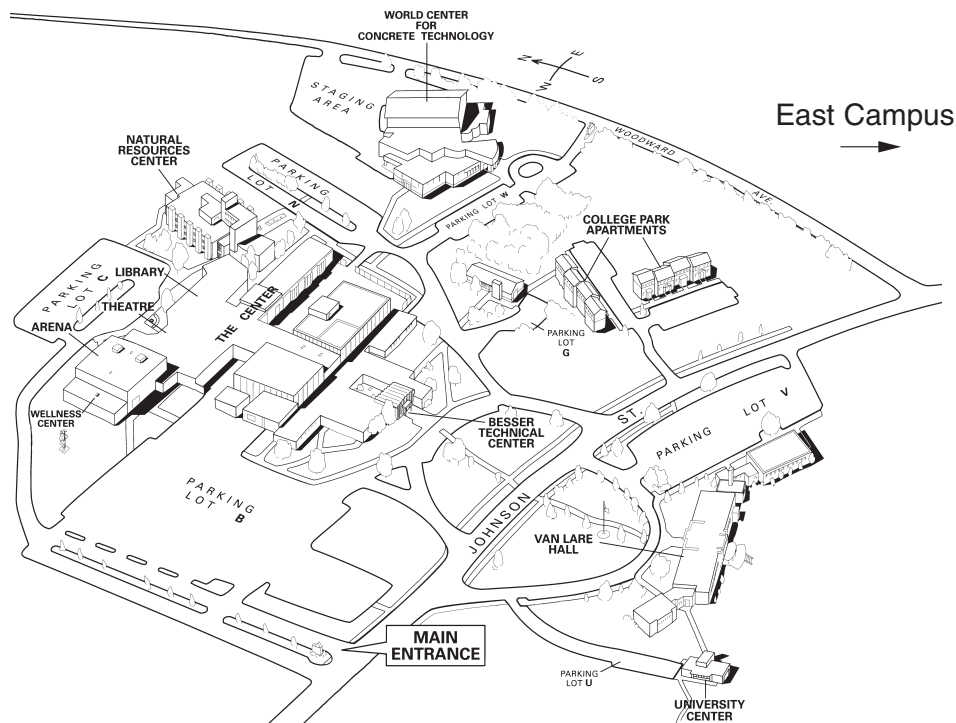
Spring Arbor University . . 358-7337

Van Lare Hall (VLH)

Admissions 358-7339
 Counseling Office 358-7286
 Dean of Student Affairs . . 358-7200
 Financial Aid 358-7205
 Registration, Records . . . 358-7223
 The Learning Center 358-7341
 Tutoring 358-7270
 Veterans Counselor 358-7277
 VP for Adm. & Finance . . 358-7368
 VP for Instruct. Services . . 358-7233
 Women's Resource Ctr. . . 358-7265

World Center for Concrete Technology (WCCT)

Director 358-7404



Campus Buildings

The main Alpena Community College campus site is situated on approximately 700 acres located on both sides of Johnson Street, approximately one-half mile east of US-23 North. Much of the property remains undeveloped forest land, and the campus is situated along a



portion of Thunder Bay River where the Ninth Avenue Dam forms Lake Besser. Completion of an \$8.2 million project in August 1996 provided weather protected access to virtually all instructional and administrative areas located on the north side of Johnson Street. In 1997, College Park Apartments opened, providing on-campus housing that is privately owned and privately operated. The newest facility is the \$7.7 million World Center for Concrete Technology, which opened in August 2000.

Following are descriptions of campus facilities with building names accompanied by the abbreviations used on course schedules to identify classroom locations. (See also the map on page 9).

Besser Technical Center (BTC)

Besser Technical Center was built in 1963 by industrialist and philanthropist Jesse Besser to showcase the structural and architectural use of concrete block products. When completed, the building was given to Alpena Community College to support an expanded curriculum featuring technical education programs.

Today, Besser Tech Center houses specially-equipped instructional areas and laboratories used for manufacturing technology, welding, computer-aided drafting and design, automotive service and repair and physics.



The building is built around an accessible open-air courtyard and houses the ACC Bookstore and Lumberjack Shack (dining services) as well as faculty offices and the offices of the President, Board of Trustees, Director of Public Information, Alpena Community College Foundation, Director of Facilities Management, Parking Control, Educational Talent Search and *The Lumberjack* student newspaper. A microcomputer instructional lab, computer projection room and

student computer lab round out the first floor facilities. Second floor classrooms house performing arts and music classes.

The Center (CTR)

This facility designation names an addition to campus completed in 1996, as well as renovated space which was formerly called the Besser Technical Center Annex. The new and renovated facilities are connected to one another and to Besser Technical Center. It is truly a “center” of activity, housing the College Library and A-V Department, a 250-seat performance and lecture theatre, a health fitness facility and an athletics and events arena. There are two seminar rooms, faculty offices, three general purpose classrooms, a two-way interactive room, classroom and labs for auto body repair, utility technician, electrical apprentice and millwright apprentice courses. A student lounge, activities room and government office are located here. Also in the Center are offices for Employment Services and the Center for Economic and Human Resource Development, which includes workforce training, Alpena Volunteer Center, industrial testing services and the Small Business Development Center (SBDC).

College Park Apartments

Sixteen four-bedroom student townhouse apartments opened in August 1997 at Alpena Community College. They are built on campus but are privately owned and operated. Each two-floor unit features two bathrooms, a range, refrigerator, forced air natural gas heat and natural gas water heater. Options include furnished or unfurnished units and a nine-month lease. Applications are available in the Student Services Office or from Stratford Group Ltd., 442 W. Baldwin Street, Alpena, MI 49707.



Charles R. Donnelly Natural Resources Center (NRC)

This four-story, contemporary block building provides six natural science laboratories on the first floor used for chemistry, biology, microbiology, and botany. Also on the first floor are a vending area, 130-seat lecture hall (Room 101) and faculty offices. The second floor has three general purpose classrooms, faculty offices, a small conference room, and dedicated classroom, laboratory and faculty and administrative office space for the nursing and health occupations programs. The third floor contains faculty offices, and the fourth floor is the College Board Room. An elevator serves all floors.

East Campus (EAC)

The East Campus building is located one-half mile east of the main campus at Miller and Walnut streets. It contains classroom studios for the ACC art and photography classes.

Madeline Briggs University Center (MBUC)

Located just west of Van Lare Hall, the University Center Building houses university partners of Alpena Community College. Offices, a classroom and conference room are located there. Upper division courses for completion of selected degrees beyond the two-year associate's degree are available through the University Center. Currently, Spring Arbor College has offices in MBUC. For details of programs available, please see page 135.

Van Lare Hall (VLH)

Within Van Lare Hall are offices providing most student services: admissions, counseling and career center, financial aid, registration, student records, and campus services. Offices of the Vice President for Academic Affairs, Dean of Student Affairs and Dean of The Learning Center are also located in VLH. The Women's Resource Center, The Learning Center and most administrative offices are housed here: Vice President for Administration and Finance, Controller, accounting, personnel/payroll, cashier, telephone switchboard, word processing, and management information systems.



Van Lare Hall is also the location of offices for instructors of developmental, business administration, computer information, business information, mathematics and criminal justice classes. There are 14 classrooms, microcomputer labs, a conference room, student lounge and outdoor patio overlooking the river.

World Center for Concrete Technology (WCCT)

Harris Hall, located on six acres at the eastern edge of campus, is a new \$7.7 million facility which houses the World Center for Concrete Technology. The associate degree concrete technology program and the Blockmakers Workshop program relocated there from Besser Technical Center during the spring of 2000. The WCCT is expanding services to meet the workforce development and research needs of the concrete and concrete products and aggregate industries.



The 42,360-square-foot building contains a full-size concrete products manufacturing plant as well as labs for mason training, certified testing and instruction; a computer lab; three classrooms, offices and a conference room.

Huron Shores Campus

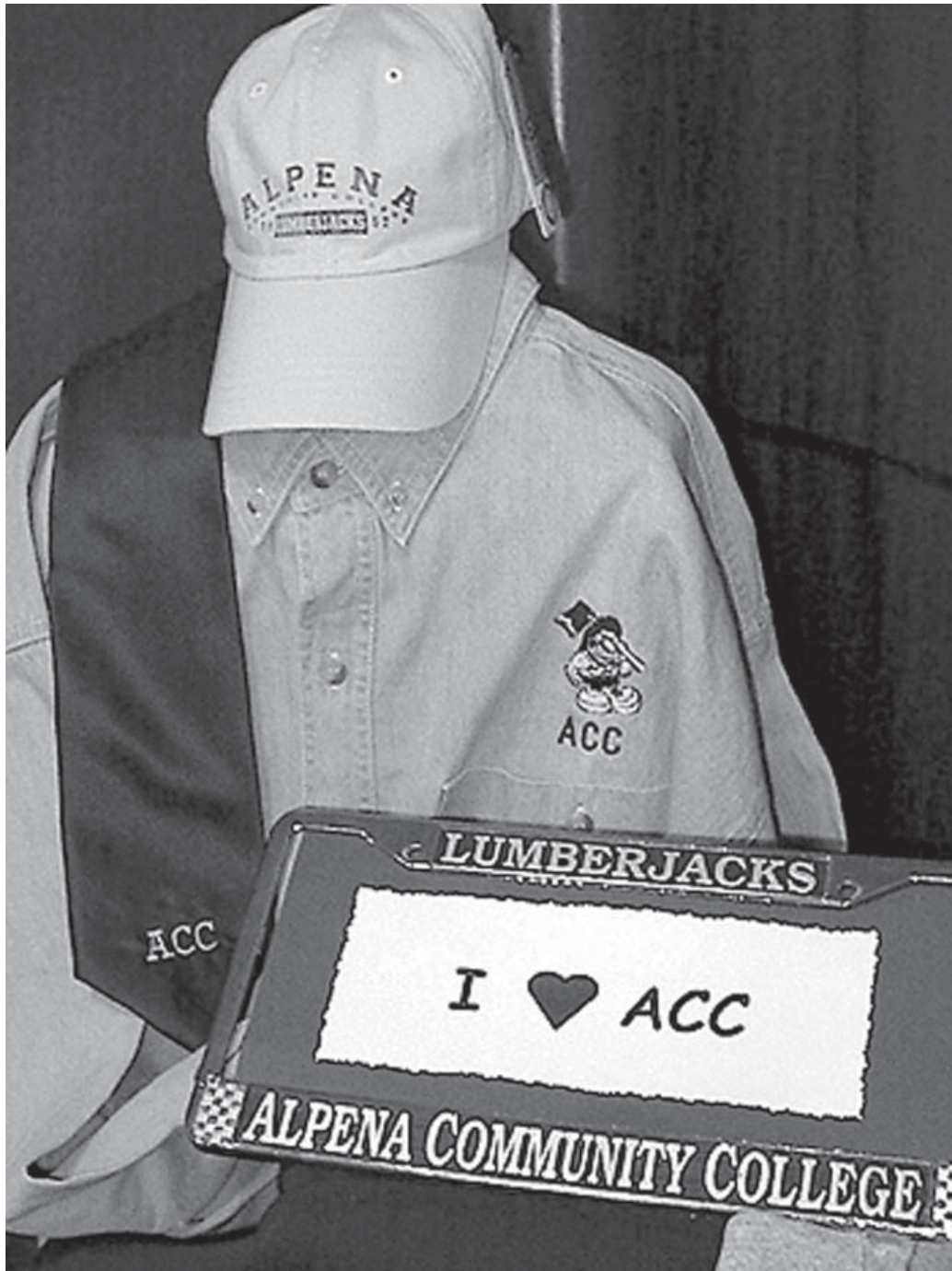
Alpena Community College has operated a full service extension center in Iosco County since 1969. The Huron Shores Campus serves area residents with classes in Oscoda, Tawas, and Whittemore.

In June 1996, renovations at the Headquarters Building of the former Wurtsmith Air Force Base, were completed and the Huron Shores Educational Center opened at 5800 Skeel Avenue, Oscoda. Huron Shores Campus students have a full service program of advising, assessment and instruction coordinated through the ACC office. Fall and spring semesters are offered, as well as a six-week summer session. Instructional facilities include eight classrooms, a computer lab, science lab, two-way interactive room, and The Learning Center. ACC is also a partner in supporting the nearby Robert Parks Library which is a resource for students.

Selected classes are offered at community sites in the county as enrollment allows. Customized training for business and industry is provided by the Alpena Community College Center for Economic and Human Resource Development and can be coordinated through the Huron Shores Campus office.

For more information, contact the Huron Shores Campus at (989) 739-1445, or toll-free 1-888-468-6222, Ext. 295. See page 8 of this catalog for a location map.

GENERAL INFORMATION



Admissions

Access — Americans With Disabilities Act

Alpena Community College complies with Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended (PL 93-516), and with the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities.

Students with disabilities seeking accommodations should contact the Dean of Student Affairs (Van Lare Hall 107). Any student denied accommodations may appeal the decision in writing to the ADA Grievance Committee. The student may also be required to attend a meeting in person. The ADA Grievance Committee is comprised of the Dean of Student Affairs, the Vice President for Administration and Finance, the director of The Learning Center, and the Student Services Department Chairperson.

Accommodations Procedures

Disability documentation is required before accommodation services can be provided. Students requesting accommodations are urged to do so early in the registration process to provide adequate time for arranging the needed service(s).

Here are the steps involved in securing accommodation services:

1. Student informs office of the Dean of Student Affairs [Van Lare Hall 107; phone (989) 358-7200] of the need for accommodations due to disability. Exception: If the semester has already started, proceed to step 2.
2. Student contacts The Learning Center [Van Lare Hall 101; phone (989) 358-7270] and completes the Accommodations Intake Form/Process.
3. Student provides documentation of disability to the office of the Dean of Student Affairs.
4. Accommodations Facilitator contacts the student. If appropriate, an appointment is made.
5. Student contacts instructor(s).

Admissions Policy

Alpena Community College grants admission to all persons who have earned a high school diploma or GED, or who are 18 years of age or older, and who demonstrate the ability to benefit from a particular program of study.

Ability to benefit may be demonstrated by those who:

1. Have satisfactory skills as measured by institutional COMPASS placement test for reading, language and numerical skills or
2. Enroll in specialized training programs not leading to a degree or certificate

The age requirement is waived for a high school student who:

1. Is a dually enrolled high school student* as provided for by the State School Aid Act, as amended, or
2. is certified as having attained junior status toward graduation as determined by the

high school or the home schooling association issuing the diploma. College course enrollment will be determined in accordance with the Alpena Community College COMPASS placement test results for reading, language usage and numerical skills.

** Interested high school students should contact their high school principal or guidance counselor for further information.*

This admissions policy applies to admission to the College only and is intended to assure students of both opportunity and quality in programs. Admission to a specific curriculum or course is based on student interest, achievement, and test scores necessary for preparation to enter a specific program or course.

Application Process

Applications for Admission to Alpena Community College can be obtained in person from the Campus Services (Van Lare Hall) at the main campus and at the Huron Shores Campus Office in Oscoda. An online application can be completed through the College website (www.alpenacc.edu). Mail and telephone requests for applications are accepted at (989) 358-7339 and (989) 739-1445. The application process involves submitting:

1. A completed Application for Admission.
2. Transcripts of all high school and college work completed.

The American College Test (ACT) is recommended, but not required. An applicant who is a U.S. citizen must have a Social Security Number. A foreign applicant must present a visa.

Dual Enrollment & Concurrent Enrollment — High School Students

Recent legislation established a Dual Enrollment Program and Public Acts 159, 160 and 161 of 1996 set forth eligibility requirements. Under the Dual Enrollment Program, eligible high school students may enroll in approved ACC classes and the local school district pays all tuition.

Alpena Community College encourages interested high school students and parents to contact their high school principal or guidance counselor for eligibility guidelines and dual enrollment information.

Alpena Community College has for a number of years accepted enrollment by high school seniors who have a recommendation from the school principal or counselor. This is called concurrent enrollment, and students are responsible for payment of all tuition and fees. This allows a recommended student to enroll in ACC classes not eligible for Dual Enrollment payment.

Former Students

Alpena Community College extends to all students a continuous matriculation; therefore, a former student needs only to contact the Campus Services Office to update his/her personal information file and reactivate registration status. The only exception to this policy applies to students who have been formally dismissed. They must reapply through the office of the Dean of Student Affairs. Please also read about the process of academic renewal (see page 46).

Guest Students

A guest applicant is a student who is currently enrolled in a program at another college or university, and who wishes to complete a course at Alpena Community College as part of that program. Guest applicants may complete the regular application procedure, or complete a Guest Application Form, and receive permission to attend Alpena Community College. Guest Application Forms are usually available at the Records Office of the student's home college or university. A student may not attend as a guest for two consecutive semesters.

Transfer Students

Transfer students are welcome to apply for admission to Alpena Community College. Transcripts of college level course work may be submitted for evaluation to determine possible transfer of credit under the following policies:

1. Credits may be transferred from regionally accredited institutions only.
2. Only courses with a "C" (2.0) grade or higher are accepted in transfer.
3. Dependent on course content, generally courses 100 level and above are accepted in transfer.
4. Quarter credits or other units of credit transferred in will be converted to semester credits and must equal the required semester credits for the purpose of satisfying graduation requirements.
5. Course work older than seven years will not apply towards any occupational specialty area for an associate in applied science degree. Exceptions may be allowed with departmental recommendation based on departmental proficiency standards.

Housing

College Park Apartments opened in 1997. These are 16 privately-owned and privately-operated four-bedroom units located on the eastern edge of campus along Johnson Street. Applications are available in the Student Services Office at Van Lare Hall or from Stratford Group Ltd., 442 W. Baldwin St., Alpena MI 49707 or by calling (989) 354-2424.

Listings of off-campus housing are available through the Alpena Area Chamber of Commerce, (989) 354-4181, and through the Alpena Community College Student Services Office at Van Lare Hall, (989) 358-7240.

Notice of Nondiscrimination

Alpena Community College does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. Direct inquiries regarding the nondiscrimination policy to:

ACC Vice President for Administration and Finance
666 Johnson Street, Alpena, MI 49707-1495
Phone: (989) 358-7368

Off-campus Courses

Off-campus services to local communities make educational experiences available to students not having access to campus facilities. Persons or groups interested in off-campus courses should contact the Associate Dean for Technology and Economic Development or the Director of the Huron Shores Campus. Off-campus credit classes are currently offered each semester at community sites in Iosco, Montmorency, and Presque Isle counties. Minimum enrollment of 10 students is required for classes to run.

Orientation

Orientation is held to familiarize new students with the college campus, faculty, programs of study, student services, and social opportunities. Academic advising, the registration and testing process, academic regulations, and social conduct are discussed during orientation. Students are informed of orientation dates after their application for admission has been accepted.

Placement Testing

The COMPASS skills assessment is required for all new Alpena Community College students who do not have a high school diploma or GED; for all new students who register for nine semester credits or more; and for all students who register for a course in English or Mathematics for the first time at ACC. It is strongly recommended for all students, regardless of course load or field of study. The COMPASS battery measures the level of a student's reading, language usage and numerical skills. Results are used to make recommendations concerning course placement and the possible need for basic skills instruction in The Learning Center. Consult the semester schedule for dates and times of testing. This testing is waived for all students who have an A.C.T. composite score of 20 or higher.

Residency Policy

It is the intent of Alpena Community College to make every reasonable effort to correctly classify students according to their residence. In this spirit, regulations approved by the Board of Trustees will determine a student's residence status in one of the three categories: in-district (graduate of Alpena High School; a resident six months in the Alpena Public Schools District), in-state, or out-of-state. Tuition will be paid according to residency status. See the Student Handbook section of this publication for complete regulations and guidelines. It is the

student's responsibility to discuss any question regarding residency with the Dean of Student Affairs.

Student Handbook

The Student Handbook is included in this publication and can be found within the color-shaded pages. It provides information on what the college expects from students and what the students can expect from the college. Topics include academic requirements, code of conduct, policies and procedures, student government, student judiciary, student services and veterans information. A directory to staff and offices for various services and building maps are included. Students should read and become familiar with this important information.

Student Right-To-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, as amended by the Higher Education Technical Amendments of 1991, requires that every college prepare, publish, and distribute information concerning the incidence of certain types of crimes occurring on campus during the prior calendar year. Additionally, specific college policies relevant to campus security must be published. This required information must be distributed to all students and employees and to any applicant for enrollment or employment, upon request, beginning September 1, 1992, and each year thereafter.

Campus Crimes

Alpena Community College encourages the reporting of any type of possible criminal activity to the Dean of Students Office, 107 Van Lare Hall. Any questions or concerns about this information or any campus security procedures should be directed to the Dean of Student Affairs.

- A. Alpena Community College encourages any student or staff member to file an incident report form to the Dean of Student's Office when a possible criminal action has occurred. The Dean of Students will then conduct an investigation of the incident and make a determination as to possible charges. In all cases, the Student Judiciary By-Laws and Procedures of Alpena Community College will be followed. The College reserves the right to refer any incident to local law enforcement agencies.
- B. All campus buildings are opened at 6:30 a.m. and closed at 10:00 p.m. by custodial staff. Security systems are in place in sensitive areas on campus. Alpena Community College does not operate on- or off-campus housing.
- C. Alpena Community College does not have a security force employed on campus. All incidents of criminal activity are reported to the Dean of Student's Office for investigation and further legal action. Local law enforcement agencies work closely with the college in many investigations.

D. Students and staff are encouraged, through student publications and staff in-service programs, to report all incidents of criminal activity. The College attempts to deal with student and staff concerns regarding campus security and has recently improved lighting in student and staff parking areas as well as expanding our campus alarm (intrusion) system.

E. Crime prevention is discussed during orientation activities for students and in-service activities for staff. Additional information is disseminated through student publications.

F. Campus occurrences:	'98-'99*	'99-'00*	'00-'01*	'01-'02*
a. Murder	0	0	0	0
b. Sex offenses - forcible	0	0	0	0
c. Sex offenses - non forcible	0	0	0	0
d. Robbery	0	0	0	0
e. Aggravated assault	0	1	0	0
Simple assault (intimidation)	1	0	1	1
f. Burglary	3	2	3	1
Larceny/theft	6	4	7	8
g. Motor vehicle theft	0	0	0	0

* Includes occurrences at College Park Apartments.

G. Alpena Community College does not have any off-campus student organizations. There were no reports of criminal activity occurring at any off-campus student activities.

H. Campus Occurrences	'98-'99*	'99-'00*	'00-'01*	'01-'02*
a. Liquor law violations	1	0	0	2
b. Drug abuse violations	0	0	0	0
c. Weapons possessions	0	0	0	0

* Includes occurrences at College Park Apartments.

I. See ACC's Drug Free Campus Policy. This information is distributed annually to all students and staff.

For the latest information, please refer to the ACC Web site at www.alpenacc.edu.

Finally, the Student Right-to-Know and Campus Security Act requires the institution to track a cohort of first-time, full-time students for completion or graduation purposes.

Cohort Completion Rates

The completion figures reported here are for 275 new students who began their attendance at ACC in the Fall Semester 1997, 319 new students beginning in the Fall Semester 1998, and 392 students who began attending ACC during Fall Semester 1999. Individual program completion rates are available in the Dean of Student Affairs' office (VLH 107).

The completion rate shown is based on a student completing their program in 150% of the normal time frame for their program, thus a 4-semester program must be completed in six semesters.

Cohort Completion Rates — New Full-Time Students, Fall 1999

	'97-'98	'98-'99	'99-'00
A. Students	275	319	392
Completers	115 (42%)	125 (39%)	183 (47%)
B. Male Students	147	162	191
Completers	62 (42%)	65 (40%)	103 (54%)
Female Students	128	157	201
Completers	53 (41%)	60 (38%)	80 (40%)
C. Ethnic Breakdown			
White Students	270	308	377
Completers	113 (42%)	122 (40%)	180 (48%)
Black Students	2	2	6
Completers	2 (100%)	0	1 (17%)
Other Students	1	1	2
Completers	0 (0%)	1	1 (50%)
Native American Students	2	4	2
Completers	0 (0%)	2 (50%)	0 (0%)

Individual program completion rates are available to interested students through the Student Services Office.

Cohort Completion Rates — Athletics

	'97-'98	'98-'99	'99-'00
A. Scholarship Athletics	52*	50*	46*
Male	29	31	26
Female	23	19	20
Program Completers	44 (85%)	38 (76%)	17 (37%)
New Students Athletes	30	30	23
Completers	24 (80%)	20 (68%)	5 (22%)
B. Men's Basketball			
Athletes	16	15	15
Completers	14 (88%)	12 (80%)	5 (33%)
Caucasian	13	13	10
Completers	10 (85%)	11 (85%)	4 (40%)
Black	2	2	5
Completers	2 (100%)	1 (50%)	1 (20%)
Native American	1	0	0
Completers	1 (100%)	0	0

22 Admissions

C. Women's Basketball	14	11	10
Completers	12 (86%)	8 (73%)	6 (60%)
Caucasian	14	11	10
Completers	12 (86%)	8 (73%)	6 (60%)
Native American	0	0	0
Completers	0	0	0
D. Men's Golf			
Athletes	8	9	8
Completers	7 (88%)	9 (100%)	3 (38%)
Caucasian	8	9	8
Completers	7 (88%)	9 (100%)	3 (38%)
E. Women's Softball			
Athletes	12	8	8
Completers	11 (92%)	6 (75%)	5 (63%)
Caucasian	12	8	8
Completers	11 (92%)	6 (75%)	5 (63%)
Native American	0	0	0
Completers	0	0	0
F. Men's Cross Country			
Athletes	7	7	3
Completers	5 (71%)	3 (43%)	0 (0%)
Caucasian	7	7	3
Completers	5 (71%)	3 (43%)	0 (0%)
Black	0	0	0
Completers	0	0	0

* Unduplicated count

Costs

The Board of Trustees of Alpena Community College reserves the right to change any and all charges as conditions and circumstances warrant change.

All charges are assessed and payable, in United States currency, at registration or as otherwise stated below. Students are urged to use checks, credit cards (Discover, VISA or MasterCard), or money orders payable to Alpena Community College for the payment of charges. If checks and money orders are in excess of the required payments, the balance will be given to the student.

Cash payments are accepted at the Alpena Campus but cannot be accepted at the Huron Shores Campus.

Financial aid often makes it possible for people to take advantage of educational opportunities, and students are encouraged to apply to determine what type of assistance may be available. ACC participates in all federal and state educational grants, loans, work study, academic scholarships and Veterans Benefits programs. (See "Financial Aid" section of this catalog.)

Tuition

Tuition at Alpena Community College is based upon residence (see page 18 for residency policy) and is computed on contact hours. The total contact hours are those hours actually spent in lecture, laboratory, or recitation instruction. For example, a student who registers for BIO 114 4(3-2) is taking a 4 credit hour course which has 5 contact hours, 3 lecture and 2 lab.

2002-03 Tuition Costs (Rates are subject to change for 2003-04)

In-District (Alpena Public Schools District)	
\$61 per contact hr.*	
In-State	
\$91 per contact hr.*	
Out-of-State	
\$122 per contact hr.*	
Registration Fee	
\$10 per semester and summer session	

* The maximum number of contact hours per semester for which a student will be charged during the regular semester enrollment period is 21 contact hours. The maximum number of contact hours per summer session for which a student will be charged during the regular summer session enrollment period is 14 contact hours.

Fees

Student Services Fee

(These 2002-03 rates are subject to change for 2003-04)

A Student Services Fee of \$6 per contact hour will be assessed for all enrollments on campus.

- a. The fee is assessed to each "Add" of a course or courses.
- b. No student will be assessed for more than 21 contact hours per semester.
- c. During the summer session, the fee is assessed on no more than 14 contact hours.

Facilities Maintenance Fee

(These 2002-03 rates are subject to change for 2003-04)

A Facilities Maintenance Fee of \$6 per contact hour will be assessed for all enrollments on and off campus.

- a. The fee is assessed to each "Add" of a course or courses.
- b. No student will be assessed for more than 21 contact hours per semester.
- c. During the summer session, the fee is assessed on no more than 14 contact hours.

Technology Fee

(These Spring Semester 2003 rates are subject to change for 2003-04)

A Technology Fee of \$4 per contact hour will be assessed on all enrollments for classes held at the Alpena Campus and the Huron Shores Campus.

- a. The fee is assessed to each "Add" of a course or courses.
- b. No student will be assessed for more than 21 contact hours per semester.
- c. During the summer session, the fee is assessed on no more than 14 contact hours.

Special Course Fees

Courses requiring non-college facilities, equipment or services (art, physical education, music, etc.) may require an additional fee that will be collected by the agency or company providing the facilities, equipment or services.

Drop/Add Fees

A \$5 fee will be assessed for each Drop/Add form processed (DROP only, ADD only, DROP/ADD).

- a. The fee is assessed in all registration modes: early, central, and late.
- b. The fee is not assessed if the registration can be cancelled (prior to generating a receipt).
- c. The fee is not assessed if the schedule change is the direct result of the canceling of a section or a revision to the semester schedule which has been authorized by the Instructional Dean.

- d. The fee is not assessed if a miscellaneous class is added which has its own enrollment period.
- e. Withdrawal from college: The fee is not assessed if a student is partially or completely withdrawing after the enrollment period.
- f. The fee is assessed if a student is adding a class (late) after the enrollment period ends. This requires the permission of an Instructional Dean and the payment of “late charges.”

Graduation Fee

A graduation fee of \$15 for processing records is required. This must be paid before final examinations are taken.

Transcript Fee

Transcripts are provided at no cost for currently-enrolled students. All others pay a fee of \$3 per transcript.

Estimated Cost of Attendance

The following chart gives the estimated cost of attending Alpena Community College for an academic year based on rates in effect when this catalog went to print. Rates are subject to change. The figures are based on an average full-time course load of 30 contact hours for two semesters and estimated average costs for additional expenses. In-district expenses consider a student living at home, while in-state and out-of-state expenses consider a student living in campus housing. These are estimates given only to help in planning.

Estimates based on 2002-03 rates, which are subject to change

Expenses	In-District	In-State	Out-of-State
Tuition	\$1,830	\$2,730	\$3,660
Fees	470	470	470
Books and Supplies	500	500	500
Room and Board	2,500	4,000	4,000
Personal	600	600	600
<u>Transportation</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	\$6,400	\$8,800	\$9,730

Some courses and programs of study, especially in technical and occupational areas, also require students to purchase supplies, equipment, clothing or tools which are necessary for course work and which they will continue to use when employed. These items vary in cost and estimates for some programs are below. Academic advisors for specific programs can provide additional information about the current costs for such investments. For example:

Automotive Service and Repair (C)	\$1,000-\$2,500
Drafting and Design Technology (AAS).	\$35-\$75
Utility Technician Training (C)	\$800

Refunds

Full refunds (100%) — A refund of all tuition paid will be issued providing a Drop/Add form is processed and in the possession of the Campus Services Office (Van Lare Hall) prior to 3:30 p.m. of the last day of the enrollment period of the semester, or if a miscellaneous course, prior to the end of the enrollment period of the course.

The “enrollment period” is defined as: not less than 1/10th of the calendar days between and including the first day of the semester and the final exam period. This college uses a Predominant Calendar System for determining the actual enrollment period for regularly scheduled semester courses (Fall, Spring, Summer). Other individually scheduled courses have independently determined enrollment periods.

The “enrollment period” starts with the first instructional day of a semester or miscellaneous course and ends when the appropriate number of calendar days have elapsed.

A request for refunds for extenuating circumstances must be submitted to the Vice President of Instruction/Student/Community Services.

Return of Title IV Funds (Federal Aid): Based on the Higher Education Amendments of 1998, students receiving Title IV financial aid (Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal Supplemental Educational Opportunity Grant or other federal sources of aid), and who withdraw, drop out or are dismissed before completing more than 60 percent of the payment period, are subject to a calculation to determine if funds must be returned to the federal or state financial aid programs. No scholarship or grant funds will be refunded to the student. Books can be returned to the ACC Bookstore for the proper credit.

The calculation of the return of these funds may result in the student being required to repay all or a portion of the total aid dollars received from federal Title IV and other federal, state or local sources to the federal government and/or Alpena Community College. Once the student has completed more than 60 percent of the payment period, all federal financial aid assistance is considered to be earned and the funds may be retained. If funds must be returned, the order of return is as follows: unsubsidized Federal Stafford Loan; subsidized Federal Stafford Loan; Federal Perkins Loan; Federal PLUS Loan; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV aid programs.

A detailed explanation of the required Return of Title IV Funds Calculation and examples are available in Campus Services (VLH 108) or the Huron Shores Campus office.

Non-Payment

Grades and other records may be withheld from those students who have not met all of their financial obligations.

Senior Citizen Tuition Waiver

A waiver of all tuition charges will be granted to College district residents 60 years of age or older. These students will be expected to pay all other fees associated with their enrollment. The Tuition Waiver is available only to individuals residing in the college district. The waiver is available on the first day of classes each semester.

Financial Aid

Financial aid is available to Alpena Community College students through a number of sources, including Title IV federal programs for qualifying students, State of Michigan Competitive Scholarships, Michigan Rehabilitation Services, Bureau of Indian Affairs (BIA), and special organizational scholarships and loans. Additional information on eligibility and application procedures – including completion of the Free Application for Federal Student Aid (FAFSA) – is available at the Campus Services Office.

To be considered for student financial aid, an applicant must be entering a degree or certificate program and also have completed the application process (see page 16).

Minimum Academic Progress

All students receiving Title IV financial aid monies (Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study Program, Perkins Loan, and Stafford Loan) must meet the following academic standards. All students must successfully complete at least 50 percent of all credit hours attempted during their first two semesters of enrollment.* Students must then successfully complete at least 50 percent of credit hours attempted each subsequent semester. In addition, students must have the following:

Step	G.P.A.	Hours Completed
1	1.5	15
2	1.6	30
3	1.7	45
4	2.0	60

To regain good standing, students must successfully complete at least 50 percent of credit hours attempted (six credit hours minimum) and maintain a Grade Point Average of 2.0, or a level that will maintain the minimum grade point average for hours completed. Students will not be eligible for Title IV monies during this interim semester.

Students who receive a grade of I (Incomplete) will have the following semester

to make up this work. The course for which the grade of I was received will not be used in the computation of completed courses. A grade of W (Withdrawal) will be counted in hours attempted during the semester. Students can repeat courses if a failing grade was received for the course or if they withdrew from the course. Other courses can be repeated only if required by the institution for the student's program of study.

* Students' academic records during a period of prior enrollment will be reviewed for academic progress even if Title IV aid was not received for this prior enrollment period.

Maximum Time Frame

Each Title IV aid recipient will be reviewed annually to determine that a minimum percentage of work or progress toward the degree or certificate has been completed. The maximum time frames are:

Status	Associate Degree	Certificates
Full-time	3 years or 6 semesters	1.5 years or 3 semesters
3/4 time	4.5 years or 9 semesters	2.25 years or 5 semesters
1/2 time	6 years or 12 semesters	3 years or 6 semesters

All aid recipients' transcripts will be reviewed prior to disbursement of aid in the fall of each year for the time frame provisions cited above. The maximum time frame provisions of this policy apply to a student's initial program of study. If a student changes programs, the maximum time frame would be an additional two years for an Associate Degree or three semesters for a Certificate program. For the purpose of extending their maximum time frame, students must request a program change in writing.

Appeals Process

All students have the right to appeal their case to the Financial Aid Progress Committee. The appeal must be made in writing explaining any mitigating circumstances. Additionally, students may be required to appear before the committee.

Disbursement

Financial aid disbursements will be made as soon as possible after the conclusion of the institutional refund period. All disbursements will be made by mail and at least once every enrollment period.

Federal Programs

Federal Pell Grant

A grant program which provides the base of all financial aid packages. Eligible full-time students receive at least \$200 but not more than \$4,000 per year. Awards are also available to students who are attending less than full time.

Federal Supplemental Education Opportunity Grant (SEOG)

A grant program for students with financial need who, without the grant, would be unable to continue their education. The award cannot be less than \$100 nor more than \$4,000 per year.

Federal College Work-Study (CWS) Program

A program which provides jobs for students who have financial need and who must earn a part of their educational expenses. Jobs are provided both on and off campus. The pay rate can vary, and full-time employment may be available during non-enrollment periods (summer vacation, holiday breaks, etc.).

Federal Perkins Loan (formerly National Direct Student Loan Program)

A loan provided to students who demonstrate financial need and are enrolled on at least a half-time basis. The interest rate on the loan is 5 percent simple, and interest does not begin to accrue until six months following graduation or six months following any point when you leave school. You can borrow up to \$6,000 for an undergraduate program.

Federal Stafford Loan Program (Subsidized)

A program which enables the student to borrow directly from a local bank or credit union. The loan is guaranteed by a loan guarantor. The interest rate varies from year to year (it is currently 3.46%). The subsidized Stafford loan is based on financial need. Loan limits are \$2,625 for first-year students, \$3,500 for second-year students, and \$5,500 per year for students who have successfully completed their first and second year of undergraduate education. Aggregate loan limit is \$23,000.

Federal Stafford Loan Program (Unsubsidized)

A program whose provisions are identical to the subsidized Stafford Loan Program except for the following:

- a. Student is responsible for all interest
- b. Eligibility is based on cost less aid
- c. Student is charged a 3 percent origination fee that goes to the federal government

A variable interest rate (based on 91-day T-bill plus 3.1 percent) is capped at 8.25 percent as compared to a cap of 10 percent for PLUS. The aggregate loan limit using both the subsidized and unsubsidized program is \$23,000.

Federal Parental Loans for Undergraduate Students (PLUS)

Loan restricted to parents who borrow for their dependent children, who may be either undergraduate or graduate students. Borrowing is based on a cost less aid formula with no annual or aggregate loan limits. Financial need is not a requirement.

State Programs

Michigan Competitive Scholarship

Scholarship available to Michigan students attending public or private Michigan colleges and universities or approved non-profit Michigan vocational schools. Students must qualify by scoring 90 or higher on the American College Test (ACT) assessment prior to college entry and release the scores to the State of Michigan. Financial need is a factor in the award so a financial statement must be released to the state. The renewable award varies from \$100 to \$1,300 per year, not to exceed tuition costs.

Michigan Adult Part-Time Grant

Grant available to independent student who has not been enrolled in high school for at least two years. Student must take between 3 and 11 credit hours and demonstrate financial need. Maximum eligibility is \$300 per semester for four semesters.

Michigan Educational Opportunity Grant

Maximum \$1,000 per year grant available to Michigan residents with demonstrated financial need.

Michigan College Work-Study Program

Program that provides jobs for students who are Michigan residents (prior 12 months) and demonstrate financial need. Must be at least half-time student.

Michigan Tuition Incentive Program (TIP)

A State of Michigan program to encourage students to complete high school and continue their education at a local community college or selected four-year institution. The program pays for tuition and fees at the local community college. Eligibility is based on total family income. The student must have graduated from high school or earned a GED certificate prior to age 20, be a U.S. citizen and resident of Michigan. Further information and applications are available in the Campus Services Office at Van Lare Hall.

Transfer Grants

Besser Transfer Student Grants

Seven Michigan four-year colleges and universities have received a special grant from the Besser Foundation of Alpena, Michigan. These grants are to provide scholarships for students who have completed two years at Alpena Community College in good standing and are transferring and intend to complete their education at one of the following colleges or universities: Adrian College, Alma College, Michigan Technological University, Olivet College, Sienna Heights College, and Walsh Institute of Business. Further information can be obtained by contacting the four-year institution or the Student Services Office at Alpena Community College.

Scholarships

Scholarships donated by individuals, corporations and foundations provide financial assistance to students at Alpena Community College.

Financial need is not always a requirement, but students must indicate on their application for admission that they wish to be considered for scholarships. A student who wishes to be considered for specific scholarships described in this catalog must meet the qualifications and submit a completed Alpena Community College Scholarship Application by the second Monday in April in order to be considered for the next fall semester scholarship awards. If applying for a scholarship where financial need must be demonstrated, results of the Free Application for Federal Student Aid (FAFSA) must be received by Campus Services prior to the scholarship application deadline. The financial aid office will do everything possible to find students scholarships for which they are eligible.

In addition to those listed in this catalog, other scholarships may be available. Many fraternal, civic, state and national organizations and employers offer scholarships and issue information on application requirements and deadlines through their own publications, print and broadcast media and high school counseling offices.

EDWARD ADAMS MEMORIAL SCHOLARSHIP*

These \$500 scholarships are awarded to students who have graduated from a Northeast Michigan high school and are interested in studying banking or finance. Scholarships are renewable if a 3.0 or higher grade point average is maintained.

ALGER DELTA COOPERATIVE ELECTRIC ASSOCIATION SCHOLARSHIP*

This \$1,000 scholarship is awarded to a student enrolled in the Utility Technician Training Program. The student will be selected by the faculty and staff of the Program, with preference given to a student from the Upper Peninsula of Michigan.

ALPENA BESSER SHOP LOCAL 209 SCHOLARSHIP

These full-tuition, one-year awards are made to a son or daughter of a member of Local 209.

ALPENA COMMUNITY COLLEGE FACULTY COUNCIL SCHOLARSHIP

These \$200 scholarships are awarded to students of high academic standing who show leadership ability, diversity in interests, and social conscience. Financial need is not a prerequisite.

ALPENA COMMUNITY COLLEGE FOUNDATION SCHOLARSHIP FUND*

These \$250 scholarships are awarded to high school graduates and returning ACC sophomores who have at least a 3.0 GPA and demonstrate good citizenship and leadership ability. Students who have been out of high school for over one year are also encouraged to apply.

** This scholarship or award is administered through the Alpena Community College Foundation.*

ALPENA EXCHANGE CLUB ROGER BRILINSKI MEMORIAL SCHOLARSHIP

This \$500 scholarship is awarded to a resident of Northeast Michigan who has a high school diploma or GED. Preference will be given to a veteran or son or daughter of a veteran entering a two-year technical program.

ALPENA JUNIOR MISS SCHOLARSHIP*

These full-tuition, one-year scholarships are awarded to the co-winner of the Alpena Junior Miss contest.

ALPENA NEW CAR AND TRUCK DEALERS ASSOCIATION*

These \$250 scholarships are for full- or part-time, traditional or non-traditional students who are pursuing a certificate or degree in Auto Body Repair, Automotive Service & Repair, Management, Marketing or Finance and have attended Alpena, Alcona, Montmorency or Presque Isle schools. A minimum 2.0 GPA is required as well as a written paragraph about why this field was chosen and how this education will meet the student's goals.

JULIE ANDERSON SCHOLARSHIP*

These \$350 scholarships are awarded to incoming freshman females who are graduates of Alpena High School. The students must have a 3.5 or higher GPA, participate in ACC athletics, and have been active in high school extracurricular activities. Financial need is not a factor.

CLIFF ANSCHUETZ SCHOLARSHIP*

This \$250 non-renewable award is for one year of study. Recipient must be an Alpena High School graduate accepted into the Automotive Service and Repair program at Alpena Community College. Financial need and the academic capability to be successful in the program must be demonstrated. Recipient must maintain an overall 2.5 GPA throughout the scholarship year.

SHERIFF DUANE A. BADDER MEMORIAL SCHOLARSHIP*

This \$200 scholarship is awarded to an active law enforcement officer or second year law enforcement student. Priority is given to residents or employees of Presque Isle County. The award could go to a part-time student if he or she is currently a law enforcement officer. A minimum 2.0 GPA in high school is required.

J. WESLEY AND LILLIAN C. BALL MEMORIAL SCHOLARSHIP*

These scholarships cover the cost of tuition and textbooks up to \$2,500 for one year of study at ACC. Candidates must be from Northeast Michigan and accepted into any certificate or degree program. Financial need and academic promise will be considered.

CARL O. BASEL SCHOLARSHIP*

These \$750 scholarships are for students in the field of natural resources who have firm plans to work toward a four-year degree in forestry, wildlife, forest recreation or agriculture. Applicants must be from Alpena, Montmorency, or Presque Isle County. Graduates of Hillman High School will be given preference. A minimum 3.0 GPA is required as well as strong participation in extracurricular activities or community service.

HELEN B. BASEL SCHOLARSHIP*

These \$750 scholarships are for students enrolled in the education or health sciences fields. Applicants must be graduates of Hillman High School and have at least a 3.0 GPA. Extra curricular activities and community service will be considered.

ALAN BEITLER MEMORIAL SCHOLARSHIP*

This \$500 scholarship, sponsored by Bay Mfg., Inc. is awarded to a student who is pursuing a certificate or degree program in computer aided drafting and design technology or manufacturing technology and a career in CAD technology or engineering. Interested applicants must have a minimum 2.0 GPA and must submit two letters of recommendation with their application. School and community involvement will be considered.

AMERICAN BUSINESS WOMEN'S ASSOCIATION SCHOLARSHIP OF THE THUNDER BAY SUNRISE CHARTER CHAPTER*

This \$500 scholarship will be awarded to a non-traditional student from Alpena, Montmorency or Presque Isle Counties who are accepted into Alpena Community College or the University Center with the approval of an advisor. Students must demonstrate financial need and have a 3.0 grade point average. Scholarship recipients will be expected to attend a meeting of the Thunder Bay Sunrise Charter Chapter of the ABWA to present information on themselves and their plans for the future.

KATHRYN M. BOUCHEY SCHOLARSHIP*

These \$500 scholarships are awarded to Alpena High School graduates whose GPA is 3.0 or higher. Academic performance, good citizenship and school involvement are considered. Financial need is not a factor.

JAMES & LOIS BURCH HEALTH OCCUPATIONS & EDUCATION SCHOLARSHIP*

This \$250 scholarship is for a student in an education or health occupation degree program. Student must have a minimum 3.0 GPA in previous course work and must submit a letter of reference. Full- or part-time students may apply. Financial need is not a requirement. Award is renewable if a 3.0 GPA is maintained during the scholarship year.

GERALD & DALE CARPENTER MEMORIAL SCHOLARSHIP*

This \$200 scholarship is awarded to a graduate of Alpena High School who is majoring in law enforcement or criminal justice. Candidate must be of good citizenship and have a 2.3 or better GPA.

ROBERT R. CHATER SCHOLARSHIP*

These \$500 scholarships are awarded to students from Northeast Michigan with selection based on a 3.0 or higher GPA and financial need. These awards are renewable.

ANDREW AND MARIE CHRISTOPHERSON SCHOLARSHIP*

This \$400 scholarship is awarded to a graduate of Alpena High School who also attended Long Rapids Elementary School.

ROBERT F. CLAYTON, SR. MEMORIAL SCHOLARSHIP*

These \$200 renewable scholarships are awarded to graduates of Alpena High School who are majoring in biology or natural resources, who demonstrate financial need, and who have a 2.0 or higher GPA.

ELLWOOD COOMBS MEMORIAL SCHOLARSHIP*

These \$400 awards are given to students from Alpena and Alcona counties. Consideration will go to students who do not qualify for need-based financial aid.

DALE T. AND JUDITH L. DEAN SCHOLARSHIP*

This \$250 scholarship is for a freshman student interested in a career in the masonry production industry. Full- or part-time, traditional or non-traditional students must demonstrate a commitment to the program and have a 2.0 GPA. Financial need is not a factor.

ROY DOMRASE II MEMORIAL SCHOLARSHIP*

This \$250 scholarship will be awarded to a student from Northeast Michigan who is a veteran of Desert Shield/Desert Storm, a son or daughter of a veteran, or who serves in the National Guard.

ROBERT H. DOYLE MEMORIAL SCHOLARSHIP*

This \$250 scholarship is awarded to a freshman or sophomore student in Concrete Technology who demonstrates a commitment to the program and initiative in the classroom.

JAMES J. EDGLEY SCHOLARSHIP*

This \$500 scholarship is awarded to a student in any certificate or degree program at ACC. Special preference will be given to those candidates who attended Hinks Elementary School. A minimum 2.5 GPA is required. Financial need is not a factor. Full- or part-time students may apply. Award is renewable if a 2.5 GPA is maintained during the scholarship year.

BRYON S. EGELSKI MEMORIAL SCHOLARSHIP*

These \$500 scholarships are for one year of study at Alpena Community College. Each recipient must have graduated from a high school in Alcona, Alpena, Iosco, Montmorency or Presque Isle County and plan to major in criminal justice. Candidates must possess an overall 2.0 GPA, and recipients must maintain an overall 2.5 GPA throughout the scholarship year. A letter indicating why you chose criminal justice is also required.

FREDERICK I. AND BETTE ANNE EGGAN MEMORIAL SCHOLARSHIP

This \$250 scholarship is awarded to a Level II Associate Degree nursing student with a GPA of 3.0 or higher in the Nursing program. Recipient must be a resident of Alpena, Alcona, Presque Isle or Montmorency County. Academic performance and financial need are considered, with preference given to any student who meets all criteria and has an expressed interest in oncology nursing.

WILLIAM ELLER MEMORIAL SCHOLARSHIP*

This \$400 scholarship is presented annually to a student demonstrating academic promise and dedication to the Concrete Technology program.

ESI DRAFTING/DESIGN SCHOLARSHIP*

These variable scholarships are awarded each semester to full- or part-time employees (10 hours per week, minimum) of Employment Services, Inc. (ESI) or one of its client companies. The award ranges from \$75-\$500 and is based on the applicant's cumulative GPA. Applicants must be pursuing a degree in computer aided drafting & design technology or pre-engineering and a career in CAD technology. Financial need is not a factor. Interested applicants must contact ESI at (989) 358-7190 for more information and an application.

O. B. AND EVELYN EUSTIS ENVIRONMENTAL SCHOLARSHIP*

These \$500 scholarships are for students pursuing a career in environmental science or education or who have demonstrated active involvement in environmental activities. They may be used for tuition or towards an environmental project approved by an ACC instructor. The scholarship is intended for persons who serve to protect, improve or increase appreciation for our natural environment or for use in projects or causes which do so.

FINE AND PERFORMING ARTS SCHOLARSHIP*

These \$500 scholarships are given to candidates who have been selected after submitting an audition tape and an instructor's recommendation to enter the Performing Arts programs at Alpena Community College. Candidates must also be interviewed by the departmental selection committee. Recipients must maintain good academic standing and perform in at least one production each semester.

TROOPER LARRY FORREIDER MEMORIAL SCHOLARSHIP*

These \$200 scholarships are awarded to sophomore students who have successfully completed their freshman year at Alpena Community College, who are majoring in law enforcement, and who have graduated from a school in Alcona, Alpena, Montmorency, or Presque Isle County. Applicants must demonstrate good citizenship, public service, and moral integrity.

CLIFFORD AND HELEN GAMAGE MEMORIAL SCHOLARSHIP*

This \$250 scholarship is awarded to a Northeast Michigan high school graduate who demonstrates financial need and academic promise.

JOHN M. GRANT MEMORIAL SCHOLARSHIP*

These \$500 scholarships are for students in the Concrete Technology program who demonstrate financial need and reasonable academic performance. A minimum 3.0 GPA is recommended.

MARIE SEXSMITH GRIFFIN SCHOLARSHIP*

This \$1,000 scholarship is available for traditional and non-traditional students who are working toward an associate degree with the intention of pursuing a four-year degree in their field of study. A minimum GPA of 2.5 is required. A recommendation letter from a former instructor or counselor is required.

JULE AND THELMA HARTWICK FUND SCHOLARSHIP*

This \$500 scholarship is awarded to a student interested in majoring in Library Science, Mathematics, or, if neither of these disciplines can be filled, then the field of science broadly applied. If academic progress is exhibited during the first year by the recipient an additional year of support may be given provided the student continues at Alpena Community College.

DR. AND MRS. EDWARD A. HIER SCHOLARSHIP*

This \$250 scholarship is awarded to a non-traditional student from Alpena County. The student must be enrolled for at least 6 (six) credit hours each semester during the first year of the scholarship and pursuing higher education as a way to improve his or her family's lifestyle. This scholarship is renewable if a minimum 3.0 GPA is maintained and the student enrolls in at least 9 (nine) credit hours each semester of the second year.

AVIS HINKS MUSIC SCHOLARSHIP*

This \$250 scholarship is awarded to a full- or part-time student who is enrolled in at least one music theory, jazz ensemble, or music-related course. A letter of recommendation from a music director or instructor and a short essay on what music means to you and your future plans in music are required.

HOMEWORKS TRI-COUNTY ELECTRIC COOPERATIVE SCHOLARSHIP*

This \$500 scholarship is awarded to a student enrolled in the Utility Technician Training Program. Preference will be given to those applicants who receive electric service from Portland, Michigan-based HomeWorks Tri-County Electric Cooperative, live in one of the 13 counties served by HomeWorks, or are dependents of HomeWorks employees. While not obligated to employ the scholarship recipient after graduation, HomeWorks does have the right of first refusal of employment of this student. Should an offer be made and not accepted by the scholarship recipient, the student would be required to repay the scholarship as an interest-free, 12-month loan.

ROBERT W. & ILA C. JONES EDUCATION SCHOLARSHIP*

These \$500 scholarships are awarded annually to students majoring in education. The awards are based on academic merit and financial need.

WILLIAM F. KELLER SCHOLARSHIP

These \$300 scholarships are sponsored by the William F. Keller Lodge 107 Fraternal Order of Police in Alpena. Recipient must be in Law Enforcement, a resident of Alpena County, in good academic standing, desire to enter the criminal justice field, and meet the approval of a selection committee. This scholarship is awarded in May of each year to a returning sophomore.

ALEX AND ESTHER KENNEDY SCHOLARSHIP*

These \$500 scholarships are awarded to graduates of Alpena High School who have a 3.0 or better GPA. Financial need is not a factor; however, good citizenship and participation in school activities are considered.

GEORGE C. KISTLER SCHOLARSHIP*

This \$250 scholarship will be awarded to sophomore pre-engineering students who demonstrate a commitment to continuing education and academic excellence. Candidates must have a minimum 3.0 grade point average and plan to matriculate into a four-year engineering degree program.

L & S TRANSIT MIX SCHOLARSHIP

This \$250 scholarship is awarded annually to a freshman Concrete Technology student based on academic merit and financial need.

LAFARGE CORPORATION ENGINEERING SCHOLARSHIP

This full-tuition, two-year scholarship is awarded to a Northeast Michigan high school graduate majoring in engineering. The award also pays for necessary text books. Financial need and academic excellence are primary considerations.

LAFARGE N.A. PRESQUE ISLE QUARRY SCHOLARSHIP

These \$500 and \$1,000 one-year scholarships are awarded to dependents of Lafarge N.A. Presque Isle Quarry employees. One recipient will be from Alpena High School and one from the surrounding area.

WILLIS AND EVA LANCASTER SCHOLARSHIP

This \$500 scholarship is awarded annually to a sophomore Concrete Technology student based on academic merit and financial need.

JOHN WESLEY LAW MEMORIAL SCHOLARSHIP

This \$500 scholarship will be awarded to full- or part-time students from Northeast Michigan accepted into Alpena Community College with the approval of an advisor. Preference will be given to students who are pursuing an Associate of Arts degree in History or Political Science, and have completed one semester at Alpena Community College. Consideration will also be given to students who are pursuing degrees in the broader scope of the Social Sciences including Anthropology, Economics and Geography. A minimum 3.3 GPA is required and financial need is not a factor. In addition, a short essay of 500 words is required and should express how the award will forward the student's goals and how those goals will ultimately be of a broader benefit to the community in the future. A brief statement of why or how this interest in the field of history developed is encouraged.

JEAN MARTINDALE MEMORIAL SCHOLARSHIP*

This \$250 scholarship is awarded annually to a resident of Alpena County who is pursuing a career in elementary education.

JOHN D. MARTINDALE MEMORIAL SCHOLARSHIP*

These \$500 scholarships will be awarded annually to students who demonstrate financial need and are majoring in any of the technical programs. They are not based on grade point average, but rather good citizenship, a desire to succeed and the recommendation of the applicant's high school principal.

**MILITARY ORDER OF COOTIES — PUP TENT 96 JOHN DERTHICK
NURSES SCHOLARSHIP**

A \$1,000 scholarship awarded to a registered nursing student. Recipient must be from the family of a veteran to be eligible. Recipient will be chosen from veteran connections of the highest order.

ROBERT E. MUNROE SCHOLARSHIP FOR ENTREPRENEURIAL STUDY*

This \$450 scholarship is for a full- or part-time student accepted into the Small Business Management Program. Interested applicants must submit an essay explaining their plans for the future and their interest in owning and operating a small business. A 3.0 GPA and one letter of reference is also required. Financial need is not necessarily a factor.

**GORDON AND VERNIE NETHERCUT/CHILD AND FAMILY SERVICES
SCHOLARSHIP**

These \$500 scholarships are distributed each year to students who are either employees of Alpena Child and Family Services, members of an employee's immediate family, current or former clients of Alpena Child and Family Services, or individuals pursuing a degree in the human services field. Financial need is a factor, and academic promise and citizenship are also considerations.

**GORDON AND VERNIE NETHERCUT COMMUNITY SERVICE CAREER
SCHOLARSHIP***

This \$250 scholarship is awarded to students who are pursuing a certificate or degree that will lead to a community service career. Student must have a minimum 3.0 GPA and financial need will be considered. Full- or part-time students may apply. Award is renewable if a 3.0 GPA is maintained during the scholarship year.

PHILIP NOBLE MEMORIAL SCHOLARSHIP*

These \$500 scholarships are awarded to freshmen students residing in either Alcona or Alpena County. Preference will be given to candidates who are members of the Hubbard Lake United Methodist Church. Candidates must have a 2.3 GPA and demonstrate good citizenship.

NORTHEAST MICHIGAN HUMAN RESOURCES ASSOCIATION SCHOLARSHIP*

These \$500 scholarships will be awarded to non-traditional students from Northeast Michigan who are accepted into Alpena Community College with the approval of an advisor. Students must be interested in entering the human resource field or pursuing a degree in business management, and they must demonstrate a strong desire to succeed in the context of their application.

NUTRITION SERVICES/COCA-COLA BOTTLING COMPANY OF MICHIGAN BUSINESS SCHOLARSHIP*

These scholarships are for full-time students (\$1,000) and part-time students (\$500) accepted into the ACC Accounting, Business Information Systems, Business Management, Marketing, or Network Administration programs. Students must have a minimum 3.0 GPA, provide two letters of reference and write an essay about their educational plans and career aspirations. Financial need is not a factor.

ROBERT H. PAQUETTE SCHOLARSHIP

This \$500 non-renewable scholarship is awarded to a graduating senior at Alpena High School entering the Concrete Technology program at Alpena Community College as a full-time freshman. Recipient must demonstrate need. Preference is given to those with a 3.0 or higher GPA.

CARL AND HELEN PATZER SCHOLARSHIP*

This \$250 scholarship is awarded to a student who is pursuing a career in business or the natural sciences (including ornithology or field biology). A GPA of 2.5 or higher is required and financial need will be considered. The scholarship may be used for tuition or towards a legitimate field project approved by an ACC instructor.

JOSEPH P. PINSON MEMORIAL SCHOLARSHIP*

This \$500 scholarship will be awarded to a student accepted into Alpena Community College with the approval of an advisor. Students must be a resident from Northeast Michigan, demonstrate academic merit and citizenship. If academic progress is exhibited during the first year by the recipient an additional year of support may be given provided the student continues at Alpena Community College.

JAMES E. POTVIN SCHOLARSHIP*

This \$1,000 scholarship is awarded to a student from Michigan who is pursuing an associate's degree in Concrete Technology at Alpena Community College. Students from the Cadillac area will be given preference. Students must demonstrate financial need and have a grade point average of at least 2.5.

PRESIDENTIAL LEADERSHIP SCHOLARSHIP*

These \$600 scholarships are designed for students with leadership potential who are chosen through recommendations by high school counselors and principals. Academic achievement, as well as high school and community involvement will be considered.

ROTARY CLUB SCHOLARSHIP*

These \$200 scholarships are awarded to students showing leadership qualities, good citizenship and character, and academic excellence.

LEROY AND CAROL SCHENK SCHOLARSHIP*

This \$500 scholarship is awarded to students from Northeast Michigan who demonstrate good citizenship, financial need and have a grade point average of at least 2.5. This scholarship is available to both traditional and non-traditional students and is renewable if a 2.5 or higher grade point average is maintained.

CHARLES H. SCHEUFLER SCHOLARSHIP*

These \$500 scholarships are awarded to students who are accepted into the Utility Technician Training program and have a good attendance record at a previous school or place of employment. Financial need and a sincere desire to enter the field must be demonstrated.

SCHOLARSHIP FOR NON-TRADITIONAL STUDENTS*

These \$500 scholarships are awarded to students who have been out of high school for at least seven years. Applicants must write an essay detailing their purpose for pursuing a certificate or degree, their goals for the future, and their family status.

SCHOLARSHIP FOR SINGLE MOTHERS*

This scholarship covers tuition and books up to \$2,000 for one year of study at ACC. The recipient must be enrolled for at least eight contact hours. She must also provide an essay and letter of recommendation demonstrating her commitment to further her education in an effort to improve her family's situation. A minimum 3.0 GPA in any previous college course work is required.

BRYAN D. SPRINGSTEAD MEMORIAL SCHOLARSHIP*

This \$500 scholarship is awarded to a student who is pursuing a certificate or degree in any apprentice or technical program. Students must demonstrate financial need and have a grade point average of at least 2.0. Preference will be given to students utilizing the resources of The Learning Center. (Awards will be made by The Learning Center staff each November for distribution in the upcoming semester.)

THE STACY FAMILY SCHOLARSHIP*

This \$250 scholarship is awarded to a student who is working toward an Associate in Applied Science Degree in Accounting or Business Management or an Associate in Arts Degree Concentration in Business Administration.

FRANK TALENTINO SCHOLARSHIP*

This \$600 scholarship is awarded to a student who is accepted into the Utility Technician Training program and can demonstrate financial need and a sincere desire to enter the field. Attendance records at a previous school or place of employment will be considered.

THUMB ELECTRIC COOPERATIVE SCHOLARSHIP*

This \$500 scholarship is awarded to a student in the Utility Technician Training Program who is from any community serviced by Thumb Electric. The student will be selected by the faculty of the Utility Technician Training Program.

** This scholarship or award is administered through the Alpena Community College Foundation.*

THUNDER BAY STEELHEADERS SCHOLARSHIP*

This \$300 scholarship is awarded to a student accepted into a certificate or degree program in the biology or natural sciences areas.

EMERY H. TIMM SCHOLARSHIP

This \$300 renewable scholarship is awarded to a student enrolled in a construction-related program. Priority is given to sons or daughters of Association members.

WARNER NORCROSS AND JUDD L.L.P. SCHOLARSHIP*

These \$500 scholarships are awarded to 1) one traditional student from Northeast Michigan who is interested in entering the human resource field or pursuing a degree in business management and has been accepted into Alpena Community College with the approval of an advisor; and 2) one non-traditional University Center student who is pursuing a bachelor's or master's degree in the human resource field or business management through any of the University Center affiliated institutions.

WAYNE WIRE CLOTH PRODUCTS SCHOLARSHIP

This full-tuition scholarship is for a freshman student who is pursuing a career in business administration or the industrial areas. Preference will be given to dependent children of Wayne Wire Cloth Products employees and/or graduates of Hillman High School.

WIESEN FAMILY SCHOLARSHIP*

This \$250 scholarship is awarded to high school graduates from the counties of Alpena, Alcona, Montmorency or Presque Isle. The student must be pursuing a degree or certificate program in any area of study. Preference will be given, but not limited, to students with financial need. A minimum grade point average of 2.5 must be maintained.

THE WILK FAMILY SCHOLARSHIP*

These \$500 scholarships are awarded to a male and female student committed to an ACC athletic program.

CYNTHIA M. WISE MEMORIAL SCHOLARSHIP*

This \$400 scholarship is awarded to a resident of Long Rapids Township who demonstrates high academic capability, excellent citizenship and character, and financial need.

XLT CORPORATION SCHOLARSHIP*

This \$250 scholarship is for a part-time, non-traditional student in business or any technical program. An essay describing past education, work history and skills, community involvement, and plans for the future must be submitted, as well as a letter of recommendation supporting the student's education and career aspirations. Financial need is a factor, and a minimum 3.0 GPA is required.

ZONTA CLUB OF ALPENA SCHOLARSHIP*

This \$500 scholarship is awarded to an Alpena High School student who demonstrates the Zonta standards and ideals, has a minimum 2.5 GPA, is involved in extracurricular activities and/or is working while attending school. A letter of recommendation is required.

ZONTA CLUB OF ALPENA/TRI-COUNTY AREA*

This \$250 scholarship is for a female student pursuing a certificate or degree. The student may be traditional or non-traditional and full- or part-time (minimum of 8 credit hours). Students from Alcona, Alpena, Montmorency or Presque Isle Counties are eligible. A 2.0 GPA in recent high school or college course work is required. Financial need is not a factor.

University Center

MADLINE BRIGGS UNIVERSITY CENTER EDUCATION SCHOLARSHIP*

This \$500 scholarship is awarded to a student pursuing a degree in education at the ACC University Center cooperative program with Spring Arbor College. Graduate or undergraduate students enrolled either on a full- or part-time basis may apply. A special application, essay and letters of reference are required. Financial need and other hardships will be considered. For additional information, please contact Spring Arbor College in the ACC Madeline Briggs University Center.

SCHOLARSHIP FOR SINGLE MOTHERS/UNIVERSITY CENTER*

This scholarship is awarded to a single mother who is pursuing any degree program at the ACC University Center. It covers the cost of tuition and textbooks up to \$3,000 for one year of study. An essay and letters of reference are required. Financial need will be considered. For additional information and how to apply, please contact the ACC Foundation by phone at (989) 358-7297.

Special Awards

ALPENA COMMUNITY COLLEGE FRESHMAN LEADERSHIP AWARD

An award of \$100 presented annually to a freshman student who has demonstrated a concern for enriching the life of the College and the larger community through his/her leadership.

ANNA & JESSE BESSER RECOGNITION AWARDS

These two special awards are presented to the male and female student who have made outstanding contributions to the life of the College through scholarship, leadership and expression of responsibility in solving social problems. Each receives a citation and a monetary award.

JOHN M. GRANT FRONT RUNNER AWARD*

Presented annually to a graduating male and female student who have each demonstrated unusual dedication in pursuit of higher education. This award salutes non-traditional students who deal not only with the usual challenges of college studies, but also juggle home, family and work responsibilities.

Veterans Educational Benefits

Alpena Community College is approved by the Michigan Department of Education State Approving Agency for the training of veterans and other persons eligible under the educational benefits programs of the U.S. Department of Veterans Affairs (USDVA). Students must enroll at ACC in an approved degree program, or be enrolled as eligible guest students from another institution.

The Veterans Affairs Coordinator at Alpena Community College assists veterans with the process of applying for VA Education Benefits. The coordinator certifies the enrollments of eligible students to the USDVA, monitors the Standards of Progress for VA Education Benefits, and assists with problems encountered in the collegiate environment.

Veterans and service persons, their spouses and dependents, or their survivors may be eligible for educational benefits through:

- The New GI Bill — Selected Reserve Educational Assistance Program, Chapter 1606
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP), Chapter 32
- New GI Bill — Active Duty Educational Assistance Program, Chapter 30
- Vocational Rehabilitation, Chapter 31
- Dependent's Educational Assistance, Chapter 35

Information about eligibility requirements and benefits is available in the office of the Coordinator of Veterans Affairs in Van Lare Hall or by accessing the USDVA Education website at <http://www.gibill.va.gov>.

The college is required to notify the VA of any transfer credit granted and the resulting reduction of training time necessary for the student to complete the degree objective. Students who have attended another college must have their transcripts sent to ACC as soon as possible for evaluation. ACC will evaluate transcripts and determine what courses will transfer and how many credits will apply to the student's degree program at ACC. Transfer credits will be reported in the student's Program Progress Report (PPR), which will also identify the remaining courses and credits required for the student's degree program at ACC.

Enrollment Certification

Eligible students can receive their VA education benefits only when the college certifies their enrollment to the Department of Veterans Affairs. Eligible students who wish to receive their benefits must submit a signed "Request for Certification for Veterans Benefits" to the office of the Coordinator of Veterans Affairs. Students will receive VA education benefits only for the semesters for which they request certification. All students receiving VA education benefits must notify the ACC Coordinator of Veterans Affairs immediately upon withdrawing from a class or discontinuing attendance in a class. Withdrawals or discontinued attendance may result in an overpayment of benefits.

Veterans Certification Guidelines

1. It is the veteran's responsibility to file a completed Drop/Add form with the Records Coordinator immediately upon dropping any classes or completely withdrawing from the institution.

The veteran's last date of attendance shall be reported to the VA based on the date of drop or withdrawal as recorded by the Records Coordinator. In those instances where the veteran did not report his/her change of status to the Records Coordinator, the last date of attendance shall be determined by one of the following:

- a. The last activity date reflected in instructor's records.
 - b. The last date papers were submitted.
 - c. The last date an examination was taken.
2. Withdrawals, drops, and incompletes in classes may result in an over-payment of benefits from the VA. Non-attendance of classes may result in an over-payment of benefits from the VA.
 3. A VETERAN CAN RECEIVE BENEFITS ONLY FOR COURSES THAT ARE NECESSARY FOR GRADUATION. Any deviations from the curriculum guidelines must have counselor recommendation. A veteran should not repeat a course in which he/she has previously earned a satisfactory grade and expect VA Benefit payments on such credit hours.
 4. A veteran must be making satisfactory progress in his/her curriculum, and must meet minimum academic standards as defined in the Standards of Progress for VA Education Benefits policy.
 5. Veterans transferring from another college must have their transcripts sent to ACC as soon as possible for evaluation. Veterans who fail to do this subject themselves to having their benefits terminated and an over-payment charged by the VA.
 6. Advance pay:
 - a. Must be requested at least 60 days before the first day of classes.
 - b. Cannot be requested for consecutive semesters. There must be a full calendar month between attendance dates to request advance pay.
 - c. Will be issued for the exact number of days in the first month of the semester, plus the full following month.
 - d. Will cause a student to not receive any more checks until the student has completed the third month of the semester.

Standards of Progress for VA Education Benefits

All students receiving education benefits from the VA must satisfy the following academic standards:

1. All students must maintain a minimum 2.0 cumulative grade point average. A student whose cumulative GPA falls below 2.0 at the end of any semester will be placed on VA probation for the following semester.
2. A student who is on VA probation will be allowed two (2) semesters, including the summer session, to raise the cumulative GPA to a minimum 2.0 to be taken off probation. A student on VA probation who earns a minimum 2.0 GPA for any one semester, but whose cumulative GPA is still below 2.0, will continue on VA probation.
3. When a student is on VA probation for two consecutive semesters and has failed to come off probation, the College is required to notify the VA and the student is no longer eligible to be certified by the College to receive VA education benefits. The student's VA education benefits will be discontinued by the VA effective on the last day of the second semester of probation.
4. Students whose benefits have been discontinued may appeal that action to the VA and may present any mitigating circumstances that may have contributed to the student's failure to satisfy the Standards of Progress.
5. A student will again be eligible to be certified by the College to receive VA education benefits when his or her cumulative GPA is raised to a minimum 2.0 and the College is able to determine that there is a reasonable likelihood that the student will be able to maintain satisfactory progress in the future. The student will be required to meet with an ACC counselor as part of this determination process.

The student will also be required to submit a request to the VA to have education benefits resumed. The student's request along with the enrollment certification from the College will be reviewed by the VA, which will make the final decision and notify the student accordingly.

6. Students whose benefits are reinstated must continue to maintain a minimum 2.0 cumulative GPA. At the end of any semester in which their cumulative GPA falls below 2.0 they again will no longer be eligible to be certified by the College to receive VA education benefits, and the College will again be required to notify the VA.

Michigan Veterans Trust Fund Act 245, P.A. 1935

This act provides educational opportunities for the children of certain members of the armed forces of the United States. Eligibility is defined by the following amendment.

Section 1. Section 1 of Act. No. 245 of the Public Acts of 1935, as amended by

Act. No. 216 of the public Acts of 1984, being section 35.111-112 of the Michigan Compiled Laws, is amended to read as follows:

Sec. 1

- (1) A person greater than 16 years of age and less than 26 years of age who has been a resident of this state for the preceding 12 months, and who is a child of a Michigan veteran who was killed in action or died from other cause during a war or war condition in which the United States has been, is, or may be a participant, or who as a result of service connected illness or injury has since died or is totally disabled, or who as a result of service connected illness or injury was totally disabled before death from any cause, or who is officially listed by the United States government as missing in action in a foreign country, may, as provided in this act, attend an educational or training institution of an undergraduate college grade in this state.
- (2) A person's attendance at an institution located in this state pursuant to this act shall not exceed 36 month's full-time equated college undergraduate education.
- (3) A person admitted to a Michigan tax supported institution or accepted into the state paid tuition program for a Michigan tax supported institution under this act before October 1, 1996 is not required to pay tuition or any other fee that takes the place of tuition charges during the time in which that person is a college undergraduate grade student at the institution.
- (4) A person described in subsection (1) who is either of the following before October 1, 1996 is not required to pay the first \$2,800.00 per year of tuition or any other fee that takes the place of tuition charges during the time in which that person is a college undergraduate student at an institution as described in subsection (1):
 - (a) Admitted under this act to an institution that is not a Michigan tax supported institution.
 - (b) Accepted into the state paid tuition program for an institution that is not Michigan tax supported.
- (5) A person admitted to an institution located in this state pursuant to this act on or after October 1, 1996 is not required to pay the first \$2,800.00 per year of tuition or any other fee that takes the place of tuition charges during the time in which that person is a full-time college undergraduate student at the institution.

Information about the Michigan Veterans Trust Fund is available from the Coordinator of Veterans Affairs or:

Department of Military and Veterans Affairs
2500 S. Washington
Lansing, MI 48913

Academic Information

Academic Advising

Every Alpena Community College student is assigned an academic advisor to assist him/her in selecting courses and developing a program of study that will satisfy his/her educational objective. The academic advisors are faculty members who instruct in the student's field of study or in a related area. Academic advising is required prior to registration for every student carrying a course load of nine semester credits or more, and is strongly recommended for all students.

Registration

Registration for classes takes place before the start of each semester; dates and times are published in the semester schedule and advertised. New student orientation is held to assist first-time students with the registration process and academic advising. Consult the semester schedule or contact the Campus Services Office on the Alpena Campus or the Huron Shores Campus Office, Oscoda.

Drop/Add Procedure

There are times during a student's enrollment when it may be appropriate to add or drop a course during a given semester. A student adding or dropping a course must pick up a Drop/Add Form (Authorization for Schedule Change) from the Campus Services Office. The procedure outlined on the Drop/Add Form must be followed explicitly to insure the student that the proper credit and grade for all courses added or dropped is received.

A course may be added only during the enrollment period (usually 1/10th of the calendar days in the course or semester) while a course may be dropped any time through the tenth (10th) week of the semester (2/3 of the semester for accelerated courses). The signature of the instructor is required to drop a course after the first ten (10) days of the semester. A grade of W (Withdraw) is for courses dropped during the drop period, or if a student completely withdraws from courses prior to the end of the semester no later than the last instructional day prior to final exams (See "Withdrawal" on page 55 for details.) A \$5 fee will be charged for each drop/add processed during the enrollment period.

Academic Renewal

Alpena Community College is committed to academic excellence and to the ideal of the dignity and worth of the individual. Recognizing that education is a comprehensive, life-long activity, the College will provide a measure of forgiveness for past academic deficiencies. A second opportunity will be provided those former students qualifying for and requesting academic renewal.

Guidelines

1. A student may declare and receive academic renewal only once
2. Academic Renewal
 - a. Grades and course history will remain on the transcript, but credits, grade points, and grade point averages will be deleted.
 - b. The point of academic renewal will be the end of a semester as chosen by the student.
 - c. A period of two years or more must have passed since the selected academic renewal point.
 - d. All ACC course work prior to and including the selected semester will be subject to academic renewal.

Procedure

1. A student seeking to request academic renewal must obtain a Request for Academic Renewal from the Campus Services Office (VLH 108).
2. Upon completion by the student, the Request for Academic Renewal is returned to Campus Services for processing.
3. The student's transcript will carry a notation: "Academic Renewal Granted For All Course Work Prior to This Entry." The course descriptions and original grades will remain on the transcript.

Advanced Credit

In addition to credit earned at another accredited institution of higher education, a maximum of 30 semester hours may be applied toward the Associate Degree from sources other than credit earned in college courses; for example, military school, work experience, correspondence schools and/or credit by examination.

CLEP is the College-Level Examination Program. It enables those who have reached the college level of education in non-traditional ways to assess the level of their academic achievement and to use the test results in seeking college credit or placement. The test can be taken at Alpena Community College or at other test centers. ACC is a "limited" test center for CLEP and administers the examination only to ACC students or to new incoming students who have been admitted to ACC and are taking the examinations for credit at ACC.

Advanced Placement

Alpena Community College accepts credit from the Advanced Placement (AP) program. ACC will evaluate AP grade reports received from the College Board and will award appropriate course credit for selected AP examinations. Minimum score requirements vary from course to course.

Auditing of Courses

Students desiring to audit courses should declare their intent at the time of registration. Students auditing courses pay the same tuition and fees as those taking courses for college credit. With instructor approval, students may declare audit status for courses during the first week of the semester.

Students must meet appropriate course pre-requisites to audit a course. Audit students may take quizzes and examinations with the approval of the instructor. The audit status is noted on the student's transcript.

A student may not change either from an audit to a credit status or from a credit to an audit status after the first week of the semester. Audited courses will not be used to determine student classification for financial aid or Veterans Benefits purposes.

Audited courses do not satisfy course pre-requisite requirements or graduation requirements.

Classification of Students

A *full-time student* carries 12 or more credit hours per semester; a *half-time student* carries at least six, but less than 12 credit hours. Students admitted on a regular basis may carry up to 18 credit hours per semester; to carry over 18 credit hours requires permission of the academic dean. Under no circumstances may a student carry over 21 credit hours. A *freshman* is a student who has earned one to 23 semester credits; a *sophomore* has earned 24 or more.

Core Competencies

Alpena Community College believes that students obtaining an associate's degree should be exposed to a common core of educational experiences. The Core Competencies are integrated, reinforced and assessed throughout the curriculum. Students who earn an associate's degree will have developed the following competencies:

1. How to learn effectively
2. How to solve problems
3. How to use mathematical concepts
4. How to communicate effectively
5. How to interact with the world

Dean's List

In recognition of academic achievement, a list of full-time students who have earned a semester grade point average of 3.50 or higher is published each semester. Students must be enrolled in at least 12 credit hours at the College, excluding credits taken on a satisfactory/unsatisfactory or audit option basis to be eligible for the Dean's List.

Grading

Grades and Grade Points

The student receives one grade in each course taken. This grade combines the results of class work, tests, and final examinations. Grades are indicated by letters, each of which is assigned a certain numerical value in honor points per hours of credit as shown in the following table:

Grading System	
A Excellent.....	4.0
A-.....	3.7
B+.....	3.3
B Good.....	3.0
B-.....	2.7
C+.....	2.3
C Fair.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
D-.....	0.7
E Failure.....	0.0

Final grades are mailed to students at the end of each semester.

Grade Point Average

The grade point average is used as a numerical summary of academic achievement. It is computed by multiplying the semester hours of credit for each course by the grade value to determine honor points, then dividing the sum of the honor points earned by the total number of credits. Example:

	Hours of Credit	Grade	Honor Points
History 121	3	C+ (2.3)	6.9
English 121	3	B (3)	9.0
Psychology 255	3	A- (3.7)	11.1
Speech 121	3	E (0)	0.0
Biology 121	4	C (2)	8.0
	-----		-----
	16		35

Grade Point Average (GPA): $35/16 = 2.18$

Other Marks

Other marks used on student records include I (Incomplete), W (Withdraw), and S/U (Satisfactory/Unsatisfactory).

I — Incomplete

The grade of I (Incomplete) is given only when a student is unable to complete a segment of the course because of circumstances beyond his/her control. The I grade must be removed by completing the required work before the deadlines set by the instructor (but in no case later than the end of the next regular semester) or a grade of E (Failure) will be recorded.

W — Withdrew

The grade of W (Withdrew) is given in a course if a student processes a drop form for the course during the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams. See “Drop-Add Procedure” and “Withdrawal.”

S/U — Satisfactory/Unsatisfactory

The satisfactory/unsatisfactory option gives students an opportunity to enroll in enrichment courses without the grade being used in the computation of the grade point average. The student either receives an S (satisfactory work) or a U (unsatisfactory work). This option may not be elected for courses required for graduation.

Grading Criteria

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

- A. Is understandable by students — All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
- B. Is relevant to the course — All components of the grading system must relate to the course objectives as stated in the department’s course outline and the instructor’s syllabus.
- C. Uses a variety of evaluation methods — The grading system must employ more than one method of evaluating student performance.
- D. Provides feedback to students — The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
- E. Treats students consistently and fairly — Students with identical results on each component of the grading system must receive the same course grade.

Graduation Requirements

A notice of intent to graduate must be filed by each student who wishes to receive an Associate Degree or Certificate. The notice must be filed in the Campus Services Office at the beginning of the semester in which the student will complete the requirements for graduation. The requirements may be completed during any semester, but the graduation ceremony is held only at the close of the spring semester. A graduation fee of \$15 for processing records is required. This must be paid before final examinations are taken.

Graduation with a Degree

The requirements for the Associate in Arts, Associate in Science, Associate in General Studies and Associate in Applied Science degrees consist of general education courses and electives. Each student must satisfactorily complete:

1. Six semester credits in English Composition (ENG 111 or 121, and 112 or 122 or 123).
2. The American Government requirement, which can be satisfied by either:
 - a. Three semester credits of Political Science (PLS 221 or 222) OR
 - b. Six semester credits of U.S. History (HST 221 and 222)
3. The appropriate number of general education credits from the sciences and mathematics, social science, and humanities groups required for each associate degree.
4. The appropriate number of semester credits required for each associate degree with a cumulative grade point average of 2.0 or higher. Courses numbered under 100 apply only toward the Associate in General Studies degree.
5. At least 15 semester credits for graduation at Alpena Community College.
6. All Alpena Community College course work with a cumulative grade point average of 2.0 or higher.
7. The “Intent to Graduate” form and pay the graduation fee.
8. A waiver of specific requirements does not reduce the total hours required for graduation.

See the “Programs of Study” section of this catalog for specific curricular outlines and distribution requirements.

Graduation with a Certificate

All candidates for graduation from Certificate of Achievement Programs must satisfactorily:

1. Complete all courses listed in the curriculum for the specific occupational certificate program.
2. Maintain a cumulative grade point average of 2.0 or higher.
3. Complete the “Intent to Graduate” form and pay the graduation fee.

See the “Programs of Study” section of this catalog for the various certificate programs and their required courses.

Honors

Alpena Community College recognizes high scholastic achievement at graduation. To be eligible for honors, a student must earn 30 hours of academic work — (no S/U coursework) at ACC. Honors are determined for academic work completed at ACC only. Designations are as follows:

- 3.9 or greater grade point average *summa cum laude*
- 3.7-3.89 grade point average *magna cum laude*
- 3.5-3.69 grade point average *cum laude*

Additional Associate Degrees

Students may earn only one Associate in Arts or Associate in Science degree. However, additional degrees can be earned in other combinations (i.e. A.A. original degree, A.S. second degree) by completing a minimum of 15 additional credits at Alpena Community College for each degree. The 15 additional credits, which may not have been applied to another degree, must apply to the distribution requirements (see pages 62-64) for an Associate in Arts or Associate in Science degree or be in the area of occupational specialty for an Associate in Applied Science degree. Additional degrees may be completed and earned concurrently with the exception of the Associate in General Studies which may not be earned as an additional or concurrent degree. Work with your academic advisor if considering additional degrees.

Academic Transcript Requests

Alpena Community College transcripts are issued only by the Records Office upon the written, signed request of the student. This includes both official and unofficial transcript requests.

Transcript requests must include the student’s name, social security number, home address, semester last attended, and the complete address of the recipient. Transcripts are provided at no cost for currently enrolled students. All others pay a fee of \$3 per transcript. Grades for the current semester are available on transcripts approximately one week after the end of the semester.

Transcript request forms are available on the main campus in the Campus Services Office, 108 Van Lare Hall, or at the evening desk, 109 Van Lare Hall. Request forms are also available at the Huron Shores Office in Oscoda and can be printed off the ACC website (www.alpenacc.edu). Forms and request letters, with the appropriate fee, should be sent to:

Alpena Community College
Records Office
666 Johnson St.
Alpena, MI 49707

Transcript requests will not be processed for students with financial obligations to the College.

Privacy Act Statement (FERPA)

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records. The College has designated certain student information to be public or directory information, and at its discretion, may release this information without prior written consent of the student. Directory information is defined as name, home address, telephone number, place of birth, curriculum, dates of attendance, degrees, certificates and awards received, last educational institution attended, and participation in recognized activities and sports.

Students may request that all items identified as directory information be withheld and considered restricted information. To withhold public or directory information, written notification must be received by the Records Coordinator prior to the end of the second week of classes during the semester the withholding is to begin. Forms are available from the Records Coordinator, 110 Van Lare Hall.

Quality Assurance Guarantee

Alpena Community College assures that its graduates who complete course work with a “C” (2.0) or better in that course and earn an Associate Degree or Certificate of Achievement are competent in the subject of those courses and capable of performing the skills specified in their particular program of study.

Because unused skills deteriorate rapidly, the assurances offered herein are in effect for a period of one year following graduation from Alpena Community College.

Graduates who transfer are assured that any course on the appropriate transfer equivalency list identified as transferable and completed with a grade of “C” (2.0) or better will transfer to the baccalaureate degree institution listed.

Transferring institutions are assured that Alpena Community College graduates are competent in courses completed with a grade of “C” (2.0) or better. A student will be permitted to retake, at no tuition charge, any course or courses in areas deemed deficient by the institution to which the student transferred.

Employers are assured that an Alpena Community College graduate has the skills to perform competently in the areas covered in course work completed with a grade of “C” (2.0) or better. Remediation may be requested by an employer who believes a graduate does not possess appropriate skills and can specify deficiencies in the course content area. Alpena Community College will permit the student to retake a specified course or courses with no tuition charge.

Repetitive Course Enrollment

Alpena Community College activity courses (those with a PEH prefix), directed study, internship and non-credit courses may be repeated at the student's discretion in order to enhance skills in the selected area. Alpena Community College academic courses (all credit courses except those with a PEH prefix) may be repeated only once if the student achieved a grade of "C" (2.0) or higher in the first course enrollment. Courses in which a student received a grade below a "C" (2.0) may be repeated only twice. The last grade in the course is used in calculating the student's grade point average.

Satisfactory Completion of Prerequisite Courses

A course prerequisite is considered to be successfully completed if the grade level performance achieved is a minimum of 2.0 in the prerequisite course or by permission of the instructor.

Transfer Information

The student must assume responsibility for planning courses to transfer to another institution. Alpena Community College advisors and counselors can assist. Catalogs, application forms and promotional literature are available in Van Lare Hall. Representatives from senior institutions make campus visits throughout the year in order to meet with individual students.

MACRAO Agreement

Alpena Community College participates in the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement between public and private community colleges and senior colleges in Michigan. This agreement provides ACC students more assurance of having completed their general education requirements when they transfer to a participating four-year college or university.

The MACRAO Articulation Agreement contains basic General Education requirements which are included in the Associate in Arts degree. Students earning an Associate in Science or Associate in Applied Science may also receive MACRAO certification by completing the following general education requirements (see page 65 for courses that meet these areas).

- a. English Composition (six semester hours). (See Group I listing, page 65.)
- b. Natural Science (eight semester hours). At least one of the Natural Science courses will be a laboratory course. Mathematics is included in the Natural Science category. Courses will be taken in more than one academic discipline. (See Group II listing, page 65.)
- c. Social Science (eight semester hours). Courses will be taken in more than one academic discipline. (See Group III listing, page 65.)
- d. Humanities/Fine Arts (eight semester hours). Courses will be taken in more than one academic discipline, unless both HUM 241 and HUM 242 are completed. (See Group IV listing, page 65.)

To be eligible for MACRAO Certification at Alpena Community College, 15 credit hours must be taken at Alpena Community College. Transcripts of ACC graduates who meet the MACRAO Agreement requirements and are awarded an Associate degree will automatically be certified for the MACRAO Agreement. Students who transfer prior to the completion of a degree program but have completed the MACRAO requirements may also be certified upon request.

Unit of Credit

The unit of credit is the semester hour. The number of semester hours credit is given with the course description and is based on attendance for a specified number of lecture and lab hours.

Withdrawal

A student completely withdrawing from the College must begin the process in the Campus Services Office. The withdrawal must be presented to the Campus Services Office for recording and authorization of any possible refund.

Students must account for all school property charged to them and must pay all obligations to the College in order that an honorable dismissal be given. A student who is separated from the College is no longer officially enrolled and does not have the privileges of a registered student. A student who has been separated from the College may apply for readmission through the Campus Services Office.

Community Services

Note: Student Services are detailed in the color-shaded Student Handbook portion of this publication.

ACC Bookstore

The Alpena Community College Bookstore carries a wide variety of merchandise and is open to the public during normal operating hours, 9 a.m. to 4 p.m., Monday through Friday.

It is located at the Alpena Campus in Besser Technical Center Room 104 and is owned and operated by Alpena Community College. Extended hours are posted for the beginning of each semester and during College special events.

Bookstore phone: (989) 358-7274.

Learning Resources Center — Library

Alpena Community College Learning Resources Center consists of the Stephen Fletcher Library and the College audio-visual service. Located in the Center Building, the Library and A-V areas provide intellectual access to recorded knowledge and information consistent with the present and anticipated teaching and research responsibilities of Alpena Community College. Insofar as possible, those resources are shared with the community and other institutions. The academic library collection is generally most suitable for adult use. Non-ACC students 18 years of age and over are invited to obtain an ACC library card at no cost.

The Library consists of books, pamphlets, periodicals, microforms, reference, CD and on-line materials. Computerized local and regional library catalogs and inter-library loan facsimile service give students, community patrons, and college staff quick access to materials anywhere in the country. Computerized (CD and on-line internet) full-text access is available for over 13,000 periodicals, Michigan newspapers, and an assortment of national and local newspapers. Computer access to the Internet, websites and e-mail, are also available in the ACC Library.

Community groups holding meetings in College facilities may also request use of audio-visual equipment.

Library phone: (989) 358-7249 or (989) 358-7252.

Lumberjack Shack

The College cafeteria, the Lumberjack Shack, is open to the public daily from 7:30 a.m. to 1:30 p.m. It is located in Besser Technical Center Room 107 and is operated by Taher, Inc., through contractual arrangements with ACC.

Special food service for community groups using ACC facilities is also available. Contact Taher, Inc., at (989) 358-7216.

Meeting Facilities

ACC facilities, including a 250-seat theatre, events arena and conference rooms, are available for use by community groups. There is no fee for use by non-profit groups between 6 a.m. and 10 p.m. Monday through Friday. A fee is charged for non-profit use outside these hours and for-profit organizations. A fee chart and printable facility use form can be accessed on the College website (www.alpenacc.edu) or call (989) 358-7360.

Two-way interactive rooms are available for rent at both the Alpena Campus and the Huron Shores Campus, Oscoda. Visit the College website for details, or call (989) 358-7360.

Microsoft Office User Specialist Authorized Test Center

Alpena Community College is the only authorized test center for Microsoft Office User Specialist (MOUS) certification in Northeast Michigan. Details on the benefits of the MOUS program and test registration information are on the Internet at www.mous.net.

The Learning Center (TLC)

The Learning Center (TLC) is located in Van Lare Hall 101 and houses most of ACC's services for students (details are in the color shaded Student Handbook portion of this publication).

Educational Talent Search

This program serves middle and high school students in Alcona, Alpena, Montmorency and Presque Isle counties, as well as the Oscoda School District.

Talent Search's goal is assisting persons 11 years of age or older and have completed fifth grade to complete their secondary education and continue with some type of postsecondary education or vocational training. Services provided to eligible students include classroom presentations, career and financial aid advising, college campus visits, interest testing, and fee application costs.

The program director and staff at Alpena Community College are located in Besser Technical Center Room 108; phone (989) 358-7283.

Upward Bound

Upward Bound is a highly successful program of academic instruction, and individual and group tutoring and advising for eligible Alpena High, Alcona High and Posen High School students. Most of them are the first generation of their families to consider postsecondary education. The students begin the program with a battery of tests to determine their strengths and weaknesses and receive Upward Bound services during the academic year.

The Upward Bound staff follow students' progress in high school and the students learn about the college application process and how to apply for student financial

assistance. During the summer, Upward Bound students participate in a program on the College campus and are involved in an intensive academic study program with an emphasis on English, mathematics, science, reading, foreign language and writing.

Offices are located at Alpena High School; phone (989) 358-7260.

Wellness Center

Membership at the Frederick T. Johnston Wellness Center at Alpena Community College is open to the public with special senior citizen rates available for College district residents.

Individual health and fitness programs are developed and designed by the professional staff, and a variety of the newest cardiovascular, weight training and monitoring equipment is available for member use. The Wellness Center is located adjacent Park Arena on the ACC campus. For information on rates and enrollment, call (989) 358-7391.

Center for Economic and Human Resource Development

The Center for Economic and Human Resource Development (CEHRD), located on the Alpena Community College campus in Room 108 of the Center, is the division of the College responsible for extending the rather considerable resources of the institution into the ACC five-county service area. The CEHRD is the single administrative unit and point of contact for:

1. The Small Business Development Center (SBDC)
2. The Volunteer Center (including VolunTEENs/Youth Volunteer Corps)
3. Industrial Testing
4. Customized Training

The Small Business Development Center

Alpena Community College is a regional site of the Michigan Small Business Development Center, which offers technical support services to the business and professional community. This service includes assisting with the development of business plans; conducting market research; analyzing location, staffing, marketing approach and product selection; and assisting in development of policies and strategies for product pricing, competition, promotion, credit and inventory management.

The Small Business Development Center also develops on-going confidential and no-fee consulting relationships with new and established businesses and presents seminars and customized workshops in such areas as small business management, recruitment, certification, sales management training and financial management. For information on the Small Business Development Center call (989) 358-7383.

Volunteer Center

The Alpena Volunteer Center (AVC) encourages volunteerism, responds to community needs and promotes activities that improve the community. It is located in Room 108 of the Center on the Alpena Community College campus.

The many services include:

- Matching volunteers with requests for volunteer help.
- Providing community information and directories, networking and consulting.
- Coordinating A College Day for Women, Christmas Wish List, the Association for Lifelong Learners (ALL), credit internships for ACC students, Service-Learning projects for ACC credit classes.
- Offering individual and team volunteer experiences for teenagers through the AVC VolunTEEN/Youth Volunteer Corps office at Alpena High School. Call (989) 358-7335 or (989) 358-7272 for more information.

Customized Training Center

Customized Training programs enable local employers to provide specialized training to their employees. This training is designed to meet specific needs, may be conducted either at the work place or at Alpena Community College, and can be conducted for any number of employees. For more information, contact the CEHRD in Center 108, (989) 358-7344.

PROGRAMS OF STUDY



PAGE INDEX TO PROGRAMS OF STUDY

Program of Study (Degree)	Page	Liberal Arts — General (AA)	104
Accounting ^A (AAS).....	66	Licensed Practical Nursing ^B (C)	114
Anthropology (AA)	67	Manufacturing Technology (AAS).....	105
Apprentice — Electrical (C).....	68	Manufacturing Technology (C)	106
Apprentice — Millwright (C)	69	Marketing and Merch. ^A (AAS)	107
Auto Body Repair (C)	70	Mathematics (AS)	108
Auto Service & Repair (C or AAS).....	71	Medical Assistant (AAS).....	109
Biology (AS).....	72	Natural Sciences ^A (AS)	110
Business Admin. — General (AA).....	104	Network Administration (AAS).....	111
Business Information Systems		Network Administration (C).....	112
Admin. Assistant (AAS)	73	Nursing Program.....	113
Executive Assistant (AA)	74	LPN (Level One, C) ^B	114
Medical Info. Specialist (AAS)	75	Registered (Level Two, AAS) ^B	115
Office Assistant (C).....	76	Physical & Health Education (AA) ...	104
Office Information Technology		Physics (AS)	116
Specialist (AAS)	77	Political Science (AA).....	117
Office Manager (AAS)	78	Pre-Dental (AS).....	118
Business Management (AAS)	79	Pre-Engineering (AS)	119
Chemistry (AS)	80	Pre-Law (AA)	120
Child Development (AA).....	81	Pre-Medical Technology (AS)	121
Computer Info Systems (AA).....	82	Pre-Medicine (AS).....	118
Computer Science — Gen. (AS).....	83	Pre-Occupational Therapy (AS)	94
Computer-Aided Drafting & Design		Pre-Pharmacy (AS).....	122
Technology (AAS).....	84	Pre-Physical Therapy (AS).....	94
Concrete Technology (AAS).....	85	Pre-Radiology Technology (AS).....	94
Corrections Officer Academic		Pre-Veterinary (AS)	123
Program (C).....	86	Psychology (AA).....	124
Criminal Justice — Corr. (AAS)	87	Radiography.....	132
Criminal Justice — Law Enf. (AAS)....	88	Small Bus. Management (AAS)	125
Criminal Justice (AA).....	89	Small Bus. Management ^A (C).....	125
Customer Energy Service (C, AAS)....	90	Social Sciences (AA)	104
Dental Hygiene (A.A.S.) (co-op		Social Work (AA)	126
program with Delta College.....	129	Utility Technician (C)	127
Economics (AA).....	91	Water Purification Technology	
Education — Elementary (AA)	92	(1+1 with Bay de Noc C.C.).....	128
Education — Secondary (AA).....	104		
Education — Secondary,		Cooperative Programs	
Vocational (AA)	93	Bay de Noc Community College	128
English (AA)	104	Delta College	129
Fine Arts (AA).....	104	Ferris State University	130
General Sciences ^A (AS).....	94	Lake Superior State University	131
General Studies (AGS)	94	Mid Michigan Community College..	132
Geography (AA).....	95	Saginaw Valley State University	133
Graphic Design (AA)	96	University Center.....	135
Graphic Design (C)	97	University of Detroit Mercy.....	133
History (AA)	98	Western Michigan University.....	134
Human Services (AAS).....	99		
Human Services (C).....	100	^A Courses for these programs are regularly	
Journalism (AA)	101	offered at the Huron Shores Campus.	
Law Office Management (AAS)	102	Students may have to travel to the Alpena	
Legal Assistant (AA)	103	campus for some courses.	
		^B Application deadline May 15.	

DEGREES

Alpena Community College offers courses which are equivalent in content and quality to freshman and sophomore courses at four-year colleges and universities. Students can complete programs of study preparing them to transfer to a four-year institution or to seek immediate employment. Those seeking personal enrichment or new or updated job skills, as well as visiting students from other colleges are welcome at ACC.

ACC grants the following degrees: Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), and Associate in General Studies (AGS). Non-degree programs lead to a Certificate of Achievement (C).

Associate in Arts (AA)

The AA degree is designed for transfer to a four-year institution and forms the basis for many career options and majors. The student must select courses which provide the best preparation for transfer in a particular major field at a specific senior institution.

The AA curriculums found in this section include electives generally recommended for the specified areas of study at most senior institutions. Since it is not possible to list all recommendations and requirements for all majors at all senior colleges, it is imperative that the student who expects to transfer works closely with an academic advisor to plan a successful program for the chosen senior institution. See the curriculum outlines which follow in this section. This degree can only be earned once.

AA Distribution Requirements

All candidates for an Associate in Arts degree must successfully complete a total of 60 semester credits, including the following general education requirements:

Group I General Education Courses — English Composition (see page 65).

Six semester credits required, including ENG 111 or 121 and 112 , 122 or 123.

Group II General Education Courses — Sciences and Mathematics (see page 65).

Eight semester credits required, including at least one laboratory science course selected from Group II.A. or II.B.)

Group III General Education Courses — Social Science (see page 65).

Eight semester credits required, which can include the Political Science or U.S. History courses used to satisfy the American Government requirement.

Group IV General Education Courses — Humanities/Fine Arts (see page 65).

Eight semester credits required which must include either:

- a. A combination of courses taken in more than one course area (course abbreviation/prefix) or
- b. HUM 241 and 242 — Humanities

The remaining 30 semester credits should be selected from courses that are programmed to meet the student's educational objective.

Associate In Science (AS)

The AS degree is designed for transfer to a four-year institution and forms the basis for many career options and majors. The student must select courses which provide the best preparation for transfer in a particular major field at a specific senior institution.

The AS curriculums found in this section include electives generally recommended for the specified areas of study at most senior institutions. Since it is not possible to list all recommendations and requirements for all majors at all senior colleges, it is imperative that the student who expects to transfer works closely with an academic advisor to plan a successful program for the chosen senior institution. See the curriculum outlines which follow in this section. This degree can only be earned once.

AS Distribution Requirements

All candidates for an Associate in Science degree must successfully complete a total of 60 semester credits, including the following general education requirements:

Group I General Education Courses — English Composition (see page 65).

Six semester credits required, including ENG 111 or 121 and 112, 122 or 123.

Group II General Education Courses — Sciences and Mathematics (see page 65).

Twenty semester credits required, including at least one laboratory science course selected from Groups II.A. or II.B.

Groups III and IV General Education Courses — Social Sciences and Humanities/Fine Arts (see page 65).

Ten semester credits required in combination from both of these groups with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government requirement can be included.

The remaining 24 semester credits should be selected from courses that are programmed to meet the student's educational objective.

Associate In Applied Science (AAS)

Curriculums leading to AAS degrees are intense programs of study designed to prepare students for employment after graduation. Some may transfer to four-year institutions, but students planning to pursue a bachelor's degree should work closely with an academic advisor to plan for successful transfer of course work. Degree requirements for the AAS include general education courses, specified courses in the chosen area of study, and both specified and suggested electives. Students should consult an academic advisor for clarification. See the curriculum outlines which follow in this section.

AAS Distribution Requirements

All candidates for an Associate in Applied Science degree must satisfactorily complete all courses listed in the curriculum developed for a specific occupational program. Variations from the courses listed must be recommended in writing to the appropriate department chairperson via the student's academic advisor. The variations will be effective when authorized by the Instructional Dean.

Course work more than seven years old will not apply towards the occupational speciality. This includes course work completed at Alpena Community College or transferred. Exceptions will be by departmental recommendation and based on departmental proficiency standards. A grade point average of 2.0 or higher must be maintained in the area of occupational specialty.

Associate In General Studies (AGS)

The AGS degree is awarded students primarily interested in general education. Courses may be selected to suit individual goals, however students should consult an academic advisor for guidance in the selection process.

AGS Distribution Requirements

All candidates for an Associate in General Studies degree must successfully complete a total of 60 semester credits, including the following general education requirements:

Group I General Education Courses — English Composition (see page 65).

Six semester credits required, including ENG 111 or 121 and ENG112, 122 or 123.

Group II General Education Courses — Sciences and Mathematics (see page 65).

Four semester credits required.

Group III General Education Courses — Social Science (see page 65).

Three semester credits required, which can include the Political Science or U.S. History courses used to satisfy the American Government requirement.

Group IV General Education Courses — Humanities (see page 65).

Three semester credits required.

The remaining 44 semester credits should be selected from courses that are programmed to meet the student's educational objective. Courses numbered under 100 may count toward this degree, but not toward any other degree.

Certificate (Occupational Programs)

Certificate of Achievement programs are one- or two-year courses of study that provide specialized occupational training. Successful students develop essential skills and gain technical background that prepares them to enter the workforce. See the curriculum outlines that follow in this section for programs of study leading to Certificates of Achievement, including specialized apprentice — electrical and apprentice — millwright certificates. College credits earned in an approved apprenticeship program may be applied toward an associate's degree at ACC.

Course work more than seven years old will not apply to the certificate program.

General Education Courses

Graduation requirements for an associate degree include a minimum number of general education credits from the following groups. The requirements vary by degree and are listed under the distribution requirements for each degree (pages 62-64).

- Group I. English Composition**
 A. ENG 111, 121
 B. ENG 112, 122, 123
- Group II. Sciences and Mathematics**
 A. Biological Sciences
 BIO — All Biology courses
 B. Physical Sciences
 CEM — All Chemistry courses
 PHS — All Physical Science courses
 PHY — Physics courses 121, 122, 123, 124, 221, 222
 C. Mathematics/Computer Science
 MTH — Mathematics courses 102, 111, 113, 117, 121, 122, 123, 131, 132, 223, 231, 232
 MTH — Computer Science course 119, 221
- Group III. Social Sciences**
 ANP — All Anthropology courses
 ECN — All Economics courses
 EDU — All Education courses
 GEO — All Geography courses
 HST — All History courses
 PLS — All Political Science courses
 PSY — All Psychology courses
 SOC — All Sociology courses
- Group IV. Humanities/Fine Arts**
 ART — All Art courses
 ENG — ENG 125, 126 and all 200 level courses
 HST — History of Western Civilization 121 or 122 (May be used as Humanities or Social Science)
 HUM — All Humanities courses
 MUS — All Music courses
 PFA — All Performing Arts courses
 PHL — All Philosophy courses
 SOC — SOC 252 Great Books on Leadership (satisfies Group III Social Science or Group IV Humanities requirements but may not be used for both)
 SPE — All Speech courses
 — All Foreign Language courses

Associate in Applied Science Degree (AAS) in

ACCOUNTING

Program Number: 52.0302

The Association of Collegiate Business Schools and Programs has accredited this business administration curriculum that prepares students for employment as accountants and other related positions in business and industry. Successful completion will equip the graduates with the skills and knowledge to perform general accounting record keeping duties; to perform financial and managerial accounting analysis; and to engage in corporate and manufacturing accounting routines.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....3		ENG 123 Technical Communications3	
BUS 121 Introduction to Business ^B3		SPE 121 Speech Communications3	
BUS 123 Principles of Accounting I ^B4		BUS 124 Principles of Accounting II ^B4	
MTH 121 College Algebra or MTH 123 College Algebra & Analytical Trig.4		American Government Requirement ^A3	
CIS 120 Intro to Microcomputers ^B or MTH 119 Intro to Computers-Prog....3		BUS 255 Business Application Software ^B3	
	17		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 221 Business Law ^B3		BUS 222 Business Law ^B3	
BUS 223 Intermediate Accounting I ^B3		BUS 224 Intermediate Accounting II ^B3	
ECN 231 Economics (MICRO).....3		ECN 232 Economics (MACRO).....3	
BUS 257 Computerized Acct. Systems.....3		BUS 228 Cost Accounting ^B3	
BUS 225 Tax Accounting ^B3		Business Elective ^C3	
	15		15

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B Included in occupational specialty.

^C Choose business elective from any BIS Business Information Systems courses, CIS Computer Information Systems courses, or other remaining BUS Business Administration courses except BUS 131, 132.

Associate in Arts Degree (AA) Concentration in
ANTHROPOLOGY
 Program Number: 45.0201

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree. The goal of this suggested program of study is to satisfy English composition and mathematics requirements for a bachelor of arts or a bachelor of science degree while at Alpena Community College and to promote a foundation in the social sciences.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
Math ¹	4-5	Laboratory Science Course.....	4
ANP 121 Cultural Anthropology.....	3	SOC 123 Sociology.....	3
GEO 125 Geography.....	3	GEO 126 Cultural Geography.....	3
HST 121 History of Western Civilization.....	3	HST 122 History of Western Civilization.....	3
	16-17		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro)	3
PSY 225 General Psychology.....	3	SOC 227 Marriage and the Family.....	3
PLS 221 Political Science ²	3	Social Science Elective ³	3
Humanities/Fine Arts Elective.....	3-4	Electives	6-7
Elective ⁴	3		15-16
	15-16		

¹ It is recommended that transfer students

determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring.

² Choose either three credits in Political Science (PLS 221 or PLS 222) or six credits in U.S. History (HST 221 and HST 222) to fulfill American Government Requirement (see page 51).

- ³ Social Science Electives:
 Anthropology (ANP)
 Economics (ECN)
 Geography (GEO)
 History (HST)
 Political Science (PLS)
 Psychology (PSY)
 Sociology (SOC)

⁴ It is strongly recommended that students choose either SPE 121 Speech Communication or SPE 123 Public Communication to fill this general elective.

Certificate (C) in
APPRENTICE — ELECTRICAL

Program Number: 46.0302

Alpena Community College offers Certificates of Completion for basic and advanced electrical apprenticeship training. The curriculum meets current industry standards for this skilled trade, and revised “core,” “basic,” and “advanced” courses allow previously trained workers to take only the courses needed to upgrade their skills without being committed to an entire program. College credits earned may be applied toward requirements for an Associate Degree at ACC.

CORE COURSES

Courses	Cr Hrs
APP 131 Measuring Instruments	1.0
APP 106M Industrial Safety.....	0.5
APP 100E Electrical Studies for Trades	3.0
MTH 101A Apprentice Math I	1.0
MTH 101B Apprentice Math II	1.5
MTH 101C Apprentice Math III	1.5
	8.5

BASIC COURSES

Courses	Cr Hrs
APP 102E Residential Wiring and Blueprint Reading.....	3.0
APP 103E Commercial and Industrial Wiring	3.0
APP 105E Direct Current Fundamentals ...	3.0
APP 106E Alternating Current Fundamentals.....	3.0
APP 111E Electric Motor Control.....	3.0
APP 114E Programmable Controllers	3.0
APP 115E National Electric Code Application.....	3.0
	21.0

ADVANCED CERTIFICATE COURSES

(Must have completed core and basic courses)

Courses	Cr Hrs
APP 122E Digital Elect. for Electricians	3.0
APP 123E Linear Elect. for Electricians	3.0
	6.0

Certificate (C) in
APPRENTICE — MILLWRIGHT
 Program Number: 48.0507

Alpena Community College offers Certificates of Completion for basic and advanced millwright apprenticeship training. The curriculum meets current industry standards for this skilled trade, and revised “core,” “basic,” and “advanced” courses allow previously trained workers to take only the courses needed to upgrade their skills without being committed to an entire program. College credits earned in either program may be applied toward requirements for an Associate Degree at ACC. This program prepares students to work in an industrial setting with installation and maintenance of hydraulics, pneumatic equipment, power trains, belts, gears, and chains. Students who have completed the core and basic program may obtain an advanced certificate by completing the specified courses.

CORE COURSES

Courses	Cr Hrs	Courses	Cr Hrs
APP 131 Measuring Instruments	1.0	MTH 101A Apprentice Math I	1.0
APP 106M Industrial Safety.....	0.5	MTH 101B Apprentice Math II	1.5
APP 100E Electrical Studies for Trades	3.0	MTH 101C Apprentice Math III	1.5

Total Credit Hours Core Courses = 8.5

BASIC COURSES

Courses	Cr Hrs	Courses	Cr Hrs
APP 107M App. Blueprint Reading I	1.5	APP 115M Mach. Repair/Mill. App. III	1.0
APP 108M App. Blueprint Reading II	1.5	APP 116M Mach. Repair/Mill. App. IV	1.0
APP 109M Apprentice Hydraulics I.....	1.0	APP 117M Mach. Repair/Mill. App. V.....	1.0
APP 110M Apprentice Hydraulics II	0.5	APP 118M Mach. Repair/Mill. App. VI.....	1.0
APP 111M Apprentice Hydraulics III.....	1.0	APP 120M Apprentice Machine Shop	2.5
APP 112M Apprentice Hydraulics IV.....	1.0	APP 128M Rigging & Weight Est.	1.5
APP 113M Mach. Repair/Mill. App. I.....	1.0	MET 123 Welding Processes or	
APP 114M Mach. Repair/Mill. App. II	1.0	MET 124 Welding Processes.....	4.0

Total Credit Hours Basic Courses = 20.5

ADVANCED CERTIFICATE COURSES

Program Number 48.0599 (Must have completed core and basic courses)

Courses	Cr Hrs
APP 102E Residential Wiring & Blueprint Reading	3.0
APP 103E Commercial & Ind. Wiring.....	3.0
MFG 100 Machinery’s Handbook	3.0
	9.0

Plus three courses from the following list:

- | | |
|-----------------------------------|---------------------------------------------|
| APP 111E Electric Motor Control | MFG 201 Intro to Computer Numerical Control |
| APP 114E Programmable Controllers | An additional welding (MET) course |
| MFG 102 Metal Cutting II | |

<p style="text-align: center;">Certificate (C) in AUTO BODY REPAIR Program Number: 47.0603</p>

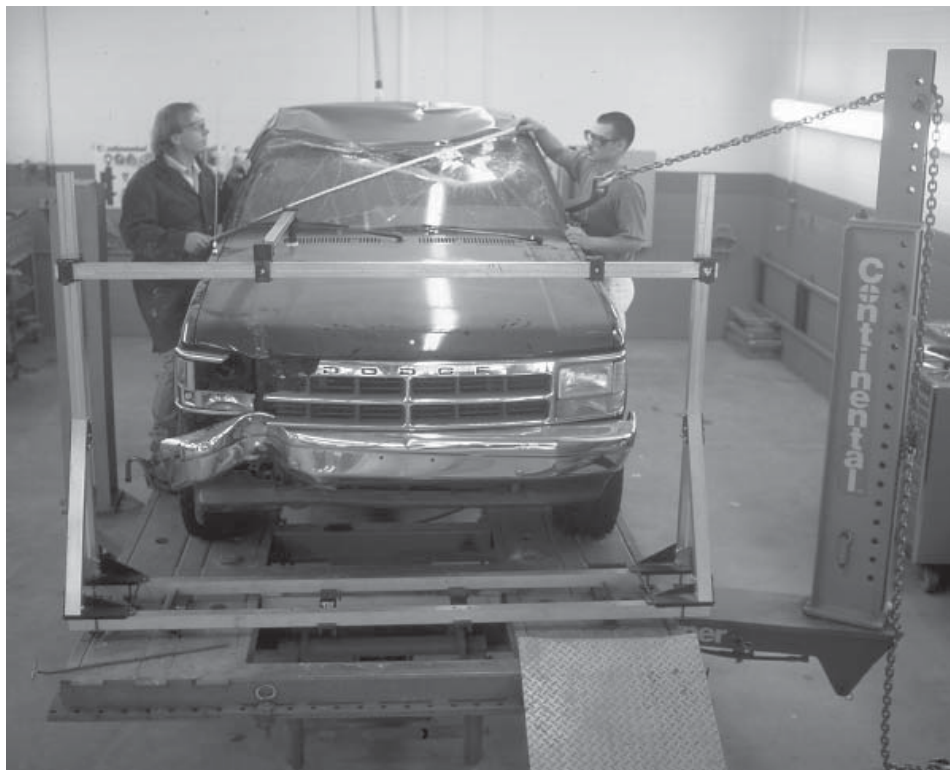
One of the sub-specialties of the automobile repair and maintenance industry is auto body repair. This specialty has been changing rapidly in recent years because of new materials, assembly processes and tools. The one-year Alpena Community College curriculum provides the modern training required to be up-to-date in this field of work. Skills will be developed in areas of removing, replacing and straightening of body panels and fenders, MIG welding and refinishing processes including basecoat, clearcoat and tri-coat, painting procedures, rubbing and polishing.

First Semester	Cr Hrs
AUT 115 Auto Body Repair	17

Second Semester	Cr Hrs
AUT 116 Auto Body Repair	17

Summer	Cr Hrs
AUT 117 Auto Body Repair	10

Total Credit Hours = 44



Certificate (C) in
AUTOMOTIVE SERVICE & REPAIR
 Program Number: 47.0601

This one-year certificate program prepares the successful graduate for a number of entry-level employment positions in the automotive service field, including: brake specialist; engine performance specialist; electrical specialist; and suspension, steering and alignment specialist. By working with his/her academic advisor, a successful certificate graduate can study additional time to become Master Certified^A and/or earn an associate degree^B (Program Number 47.0604)

FIRST SEMESTER

Course	Cr Hrs
AUT 118 Automotive Fundamentals	4
AUT 119 Automotive Brake Systems.....	5
AUT 123 Automotive Suspension,.....	5
Steering & Alignment	5
AUT 124 Automotive Electrical &	5
Electronics Systems I.....	5
	19

SECOND SEMESTER

Course	Cr Hrs
AUT 122 Automotive Air, Fuel &	4
Emissions Systems.....	4
AUT 125 Automotive Electrical &	5
Electronics Systems II	5
AUT 201 Computerized Eng. Controls	4
AUT 202 Engine Performance Diagnosis	5
& Tune-Up	5
	18

SUMMER SESSION

Course	Cr Hrs
AUT 151 Automotive Summer Co-Op.....	6

^A Master Certificate can be obtained by completing the above program requirements and adding the following courses, which are offered on a rotating basis every other year:

Course	Cr Hrs	Course	Cr Hrs
AUT 121 Auto. Eng. Repair & Overhaul	5	AUT 205 Auto. Climate Control.....	3
AUT 203 Auto. Manual Transmission and	4	AUT 206 Automatic Transmissions.....	5
Drive Lines.....	4		

^B Associate in Applied Science Degree (AAS) can be earned by completing the above Master Certificate program and adding the following courses:

Course	Cr Hrs	Course	Cr Hrs
ENG 120 Applied Communications or	3	MTH 115 Applied Algebra & Trig.	5
ENG 111 English	3	PLS 221 Political Science	3
ENG 123 Technical Communications or	3		
ENG 112 English	3		

Auto Service Tool Requirements: Students are required to provide their own safety equipment, work clothes and basic hand tool set. A list is provided. Estimated cost is between \$1,000 and \$2,500. Special student discounts and deferred payment programs are available. A quality set of hand tools is required for the co-op program and future employability.

Associate in Science Degree (AS) Concentration in **BIOLOGY**

Program Number: 26.0101

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	14-15
ENG 111 English or ENG 121 English.....	3	
CEM 111 General Chemistry or CEM 121 General & Inorganic Chemistry.....	4-5	
BIO 210 Introduction to Botany	4	
MTH 122 Plane Trigonometry	3	
	15	

Second Semester	Cr Hrs	14-15
ENG 112 English or ENG 122 English.....	3	
CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4	
BIO 211 General Zoology	4	
MTH 123 College Algebra & Analytic Geometry.....	4	

SECOND YEAR

First Semester	Cr Hrs	14-15
CEM 221 Organic Chemistry.....	4	
Math/Science Elective	4	
MTH 119 Introduction to Computers	3	
Humanities/Fine Arts Requirement ^B	3-4	
	14-15	

Second Semester	Cr Hrs	14-15
CEM 222 Organic Chemistry.....	4	
American Government Requirement ^{A B}	3	
BIO 227 Microbiology	4	
Humanities/Fine Arts & Social Sciences Requirement ^B	3-4	

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222)

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Sciences and Group IV Humanities/Fine Arts with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Applied Science Degree (AAS) in
BUSINESS INFORMATION SYSTEMS —
Administrative Assistant

Program Number: 52.0401

This program, for the student who plans to begin work as an administrative assistant in a traditional setting, has earned accreditation from the Association of Collegiate Business Schools and Programs. Using the latest developments in information technology as they relate to the management of the modern office, the program's content is current. It provides an extensive background in computer applications and an exposure to the total area of electronic communications technology.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 101 Keyboard Skillbuilding * B.....	1	BIS 134 Filing & Records Management B.....	1
BUS 121 Intro. to Business B.....	3	CIS 151 Word Proc. I † B.....	1
BUS 125 Business Math, MTH 102		CIS 152 Word Proc. II † B.....	1
Elem. Algebra or higher B.....	3 or 5	CIS 153 Word Proc III † B.....	1
CIS 110 Computer Essentials B.....	1	CIS 171 Spreadsheets I † B.....	1
CIS 111 Computer Operating Systems B.....	1	CIS 172 Spreadsheets II † B.....	1
BUS 123 Principles of Accounting I B C or		CIS 173 Spreadsheets III † B.....	1
BUS 131 Applied Accounting B... 4 or 3		BUS 124 Principles of Accounting II B or BUS	
ENG 111 English or ENG 121 English.....	3	132 App. Accounting B..... 4 or 3	
	15-18	ENG 112 English or ENG 122 English.....	3
		CIS 240 Multimedia Presentations B.....	3
		CIS 115 Exploring the Internet B.....	1
			17-18

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing for		BIS 230 Business Office Procedures B.....	3
Business Professionals B.....	3	BUS 234 Mgt. of Information Systems B.....	3
BIS 178 Machine Transcription B.....	3	BUS 248 Business Communications B.....	3
CIS 250 Desktop Publishing B.....	3	PLS 221 Political Science A.....	3
CIS 260 Data Base B.....	3	Recommended Business Elective D.....	3
CIS 281 Adv. Word Proc. I † B.....	1		15
CIS 282 Adv. Word Proc. II † B.....	1		
CIS 283 Adv. Word Proc. III † B.....	1		
	15		

A Fulfills American Government Requirement (see page 51)

B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

C For the student taking BUS 123 Principles of Accounting I, MTH 102 Elementary Algebra must be taken as a prerequisite.

D Choose three credits from: BUS 221, BUS 235, CIS 140, CIS 160, or INT 290.

* Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding should be aware that BIS 100 Computer Keyboarding is required before taking most of the classes in this program.

† These courses are normally taught during a semester in sequence within the course group.

Associate in Arts Degree (AA) Concentration in
BUSINESS INFORMATION SYSTEMS —
Executive Assistant

Program Number: 52.0402

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
Laboratory Science Requirement.....	4	Science or Math Requirement.....	4
BIS 101 Keyboard Skillbuilding ^B	1	BIS 134 Filing & Records Management ^B	1
BUS 123 Principles of Accounting I ^B	4	CIS 151 Word Proc. I: Beginning ^{† B}	1
CIS 110 Computer Essentials ^B	1	CIS 152 Word Proc. II: Formatting Documents ^{† B}	1
CIS 111 Computer Operating Systems ^B	1	CIS 153 Word Proc. III: Spec. Feat. ^{† B}	1
Social Science Requirement.....	3	CIS 171 Spreadsheets I ^{† B}	1
<hr style="width: 100%; border: 0.5px solid black;"/>	17	CIS 172 Spreadsheets II ^{† B}	1
		CIS 173 Spreadsheets III ^{† B}	1
		<hr style="width: 100%; border: 0.5px solid black;"/>	14

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing for Business Professionals ^B	3	BIS 230 Business Office Procedures ^B	3
CIS 250 Desktop Publishing ^B	3	BUS 248 Business Communications ^B	3
CIS 260 Data Base B	3	CIS 240 Multimedia Presentations ^B	3
CIS 281 Advanced Word Proc. I ^{† B}	1	Humanities/Fine Arts Requirement.....	4
CIS 282 Advanced Word Proc. II ^{† B}	1	PLS 221 Political Science ^A	3
CIS 283 Advanced Word Proc. III ^{† B}	1	<hr style="width: 100%; border: 0.5px solid black;"/>	16
Humanities/Fine Arts Requirement.....	4		
<hr style="width: 100%; border: 0.5px solid black;"/>	16		

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

[†] These courses are normally taught during a semester in sequence within the course group.

Associate in Applied Science Degree (AAS) in
BUSINESS INFORMATION SYSTEMS —
Medical Information Specialist
 Program Number: 52.0404

This program uses the latest developments in information technology as they relate to the modern medical office in small medical and medical-related practices, hospitals and other medical facilities. It has earned accreditation from the Association of Collegiate Business Schools and Programs. Successful graduates are trained in medical terminology, medical transcription, records management, billing and office management procedures.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 101 Keyboard Skillbuilding * B	1	BIO 201 Human Anatomy	4
BIS 160 Medical Terminology B	4	BUS 248 Business Communications B	3
BUS 125 Business Mathematics, MTH 102 Elementary Algebra or higher B	3 or 5	CIS 151 Word Proc. I † B	1
BUS 131 Applied Accounting B or BUS 123 Principles of Accounting I B C	3 or 4	CIS 152 Word Proc. II † B	1
CIS 110 Computer Essentials B	1	CIS 153 Word Proc. III † B	1
CIS 111 Computer Operating Systems B	1	ENG 112 English or ENG 122 English	3
ENG 111 English or ENG 121 English	3	PLS 221 Political Science A	3
	<u>16-19</u>		<u>16</u>

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing for Business Professionals B	3	BIS 134 Filing & Records Management B	1
BIS 163 Medical Office Coding B	3	BIS 161 Medical Transcription B	4
BIS 165 Medical Office Procedures B	3	BIS 162 Medical Office Computer App. B	1
BIS 178 Machine Transcription B	3	BIS 164 Medical Office Insurance Billing B	3
CIS 281 Adv. Word Proc. I † B	1	Recommended Business Electives D	6
CIS 282 Adv. Word Proc. II † B	1		<u>15</u>
CIS 283 Adv. Word Proc. III † B	1		<u>15</u>

- A Fulfills American Government Requirement (see page 51)
- B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.
- C For the student taking BUS 123 Principles of Accounting I, MTH 102 Elementary Algebra must be taken as a prerequisite.
- D Choose six credits from BUS 121, BUS 124, BUS 132, BUS 234, CIS 171-172-173, INT 290.
- * Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding should be aware that BIS 100 Computer Keyboarding is required before taking most of the classes in this program.
- † These courses are normally taught during a semester in sequence within the course group.

Certificate (C) in
**BUSINESS INFORMATION SYSTEMS —
 Office Assistant**
 Program Number: 52.0408

This certificate program is designed for the student who has had little or no previous education or experience in the Business Information Systems/Computer Information Systems area, and who does not wish to study shorthand. All classes listed below must be completed, waived or “tested out of” in order to receive the certificate.

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 101 Keyboard Skillbuilding ^B	1	BIS 134 Filing & Records Management ^B	1
BIS 140 Proofreading & Editing for Business Professionals ^B	3	BIS 178 Machine Transcription ^B	3
BUS 125 Business Math, MTH 102 Elem. Algebra, or higher ^B	3 or 5	BIS 230 Business Office Procedures ^B	3
BUS 131 App. Accounting ^B or BUS 123 Principles of Accounting I ^{B C}	3 or 4	CIS 171 Spreadsheets I ^{† B}	1
CIS 110 Computer Essentials ^B	1	CIS 172 Spreadsheets II ^{† B}	1
CIS 111 Computer Operating Systems ^B	1	CIS 173 Spreadsheets III ^{† B}	1
CIS 151 Word Processing I ^{† B}	1	CIS 281 Adv. Word Proc. I ^{† B}	1
CIS 152 Word Processing II ^{† B}	1	CIS 282 Adv. Word Proc. II ^{† B}	1
CIS 153 Word Processing III ^{† B}	1	CIS 283 Adv. Word Proc. III ^{† B}	1
		ENG 111 English or ENG 121 English.....	3
	<u>15-18</u>		<u>16</u>

[†] These courses are normally taught during a semester in sequence within the course group.

^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C For the student taking BUS 123 Principles of Accounting I, MTH 102 Elementary Algebra must be taken as a prerequisite.

Associate in Applied Science Degree (AAS) in
BUSINESS INFORMATION SYSTEMS —
Office Information Technology Specialist
 Program Number: 52.0407

This program, which has earned accreditation from the Association of Collegiate Business Schools and Programs, prepares students to work within Management Information System (MIS) departments as support service providers to hardware and software end-users. It covers information technology as it relates to the management of the modern office, including people, equipment and procedures.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 101 Keyboard Skillbuilding * B.....	1	BUS 124 Principles of Accounting II B	
BUS 123 Principles of Accounting I B C or		or BUS 132 Appl. Acct. B.....	4 or 3
BUS 131 Appl. Accounting B.....	4 or 3	CIS 140 PC Operating System	
BUS 125 Bus. Mathematics, MTH 102		Customization B.....	3
Elementary Algebra or higher B....	3 or 5	CIS 171 Spreadsheets I † B.....	1
CIS 110 Computer Essentials B.....	1	CIS 172 Spreadsheets II † B.....	1
CIS 111 Computer Operating Systems B.....	1	CIS 173 Spreadsheets III † B.....	1
CIS 115 Exploring the Internet B.....	1	CIS 281 Adv. Word Proc. I † B.....	1
CIS 151 Word Proc. I † B.....	1	CIS 282 Adv. Word Proc. II † B.....	1
CIS 152 Word Proc. II † B.....	1	CIS 283 Adv. Word Proc. III † B.....	1
CIS 153 Word Processing III † B.....	1	ENG 112 English or ENG 122 English.....	3
ENG 111 English or ENG 121 English.....	3		15-16
	16-19		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing for		BIS 134 Filing & Records Mgt. B.....	1
Business Professionals B.....	3	BIS 230 Business Ofc. Procedures B.....	3
CIS 160 Intro to Computer Networks B.....	3	BUS 234 Mgt. of Information Systems B.....	3
CIS 205 PC Hardware, Maintenance &		BUS 248 Business Communications B.....	3
Upgrading B.....	3	CIS 240 Multimedia Presentations B.....	3
CIS 250 Desktop Publishing B.....	3	PLS 221 Political Science A.....	3
CIS 260 Data Base B.....	3		16
	15		

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C For the student taking BUS 123 Principles of Accounting I, MTH 102 Elementary Algebra must be taken as a prerequisite.

* Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding should be aware that BIS 100 Computer Keyboarding is required before taking most of the classes in this program.

† These courses are normally taught during a semester in sequence within the course group.

Associate in Applied Science Degree (AAS) in
BUSINESS INFORMATION SYSTEMS —
Office Manager
 Program Number: 52.0204

This program is for the student who plans to work in a business office environment. The program uses the latest developments in information technology as they relate to the management of the modern office. In addition to acquiring the fundamentals of keyboarding, accounting, communications and interpersonal management skills, the student will benefit from extensive exposure to current technology-based methods of conducting business.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 101 Keyboard Skillbuilding * B	1	BIS 134 Filing & Records Management B	1
BUS 125 Business Mathematics, MTH 102 Elem. Algebra, or higher B	3 or 5	BUS 132 Applied Accounting B or BUS 124 Principles of Acct. II B C	3 or 4
BUS 127 Principles of Management B	3	BUS 235 Personnel Management B	3
BUS 131 Applied Accounting B or BUS 123 Principles of Accounting I B C	3 or 4	CIS 151 Word Processing I † B	1
CIS 110 Computer Essentials B	1	CIS 152 Word processing II † B	1
CIS 111 Computer Operating Systems B	1	CIS 153 Word Processing III † B	1
CIS 115 Exploring the Internet B	1	CIS 171 Spreadsheets I † B	1
ENG 111 English or ENG 121 English	3	CIS 172 Spreadsheets II † B	1
	16-19	CIS 173 Spreadsheets III † B	1
		ENG 112 English or ENG 122 English	3
			16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing for Business Professionals B	3	BIS 230 Business Office Procedures B	3
CIS 250 Desktop Publishing B	3	BUS 234 Mgt. of Information Systems B	3
CIS 260 Data Base B	3	BUS 248 Business Communications B	3
CIS 281 Adv. Word Processing I † B	1	CIS 140 PC Operating System Customization B	3
CIS 282 Adv. Word Processing II † B	1	CIS 240 Multimedia Presentations B	3
CIS 283 Adv. Word Processing III † B	1		15
PLS 221 Political Science A	3		
	15		

^A Fulfills American Government Requirement (see page 51).

^B Included in Occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C For the student taking BUS 123 Principles of Accounting I, MTH 102 Elementary Algebra must be taken as a prerequisite.

* Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding should be aware that BIS 100 Computer Keyboarding is required before taking most of the classes in this program.

† These courses are normally taught during a semester in sequence within the course group.

Associate in Applied Science Degree (AAS) in
BUSINESS MANAGEMENT
 Program Number: 52.0201

The Association of Collegiate Business Schools and Programs has accredited this business administration program, which offers a wide knowledge of business operations. Successful completion will enable students to manage their own businesses or seek employment in business and industry with management training programs.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
Mathematics Elective or BUS 125 Business Mathematics.....	3	BUS 124 Principles of Accounting II ^B	4
BUS 121 Introduction to Business ^B	3	BUS 127 Principles of Management ^B	3
BUS 123 Principles of Accounting I ^B	4	CIS 120 Intro to Microcomp. or MTH 119 Intro to Comp. — Programming.....	3
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro)	3
	16		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 221 Business Law ^B	3	BUS 222 Business Law ^B	3
SPE 121 Speech Communication	3	BUS 255 Business Application Software	3
American Government Requirement ^A	3	PSY 225 General Psychology.....	3
Business Elective ^C	3	Business Elective ^C	3
Social Sciences Elective.....	3	Social Sciences Elective.....	3
	15		15

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C Choose business electives from business administration (BUS) courses listed in the course description section of this catalog.

Associate in Science Degree (AS) Concentration in

CHEMISTRY

Program Number: 40.0501

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CEM 111 General Chemistry or CEM 121 General & Inorg. Chem.....	4-5	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
MTH 131 Analytic Geom. & Calculus	5	MTH 132 Analytical Geom. & Calculus.....	5
Humanities/Fine Arts Requirement ^B	3-4		
	15-17		12

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	CEM 222 Organic Chemistry.....	4
MTH 231 Analytic Geometry/Calculus.....	5	CEM 223 Organic Chemistry Laboratory	1
PHY 221 Physics	5	MTH 232 Differential Equations	4
American Government Requirement ^{A B}	3	PHY 222 Physics	5
	17	SPE 121 Speech Communication	3
			17

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Sciences and Group IV Humanities/Fine Arts with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Arts Degree (AA) Concentration in
CHILD DEVELOPMENT
 Program Number: 20.0201

This is a suggested program of courses relevant for studying child development. It is intended for students who desire to work in the field of child development, are considering an associate in arts degree (AA) and plan to transfer to obtain a bachelor's degree. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62). A minimum total of 60 credits is required for the Associate in Arts degree. It is highly recommended that students satisfy all English composition and mathematics requirements for a bachelor of arts or a bachelor of science degree while at Alpena Community College and develop a strong foundation in the social sciences. By working closely with your academic advisor, you can select specific courses for successful transfer to the institution of your choice.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CDA 101 Intro to Child Care	3	CDA 109A Caring for Children	
CDA 227 Child Mgt. in Early Childhood....	3	w/Spec. Needs.....	3
PSY 225 General Psychology.....	3	CDA 109B Caring... Practicum	3
SPE 121 Speech Communication	3	PEH 262 Red Cross First Aid	3
	15	PSY 226 Developmental Psychology	3
			15

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CDA 228 Literacy & Language Dev.	3	CDA 236 Parent Education	3
PEH 115 Nutrition.....	3	PLS 221 or 222 Political Science ^B	3
SOC 123 Sociology.....	3	Lab Science	4
Humanities/Fine Arts Elective.....	4	Humanities/Fine Arts Elective.....	4
Math/Lab Science ^A	4-5		14
	17-18		

^A It is strongly recommended that transfer students determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring.

^B Fulfills American Government Requirement (see page 51).

STATE OF MICHIGAN Child Development Associate Credential — Students who successfully complete the following four-course, 12-credit series will be eligible for the CDA credential. It may be earned separately from the associate degree program outlined above.

- CDA 101 Intro to Child Care
- CDA 109A & B Caring for Children with Special Needs
- CDA 210 Final Assessment Preparation
- CDA 227 Child Mgt. in Early Childhood

Associate in Arts Degree (AA) in
COMPUTER INFORMATION SYSTEMS

Program Number: 11.0401

This program of study meets the MACRAO Articulation Agreement requirement and is designed for students who desire to transfer to obtain a 4-year degree in Computer Information Systems (CIS). All facets of business find computers and information systems to be vital. Qualified individuals are needed to relate the problem-solving abilities of a computer system to a company's operations. In this curriculum, students are preparing to work as computer programmers, programmer-analysts, systems analysts, network administrators, or microcomputer specialists in business and industry.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
MTH 119 Intro. to Computers — Programming ^B	3	Laboratory Science Requirement.....	4
MTH 121 College Algebra	4	CIS 140 PC Operating System Customization ^B	3
PLS 221 Political Science ^A	3	CIS 160 Intro. to Computer Networks ^B	3
SPE 121 Speech Communication or SPE 123 Public Communication	3	MTH 223 Statistical Methods	4
	16		17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CIS 204 PC Object-Oriented Programming ^B	3	CIS 256 PC Database Programming ^B	3
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro)	3
BUS 123 Principles of Accounting I ^B	4	BUS 124 Principles of Accounting II.....	4
Humanities/Fine Arts Requirement.....	4	BUS 234 Management of Info. Sys.....	4
	14	Humanities/Fine Arts Requirement.....	4
			17

^A Fulfills American Government Requirement (see page 51)

^B Included in Occupational Specialty: G.P.A. of 2.0 or higher must be maintained in the area of occupational specialty.

Associate in Science Degree (AS) Concentration in
COMPUTER SCIENCE — GENERAL

Program Number: 11.0101

Students who attend Alpena Community College have the opportunity to complete all, or many, of the courses needed for transfer to four-year institutions in the areas of Computer Science (CPS) or Computer Information Science (CIS). Students are advised to work closely with their academic advisor and transfer school in planning the course of study at ACC because of varied academic backgrounds and differences in transfer requirements for individual colleges and universities.

The associate in science degree requires successful completion of 60 semester credits. Included are 36 semester credits in general education course work (see page 63 for distribution requirements) and 24 semester credits selected in the area of concentration. Requirements for graduation are on page 50. Please consult your academic advisor before registering for any course work.

Associate in Applied Science Degree (AAS) in
**COMPUTER-AIDED DRAFTING & DESIGN
 TECHNOLOGY**
 Program Number: 48.0101

Computer graphics for technical drawing and design applications are emphasized in this program. A CAD (computer-aided drafting and design) lab is used, fully equipped with software recommended by industry. While foundations in traditional drafting methods are included, the use of computers promotes efficiency and accuracy in student work. In addition to specialized CAD courses, related subjects are covered to give students the background they need to function well in the workplace. Scientific and mathematical principles and theories serve as a basis for the research and development of products. Communication skills and knowledge of manufacturing processes are required in the workplace and are also important components of this program. Graduates are qualified for a wide variety of occupations, such as computer drafter, design technician, and engineer's assistant in both mechanical and architectural fields. An articulation agreement allows graduates of this program to continue studies at Ferris State University for a bachelor's degree in Manufacturing Engineering Technology (see page 130).

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CAD 101 Surv. of Draft./Des. Careers ^B	0.5	CAD 130 Adv. Multiview Drawing ^{B C}	2.0
CAD 110 Tech. Drawing Fund. I ^{B C}	1.5	CAD 131 Pict. Drawing & Sketching ^{B C} ..	1.5
CAD 111 Tech. Drawing Fund. II ^{B C}	1.5	CAD 132 AutoCAD Fundamentals ^{B C}	1.5
CAD 112 Intro to CAD Operation ^{B C}	1.5	CAD 133 Adv. CAD Applications ^{B C}	1.5
CAD 113 Intern. CAD Operation ^{B C}	1.5	CAD 134 Arch. Design (Residential) ^B	3.5
MTH 115 Applied Algebra & Trig. I ^D	5.0	MTH 116 Applied Algebra & Trig. II ^D	5.0
MFG 101 Metal Cutting I ^B	4.0	PHY 111 Applied Physics ^E	3.0
ENG 111 English or ENG 120 Applied Communications.....	3.0		18.0
	18.5	Summer Session	Cr Hrs
		CAD 151 Opt. Summer CAD Co-Op.....	6.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CAD 220 Machine Drawing ^B	3.5	CAD 222 Kinematic Design of Mech. ^B	3.5
CAD 225 Schematic Diagrams ^{B C}	1.5	CAD 224 Arch. Design (Commercial) ^B	3.5
IND 225 Strength of Materials ^B	4.0	CAD 226 Industrial Design ^B	3.5
IND 227 Principles of Fluid Power ^{B C}	1.5	CAD 229 Descriptive Geometry ^B	3.5
MFG 122 Manufacturing Processes ^B	3.0	American Government Requirement ^A	3.0
ENG 123 Technical Communications.....	3.0		17.0
	16.5		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).
^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.
^C These courses are normally offered in sequence during a semester.
^D May be waived if student successfully completes MTH 122 or higher.
^E May be waived if student successfully completes PHY 121 or higher.

NOTE: Since technical programs are lab-intensive, credit hours for each semester and program completion are usually higher than for non-technical programs. It should be taken into consideration, however, that a great percentage of student work may be completed during scheduled lab hours.

Associate in Applied Science Degree (AAS) in
CONCRETE TECHNOLOGY
 Program Number: 15.0201

This program is unique to Alpena Community College. It includes specialized courses covering all aspects of the concrete industry and a summer session construction co-op between the first and second years. General education requirements and a specified group of elective options provide an academic background in communications, computation, computers, and human development, preparing the successful graduate to accept the challenges of a variety of career opportunities in management, quality control or assurance, sales and service, research and development, engineering, laboratory or field work. Lab facilities include a complete pilot plant, demonstration and testing areas. Completion of high school math courses — including algebra, geometry, or trigonometry — and English are required. Students planning to enroll who do not have this background may be advised to take college refresher courses.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 120 Applied Communications.....	3.0	ENG 112 English or ENG 123 Technical Communications.....	3
CON 110 Intro to Concrete Tech ^B	1.0	CON 122 Concrete Admixtures ^B	1
CON 121 Aggregates ^B	3.5	CON 124 Concrete Mix Proportioning ^B	4
CON 123 Cementitious Materials ^B	1.5	CST 112 Building Construction ^B	3
Computer Elective	3.0	MTH 116 Applied Algebra & Trig II (5) or	
MTH 115 Applied Algebra & Trig. I (5)		MTH 122 Plane Trigonometry (3) ..	5-3
or MTH 113 Intern. Alg. (4)....	5.0-4.0	PHY 111 Applied Physics	3
	16-17		17-19
Summer Session		Cr Hrs	
		CST 151 Construction Summer Co-Op.....	
		6	

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CON 221 Placed Concrete I ^B	4	CON 222 Placed Concrete II ^B	4
CON 223 Concrete Masonry Production ^B ..	4	CON 224 Prestress/Precast Concrete ^B	3
CON 227 Construction Inspection ^B	2	CON 226 Concrete Troubleshooting & Repair	
CON 231 Concrete Project Lab ^B	1	^B	2
PLS 221 Political Science ^A	3	CON 232 Project Lab ^B	2
Program Elective ^C	3	Program Elective ^C	3
	17		14

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty: GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C Select a minimum of six credits from the following program electives:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| APP 109M, 110M, 111M, 112M Apprentice Hydraulics *
APP 102E Residential Wiring & Blueprint
BUS 121 Introduction to Business
BUS 122 Salesmanship
BUS 127 Principles of Management
BUS 128 Small Business Management
BUS 233 Mgt & Supervisory Leadership
BUS 235 Personnel Management
BUS 241 Principles of Marketing | CON 242 Block Production — Vibrapac
CON 246 Product Handling
CST 214 Blueprint Reading & Estimating
CAD 112 & 113 CAD Operation
CAD 132 & 133 AutoCAD Applications
CAD 224 Architectural Design
ECN 231 Economics
IND 225 Strength of Materials
MET 123, 124 Welding Processes |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

* APP 109 M, 110M, 111M, 112 M is considered one elective and all courses must be taken.

Certificate (C) in
**CORRECTIONS OFFICER
 ACADEMIC PROGRAM**
 Program: 43.0199

A career in corrections can be a reality by completing this program with a minimum grade of “C” (2.0) in each course. This qualifies the student to write the Michigan Civil Service Test for Corrections Officer. A graduate of this program who earns a passing score on the Civil Service test, as set by the Michigan Civil Service Board, and who also meets other Michigan Department of Corrections requirements, may receive priority for hiring as a Michigan Corrections Officer.

Course	Cr Hrs
CJ 231 Intro. to Corrections.....	3
CJ 235 Client Relations in Corrections.....	3
CJ 235 Correctional Client Growth & Development.....	3
CJ 237 Corr. Institutions & Facilities	3
CJ 238 Legal Issues in Corrections.....	3
CJ 110 Criminal Justice Physical Education .2	.2
	17

Associate in Applied Science Degree (AAS) in
CRIMINAL JUSTICE — CORRECTIONS

Program Number: 43.0102

This program prepares successful graduates for careers in Federal Corrections or Michigan's Department of Corrections. It includes the 15 credit hours needed for the Michigan Certificate in the Certified Corrections Officer Academic Program, plus degree requirements and other career-related courses. A minimum total of 60 credits is required for this degree. Students planning to transfer to a four-year college or university to pursue a bachelor's degree in corrections or criminal justice law enforcement should work closely with advisors both at Alpena Community College and the transfer school. (See also Associate in Arts Criminal Justice transfer program on page 89).

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 or ENG 121 English	3	ENG 112 or ENG 122 English	3
CJ 121 Intro. to Criminal Justice ^B	3	CJ 233 Police Community Relations ^B	3
CJ 231 Introduction to Corrections ^{B C}	3	CJ 235 Client Relations in Corrections ^{B C}	3
CIS 120 Introduction to Microcomputers	3	PSY 225 General Psychology.....	3
SOC 123 Sociology.....	3	SPE 121 Speech Communications	3
	<u>15</u>		<u>15</u>

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CJ 220 Juvenile Delinquency ^B	3	CJ 110 Criminal Justice Physical Ed. ^B	2
CJ 229 Criminal Investigation ^B	3	CJ 211 Ethics in Criminal Justice ^B	3
CJ 234 Multicultural Law Enforcement ^B	3	CJ 227 Defense Tactics ^B	2
CJ 236 Correctional Client Growth & Development ^{B C}	3	CJ 230 Field Service Practicum ^B	3
PLS 221 Political Science or PLS 222 Political Science ^A	3	CJ 237 Correctional Inst./Facilities ^{B C}	3
	<u>15</u>	CJ 238 Legal Issues in Corrections ^{B C}	3
			<u>16</u>

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C Grade of 2.0 must be earned in these courses to meet Michigan Correctional Officer's Training Council standards.

Associate in Applied Science Degree (AAS) in
**CRIMINAL JUSTICE — LAW
 ENFORCEMENT**
 Program Number: 43.0107

This program is designed for the career-focused student whose intent is to attend a police academy by applying to either a state or local law enforcement agency or to a privately-run police academy. This degree will prepare the student academically for the police academy experience but will not replace its training.†

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 or ENG 121 English	3	ENG 112 or ENG 122 English	3
CIS 120 Intro. to Microcomputers ^B	3	CJ 124 Highway Traffic Administration.....	3
CJ 121 Intro. to Criminal Justice ^B	3	CJ 223 Police Administration	3
CJ 126 Intro. to Private Security.....	3	PLS 221 Political Science ^A	3
CJ 231 Intro. to Corrections.....	3	SPE 121 Speech Communication	3
	15		15

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CJ 220 Juvenile Delinquency ^B	3	CJ 110 Criminal Justice Physical Ed.	2
CJ 221 Criminal Law ^B	3	CJ 211 Ethics in Criminal Justice	3
CJ 224 Police Operations.....	3	CJ 222 Criminal Procedure ^B	3
CJ 229 Criminal Investigation	4	CJ 225 Interview & Interrogation ^B	3
CJ 234 Multicultural Law Enforcement.....	3	CJ 233 Police Community Relations	3
	16	PSY 225 General Psychology.....	3
			17

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

† Alpena Community College and Kirtland Regional Police Academy offer a cooperative program that allows Michigan Commission on Law Enforcement Standards prerequisite college credits required for admission to a police academy to be completed at Alpena Community College. Students who successfully complete the three-semester Police Academy option at Alpena Community College and meet the admission requirements of Kirtland Regional Police Academy will be admitted to this Police Academy. Students seeking entry into this program should consult with ACC's director of criminal justice, Michael Roy.

Associate in Arts Degree (AA) Concentration in
CRIMINAL JUSTICE
 Program Number: 43.0104

This program is designed for transfer students interested in majoring in criminal justice at a four-year college or university. This is a program choice for the man or woman whose career goal is to become a police officer or federal agent and who also wishes to enter supervision of criminal justice personnel.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 or ENG 121 English	3	ENG 112 or ENG 122 English	3
CJ 121 Intro. to Criminal Justice	3	Computer Elective	3
CJ 231 Intro. to Corrections.....	3	CJ 233 Police-Community Relations	3
Laboratory Science Requirement ^B	4	PSY 225 General Psychology.....	3
MTH 113 Intermediate Algebra	4	Science or Math Requirement ^B	4
	17		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
American Government Requirement ^A	3	CJ 211 Ethics in Criminal Justice	3
CJ 126 Intro. to Private Security.....	3	CJ 223 Police Administration	3
CJ 220 Juvenile Delinquency.....	3	Humanities/Fine Arts Elective.....	4
CJ 234 Multicultural Law Enforcement.....	3	SOC 123 Sociology.....	3
Humanities/Fine Arts Requirement.....	4	Social Sciences Elective.....	3
	16		16

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B Please see the catalog for the institution to which you plan to transfer for that institution's math and science requirement.

Certificate (C) or Associate in Applied Science Degree (AAS) in
CUSTOMER ENERGY SERVICE
 Program Numbers: 15.0503 (C) 15.0504 (AAS)

This three-semester certificate program prepares students for work in the utility industry as a single point of contact for the customer from the first phone call requesting service to the completion of the job. The program stresses public relations/communication skills, business skills, and computer aided drafting skills, as well as an understanding of electricity necessary to design electric services. In addition, students who desire a broader educational experience can complete a fourth semester of study to meet requirements for an associate in applied science degree.

CERTIFICATE OR AAS FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 120 Applied Communications.....	3.0	ENG 123 Technical Communications	3.0
CAD 110 Technical Drawing Fund. I ^B	1.5	APP 105E Direct Current Fund. ^B	3.0
CAD 111 Technical Drawing Fund. II ^B	1.5	CAD 130 Adv. Multiview Drawing ^B	2.0
CAD 112 Intro to CAD Operation ^B	1.5	CAD 132 AutoCAD Fundamentals ^B	1.5
CAD 113 Interm. CAD Operation ^B	1.5	CAD 133 Adv. CAD Applications ^B	1.5
APP 100E Electrical Studies for Trades	3.0	CIS 120 Intro to Microcomputers ^B	3.0
MTH 115 Applied Algebra & Trig. I.....	5.0	PHY 111 Applied Physics	3.0
	17		17

CERTIFICATE OR AAS SECOND YEAR

First Semester	Cr Hrs
APP 106E Alternating Current Fund. ^B	3.0
BUS 121 Introduction to Business ^B	3.0
BUS 131 Applied Accounting ^B	3.0
BUS 221 Business Law ^B	3.0
BUS 241 Principles of Marketing ^B	3.0
SPE 121 Speech Communication	3.0
	18.0

Total Certificate Program Credits: 52

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

To complete an associate in applied science degree, complete the following in a fourth semester of study:

- Choose Option I or Option II below to meet the American Government Requirement —
 Option I — PLS 221 Political Science OR PLS 222 Political Science (3 total credits)
 Option II — HST 221 U.S. History AND HST 222 U.S. History (6 total credits)
- Select from the following program electives to earn additional credits needed to meet the minimum 60 credit hours required for the AAS degree:

SPE 123 Public Communications	UTT 101 Intro. to the Utility Industry ^B
BUS 123 Principles of Accounting I ^B	UTT 204 System Design and Operation ^B
BUS 127 Principles of Management ^B	UTT 207 Environ. Concerns of Utilities ^B
MTH 116 Applied Algebra and Trig. II	

Associate in Arts Degree (AA) Concentration in
ECONOMICS
 Program Number: 45.0601

This degree allows students to begin the study of economics with the eventual goal of graduate and postgraduate study. Students may continue cooperative study towards a Bachelor's Degree in Economics and Finance through Lake Superior State University. The study of economics leads to professional employment opportunities in private industry, public service and academia.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
BUS 123 Principles of Accounting I	4	BUS 124 Principles of Accounting II.....	4
MTH 121 College Algebra or MTH 123 College Algebra/Analytic Trig.....	4	MTH 112 Statistical Methods	4
SPE 121 Speech Communication	3	PLS 221 Political Science ^A	3
Social Sciences Elective ^B	3	PSY 225 General Psychology.....	3
	17		17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 201 International Business.....	3	ECN 225 Money and Banking	3
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro)	3
HST 121 History of Western Civilization.....	3	HST 122 History of Western Civilization.....	3
Laboratory Science.....	4	PLS 228 International Affairs.....	3
Social Sciences Elective ^B	3	Elective ^C	3
	16		15

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222) to fulfill American Government Requirement (see page 51).

^B Social Science electives include any courses with the following prefixes which are listed in the course description section of this catalog:

- ANP Anthropology
- ECN Economics
- GEO Geography
- HST History
- PLS Political Science
- PSY Psychology
- SOC Sociology

^C It is strongly recommended that this general elective selection be filled with either SPE 121 Speech Communication or SPE 123 Public Communication.

Associate in Arts (AA) Concentration in
EDUCATION — ELEMENTARY
 Program Number: 13.1202

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
EDU 121 Introduction to Education.....	3	BIO 114 Intro. to Biological Science ¹	4
PHS 113 Physical Science.....	4	MTH 111 Math for Elementary Teachers ¹ ..	3
MTH 113 Int. Algebra or higher.....	3	Social Sciences Elective (see below)	3
PSY 225 General Psychology.....	3	Elective (see below)	3
	16		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
HST 221 United States History ^{1, 2}	3	HST 222 United States History ^{1, 2}	3
Humanities/Fine Arts Requirement ³	3-4	Humanities/Fine Arts Requirement ³	3-4
English Elective (see below).....	3	English Elective (see below).....	3
SPE 121 Speech Communication ¹	3	Elective (see below)	3
Elective (see below)	3	Elective (see below)	3
	15-16		15-16

¹ Check transfer institution requirements.

² Choose either six credits in U.S. History (HST 221 and 222) or three credits in Political Science (PLS 221 or 222) to fulfill the American Government Requirement.

³ See Group IV, page 62. Check transfer institution requirements for ART 246 Art for the Classroom Teacher and MUS 228 Music in the Elementary Classroom.

NOTE: Electives should be selected to fulfill transfer institution requirements and the area of concentration (major or minor). Consult your ACC academic advisor. Recommended electives include the following:

ANP 121 Cultural Anthro.	ENG 243 The Short Story	PHL 225 Philosophy
ECN 231 Economics (Micro)	ENG 244 The Novel	PHL 228 Intro to Ethics
ECN 232 Economics (Macro)	ENG 253 News Reporting	PLS 221/222 Political Science
ENG 125 Intro to Journalism	ENG 254 News Writing	PSY 226 Dev. Psych.
ENG 203 Intro to Mythology	GEO 125 Geography	SOC 123 Sociology
ENG 204 Intro to Literature	GEO 126 Cultural Geography	SPE 121 Speech Comm.
ENG 223/224 American Lit.	HST 121/122 Hist. West. Civ.	SPE 123 Public Comm.
ENG 242 Children's Literature	PHL 125 Language & Reason	SPE 126 Interpretive Reading

Bachelor's degree available in Alpena: A bachelor's degree in education with elementary certification is now available from Spring Arbor University through the ACC University Center. Students pursuing this degree should contact the Spring Arbor University office to discuss the required curriculum in addition to meeting with their ACC academic advisor. (See also page 136.)

Associate in Arts Degree (AA) in
EDUCATION — SECONDARY, VOCATIONAL
 Program Number: 13.1320

This program prepares students to transfer to a vocational teacher education program using the technical electives as a teaching minor. This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the description of Alpena Community College requirements and degree distribution requirements and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
EDU 121 Introduction to Education.....	3	PSY 225 General Psychology.....	3
MTH 113 Intermediate Algebra or MTH 115 Applied Algebra & Trigonometry I.....	4 or 5	PHY 111 Applied Physics or PHS 113 Intro to Physical Science	3 or 4
Technical Electives ^A	8	Technical Electives ^A	8
	18-19		17-18

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
PLS 221 Political Science	3	Social Science Elective.....	3
SPE 121 Speech Communication	3	Humanities/Fine Arts Requirement.....	4
Humanities/Fine Arts Requirement.....	4	Technical Electives ^A	6
Technical Electives ^A	8		13
	18		

^A Technical electives will change depending on area of concentration and the specific four-year transfer institution's requirements. Normally 30 credits of technical electives are required. Consult your Alpena Community College academic advisor.

Vocational Certification: In addition to the necessary academic preparation, a minimum of 4,000 hours of recent and relevant work experience is necessary to receive a vocational teaching certificate in the State of Michigan.

Associate in Science (AS) Concentration in

GENERAL SCIENCES

Program Number: 24.0100

This is a degree can be individually planned to meet transfer requirements for the specific program of study you intend to pursue at a particular four-year institution after attending Alpena Community College. Course work selected must also meet the degree requirements listed on page 50 of this catalog, as well as the Associate in Science degree distribution requirements listed on page 63 of this catalog. By working closely with your Alpena Community College academic advisor before registering for classes, you can get full benefit from transfer of general education credits. A minimum total of 60 credits is required for the Associate in Science degree.

Many areas of interest in the sciences and in the health care field can be served by working with your advisor and carefully selecting your courses at Alpena Community College. If you are undecided, an appointment with one of our counselors can provide information and guidance regarding the Associate in Science degree.

Listed elsewhere in this Programs of Study section of the catalog are AS transfer degrees in the following areas of concentration: Biology; Chemistry; Computer Science — General; Mathematics; Natural Sciences; Physics; Pre-Dental & Pre Medicine; Pre-Engineering; Pre-Medical Technology; Pre-Pharmacy; and Pre-Veterinary.

In addition, by working with your academic advisor at ACC, the appropriate choice of required and elective courses for this degree can be made for transfer in the following programs: Pre-Occupational Therapy (Program Number 51.2306); Pre-Physical Therapy (Program Number 51.2308); Pre-Radiology Technology (Program Number 51.0907);

See also page 132 for a cooperative program in Radiography.

Associate in General Studies Degree (AGS) Concentration in

GENERAL STUDIES

Program Number: 24.0102

The Associate in General Studies degree is awarded students primarily interested in general education. The suggested outline of courses, which may be altered to suit individual goals, is listed on page 64 of this catalog. Students should consult an academic advisor concerning final course selection.

Associate in Arts Degree (AA) Concentration in
GEOGRAPHY
 Program Number: 47.0701

This is a suggested program of study that may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree. The goal of this suggested program of study is to satisfy all English composition and mathematics requirements for a bachelor of arts degree or a bachelor of science degree while at Alpena Community College and to promote a foundation in the social sciences.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
PHS 113 Intro to Physical Science.....	4	Laboratory Science.....	4
Math ¹	4-5	MTH 119 Intro to Computers-Prgmng.....	3
GEO 125 Geography.....	3	GEO 126 Cultural Geography.....	3
	14-15	Elective ⁴	3
			16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro).....	3
ANP 121 Cultural Anthropology.....	3	HST 122 History of Western Civilization.....	3
HST 121 History of Western Civilization.....	3	BUS 201 International Business.....	3
PLS 221 Political Science ²	3	Humanities/Fine Arts elective.....	3 or 4
Social Sciences Elective ³	3	Elective ⁵	3
	15		15-16

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring.

² Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222) to fulfill American Government Requirement (see page 51).

³ Social Sciences electives include any courses with the following prefixes which are listed in the course description section of this catalog:

- | | |
|------------------|-----------------------|
| ANP Anthropology | PLS Political Science |
| ECN Economics | PSY Psychology |
| GEO Geography | SOC Sociology |
| HST History | |

⁴ Elective may be internship for 1 to 4 credits.

⁵ It is strongly recommended that this general elective be filled with either SPE 121 Speech Communication or SPE 123 Public Communication.

Associate in Arts Degree (AA) Concentration in

GRAPHIC DESIGN

Program Number: 48.0201

This graphic design curriculum provides students with hands-on experience in the areas of photo-offset, letterpress, screen printing, thermography, paper making, computer layout and typesetting, foil stamping, multi-color printing and bindery. Successful completion of this program will prepare a student to pursue a bachelor's degree in graphic design or related areas. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62).

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....3		ENG 112 English or ENG 122 English	
Science/Math Requirement ^A 4-5		or ENG 123 Technical Comm.....3	
HUM 241 Humanities or HST 121		Laboratory Science.....4	
History of Western Civ..... 3-4		HUM 242 Humanities or HST 122	
GRA 125 Graphic Design I3		History of Western Civ..... 3-4	
ART 127 Basic Drawing3		GRA 126 Graphic Design II.....3	
	16-18	ART 123 Design I3	
			16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
PLS 221 Political Science or PLS 222		Social Sciences Requirement3	
Political Science ^B3		GRA 111 Photography3	
Social Sciences Requirement3		ART 223 Painting.....3	
CIS 250 Desktop Publishing.....3		ART 226 Ceramics II or ART 229	
ART 225 Ceramics I or ART 229		Sculpture or ART 128 Basic	
Sculpture or ART 223 Painting I3		Drawing II or ART 224 Painting II3	
GRA 221 Graphic Design III.....3		Elective(s).....3	
	15		15

^A It is strongly recommended that transfer students determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring. It is also recommended that students who intend to transfer should work closely with an academic advisor to plan a successful program for the chosen transfer institution.

^B Fulfills American Government requirement (see page 51).

Certificate (C) in
GRAPHIC DESIGN
 Program: 48.0299

The Graphic Design Certificate Program is designed to train students in the various graphic arts printing processes, including photo offset, letterpress, screen printing, intaglio, and bindery. Students will have the experience of designing, laying out and printing the common types of jobs found in typical job shops. Job opportunities for students completing this program include presswork, camera work, composition, layout and design.

Course	Cr Hrs
ART 123 Design I	3
CIS 250 Desktop Publishing.....	3
GRA 111 Photography	3
GRA 125 Graphic Design I	3
GRA 126 Graphic Design II.....	3
GRA 221 Graphic Design III.....	2
ENG 120 Applied Communications or ENG 121 English or ENG 111 English	3
ENG 123 Technical Communications or ENG 125 Introduction to Journalism or ENG 112 English or ENG 122 English.....	3
BUS Business Elective*	3
Elective.....	3
	30

*** Recommended Business Electives**

BUS 121 Introduction to Business.....	3
BUS 122 Personal Selling.....	3
BUS 127 Principles of Management	3
BUS 128 Small Business Management.....	3
BUS 229 Advertising	3
BUS 238 Sales Management	3
BUS 241 Principles of Marketing.....	3
BUS 248 Business Communications.....	3

Associate in Arts Degree (AA) Concentration in
HISTORY
 Program Number: 45.0801

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
GEO 125 Geography.....	3	GEO 126 Cultural Geography.....	3
HST 121 History of Western Civ.....	3	HST 122 History of Western Civ.....	3
Math ¹	4-5	Humanities/Fine Arts Elective.....	2-4
Social Sciences Elective ²	3	Laboratory Science.....	4
	16-17		15-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro).....	3	ANP 121 Cultural Anthropology.....	3
HST 221 United States History.....	3	ECN 232 Economics (Macro).....	3
PLS 221 Political Science.....	3	HST 222 United States History.....	3
Social Sciences Elective ²	3	Electives ³	6-8
	12		15-17

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring.

² Social Sciences electives include any courses with the following prefixes which are listed in the course description section of this catalog:

- ANP Anthropology
- ECN Economics
- GEO Geography
- HST History
- PLS Political Science
- PSY Psychology
- SOC Sociology

³ It is strongly recommended that students choose either SPE 121 Speech Communication or SPE 123 Public Communication to fill one of these electives.

Associate in Applied Science Degree (AAS) in
HUMAN SERVICES
 Program Number: 51.2299

Through lectures, supervised field work and independent study, this program trains students to work as paraprofessionals with persons with disabilities. Positions include intervention aide, academic instructional assistant, job coach, community-based instructional assistant, residential aide and other special education positions. Students planning to pursue professional degrees by transferring to a four-year college can work closely with advisors from Alpena Community College and the transfer institution to select appropriate course work.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English	3	ENG 112 English	3
HSP 101A Intro to Human Services ^B	3	HSP 102A Planning for Community Living — Theory ^B	3
HSP 101B Observ. in H.S. Agencies ^B	1	HSP 102B Planning for Community Living — Practice ^B	1
MTH 113 Intermediate Algebra ^C or BUS 125 Business Math ^B	3-5	HSP 105A Skill Training & Support — Theory ^B	3
PSY 225 General Psychology	3	HSP 105B Skill Training & Support — Practice ^B	1
	13-15	PEH 262 American Red Cross First Aid	3
			14

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIO 114 Biology or BIO 201 Human Anatomy ^C	4	BIO 203 Human Physiology ^C or 4 hours of Electives	4
CDA 109A Caring for Young Children with Special Needs ^B	2	CIS 120 Intro to Microcomputers or MTH 119 Intro to Computers — Programming ^{B C}	3
CDA 109B Caring for Young Children with Special Needs — Practicum ^B	1	HSP 210A Cultural Awareness & Practice in Human Services ^B	2
HSP 200A Field Work Theory ^B	2	HSP 210B Advanced Field Work in Human Services ^B	2
HSP 200B Field Work Practice ^B	2	PLS 221 Political Science ^A	3
SPE 120 Sign Language I	2	PSY 226 Developmental Psychology	3
Humanities/Fine Arts Elective (page 65) ...	3-4		17
	16-17		

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C Students transferring to a four-year college or university should select this course.

Certificate (C) in
HUMAN SERVICES
 Program Number: 51.2601

This program for paraprofessionals includes training for a range of roles, including intervention aide, academic instructional assistant, job coach, community-based instructional assistant, and residential program aide.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 120 Applied Communications.....	3	HSP 102A Planning for Community Living — Theory	3
HSP 101A Intro to Human Services.....	3	HSP 102B Planning for Community Living — Practice	1
HSP 101B Observations in H.S. Agencies	1	HSP 105A Skill Training & Support — Theory	3
PEH 262 American Red Cross First Aid	3	HSP 105B Skill Training & Support — Practice	1
SPE 120 Sign Language I.....	2	HSP 210A Cultural Awareness & Practice in Human Services.....	2
	12	HSP 210B Advanced Field Work in Human Services	2
			12

SECOND YEAR

First Semester	Cr Hrs
CDA 109A Caring for Young Children with Special Needs	2
CDA 109B Caring for Young Children with Special Needs — Practicum	1
HSP 200A Field Work Theory	2
HSP 200B Field Work Practice	2
	7

Associate in Arts Degree (AA) Concentration in
JOURNALISM
 Program Number: 09.0401

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
ENG 125 Introduction to Journalism.....	3	ENG 126 Introduction to Journalism.....	3
HST 221 U.S. History.....	3	HST 222 U.S. History.....	3
Laboratory Science Requirement.....	4	SPE 121 Speech Communication	3
Elective ^A	3	Sciences/Mathematics Requirement	4-5
	16		16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
HST 225 20th Century U.S. History	3	ENG 229 Creative Writing.....	3
ENG 253 News Reporting.....	3	ENG 254 News Writing	3
PLS 221 Political Science	3	GRA 112 Photography	3
GRA 111 Photography	3	Electives	7
Elective ^A	3		16
	15		

^A Choose from the following recommended electives:

- ECN 223/224 Economics
- ENG 223/224 American Literature
- HST 227 Contemporary American Problems
- HUM 241/242 Humanities
- PLS 222 Political Science
- PSY 225 General Psychology
- BIS 100/101 Computer Keyboarding / Keyboard Skillbuilding
- SOC 123 Sociology
- SPE 122 Speech Communication

Associate in Applied Science Degree (AAS) in
LAW OFFICE MANAGEMENT
 Program Number: 52.0403

This program provides a balanced blend of legal and office support courses to prepare the student for legal office management. Most law office managers work in professional law offices under the supervision of licensed attorneys, although some work in such other related fields as real estate, insurance or government as well as in corporate legal departments and financial trust departments. Successful completion will equip the graduate to conduct legal research, prepare drafts of legal documents, maintain computer records, word process, interview clients and investigate the facts of a case, maintain client files, schedule and assist attorneys in preparing for trial. Law office managers must demonstrate professionalism and ethical responsibility.

Many of the courses in this program may transfer to a four-year institution; however, students considering this should discuss their plans with an advisor before registering for any classes to assure the best selection of course work for successful transfer. Please also refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63).

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 125 Business Math	3	BIS 166 Law Office Management	3
CIS 151-152-153 Word Processing	3	BUS 248 Business Communications	3
ENG 111 English	3	CIS 282 & 283 Adv. Word Processing	2
LAW 125 Intro. to Legal Prin./Court Sys.	3	ENG 112 English	3
PLS 221 Political Science ^A	3	Program Elective ^B	3
	15		14

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 140 Proofreading & Editing	3	LAW 241 Research & Writing II	3
BUS 131 Applied Accounting or BUS 123 Principles of Accounting	3-4	LAW 243 Legal Asst. Prof. & Ethics	3
LAW 240 Research & Writing I	3	Program Electives ^B	6
LAW 244 Civil Procedure	4	Program Elective ^C	3
Program Elective c	3		15
	16-17		

^A Fulfills American Government Requirement (see page 51).

^B Choose the required credits from the following Program Electives:

- | | |
|---------------------------|----------------------------------------------|
| BUS 222 Business Law | LAW 239 Family Law |
| BUS 239 Real Estate Law | LAW 242 Probate Law, Wills, Trusts & Estates |
| CJ 222 Criminal Procedure | |

^C Choose the required credits from the following Program Electives:

- | | |
|-------------------------------------------|----------------------------------------------|
| BUS 127 Principles of Management | CIS 160 Intro to Computer Networks |
| BUS 234 Mgt of Information Systems | CIS 171, 172 & 173 Spreadsheets I, II, & III |
| BUS 235 Personnel Management | CIS 260 Data Base |
| CIS 140 PC Operating System Customization | |

Associate in Arts Degree (AA) Concentration in
LEGAL ASSISTANT
 Program Number: 22.0103

This program provides a balanced blend of administrative and general education courses to prepare the student for transfer to a four-year degree program in legal assisting. Legal assistants work under the supervision of licensed attorneys and most often in professional law offices, although some work in such other related fields as real estate, insurance or government as well as in corporate legal departments and financial trust departments. Successful completion will equip graduates with skills to conduct legal research, prepare drafts of legal documents, maintain computer records, word process, interview clients and investigate the facts of a case, maintain client files, schedule and assist attorneys in preparing for trial. Legal assistants must also demonstrate professionalism and ethical responsibility.

Students who plan to transfer to a four-year degree program should contact the selected institution in order to coordinate articulation of course work. It is also extremely important to meet with an Alpena Community College advisor before registering for any classes to plan for successful transfer. Please also refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62).

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CIS 151-152-153 Word Processing or CIS 151 & CIS 282 -283 Adv. Wd. Proc ..3		BIS 166 Law Office Management.....3	
ENG 111 English3		ENG 112 English3	
LAW 125 Intro. to Legal Prin./Court Sys.3		Program Elective ^B3	
MTH 102 Elementary Algebra or higher.. 4-5		Social Sciences Electives6	
PLS 221 Political Science ^A3		SPE 121 Speech Communication3	
	16-17		18

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
Humanities\Fine Arts Elective..... 3-4		Humanities\Fine Arts Elective..... 3-4	
Lab Science 3-4		LAW 241 Research & Writing II3	
LAW 240 Research & Writing I.....3		LAW 243 Legal Asst. Prof. & Ethics3	
LAW 244 Civil Procedure4		Program Electives ^B6	
Program Elective ^B3			
	16-18		15-16

^A Fulfills American Government Requirement (see page 51).

^B Choose the required credits from the following Program Electives:

- BUS 222 Business Law
- BUS 239 Real Estate Law
- CJ 222 Criminal Procedure
- LAW 239 Family Law
- LAW 242 Probate Law, Wills, Trusts & Estates

Associate in Arts Degree (AA) Concentration in

LIBERAL ARTS — GENERAL

Program Number: 24.0101

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....3		ENG 112 English or ENG 122 English.....3	
Fine Arts 3 or 4		Fine Arts or Literature..... 3 or 4	
Sciences/Mathematics Requirement 4-5		Laboratory Science4	
HST 121 History of Western Civilization.....3		HST 122 History of Western Civilization.....3	
Elective.....3		Elective.....3	
	16-18		16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
Fine Arts or Literature..... 3 or 4		Fine Arts or Literature..... 3 or 4	
PLS 221 Political Science ^A3		Social Science Requirement.....3	
Social Science Requirement.....3		Electives9	
Electives6			
	15-16		15-16

^A Fulfills American Government Requirement (see page 51).

Listed elsewhere in this Programs of Study section are AA transfer degrees in the following areas of concentration: Anthropology; Business Information Systems — Executive Secretary; Criminal Justice; Economics; Education — Elementary; Geography; History; Journalism; Political Science; Pre-Law; Psychology; and Social Work.

In addition, by working with your academic advisor at ACC, the appropriate choice of required and elective courses for this degree can be made for transfer in the following:

- Business Administration — General (Program Number 52.0101)
- Education — Secondary (Program Number 13.1205)
- English (Program Number 23.0101)
- Fine Arts (Program Number 50.0101)
- Physical & Health Education (Program Number 13.1314)
- Social Sciences (Program Number 45.1101)

Associate in Applied Science Degree (AAS) in
MANUFACTURING TECHNOLOGY
 Program Number: 15.0604

This Associate Degree program familiarizes the student with machine tools and manufacturing processes used in industry. Each student receives instruction in operating lathes, milling machines, surface grinders, saws and cutter grinders. The student will learn to perform basic heat treatment operations on steel; program and operate computer numerical control (CNC) machine tools; operating coordinate measurement machines (CMM) and electrical discharge machines; build jigs and fixtures; and use the Machinery's Handbook. Computer-aided manufacturing (CAM) and statistical process control (SPC) are skills integrated within the curriculum to prepare the student for employment in computerized industrial machining operations. Interpretation of engineering prints using Geometric Dimensioning & Tolerancing (GD&T) are addressed in specific courses as well as integrated throughout the program. Graduates can expect to find employment as CNC programmers, machinists, tool makers, and quality assurance technicians, or move on to complete a four-year degree in Manufacturing Engineering.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MFG 101 Metal Cutting I ^B	4	MFG 100 Machinery's Handbook ^B	3
MFG 120 Applied Mfg. Print Read. I ^B	3	MFG 102 Metal Cutting II ^B	6
MTH 110 Applied Mach. Math I ^B	3	MFG 123 Fundamentals of GD&T ^B	3
ENG 111 English or ENG 120		MTH 112 Applied Mach. Math II ^B	3
Applied Communications	3	ENG 112 English or ENG 123 Technical	
PLS 221 Political Science or PLS 222		Communications.....	3
Political Science ^A	3		18
	16		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MFG 201 Introduction to CNC ^B	5	MFG 202 Advanced CNC ^B	6
MFG 203 Metal Cutting III	6	MFG 220 Jigs & Fixture Fundamentals.....	4
MFG 204 Computer-Aided Mfg. (CAM).....	3	PHY 111 Applied Physics	3
MET 200 Metallurgy/Heat Treatment		Technical Elective *	2-4
Fundamentals ^B	3		15-17
	17		

* Choose from the following Technical Electives:

- CAD 102 Intro. to AutoCAD
- MFG 122 Manufacturing Processes
- MET 123 Welding Processes
- IND 225 Strength of Materials

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

<p>Certificate (C) in</p> <p>MANUFACTURING TECHNOLOGY</p> <p>Program Number: 15.0605</p>

This Certificate program develops student skills in the operation of lathes, milling machines, surface grinders, saws, welders and cutter grinders. The student will also become proficient in applied mathematics and blueprint reading to include: Geometric Dimensioning and Tolerancing (GD & T) and will understand the theory of machine shop practices. There will also be an introduction to the operation and programming of computer numerical control (CNC) equipment. Completion of this certificate will qualify the student for entry-level employment in basic machining and manufacturing operations.

First Semester	Cr Hrs
MFG 101 Metal Cutting I.....	4
MFG 120 Applied Mfg. Print Reading I.....	3
MTH 110 Applied Machinists Math I.....	3
MET 123 Welding Processes.....	4
	14

Second Semester	Cr Hrs
MFG 100 Machinery's Handbook	3
MFG 102 Metal Cutting II.....	6
MFG 123 Fundamentals of GD & T	3
MTH 112 Applied Machinist's Math II.....	3
	15

Third Semester	Cr Hrs
MFG 201 Introduction to CNC.....	5
MFG 203 Metal Cutting III	6
MET 200 Metallurgy & Heat Treatment Fundamentals.....	3
	14

Associate in Applied Science Degree (AAS) in
MARKETING AND MERCHANDISING

Program Number: 52.1401

This business administration curriculum is designed to prepare students for positions in the marketing area of a business organization. Successful completion will equip the student with the necessary knowledge and skills to seek employment in sales and sales management, retailing and other marketing related positions.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
BUS 121 Introduction to Business ^B	3	BUS 124 Principles of Accounting II ^B	4
BUS 122 Personal Selling ^B	3	BUS 229 Advertising ^B	3
BUS 123 Principles of Accounting I ^B	4	CIS 120 Intro to Microcomputers ^B or	
BUS 125 Business Mathematics or		MTH 119 Intro to Computers —	
Mathematics Elective ^B	3-5	Programming	3
	16-18	PLS 221 Political Science ^A	3
			16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 221 Business Law ^B	3	BUS 222 Business Law ^B	3
BUS 241 Principles of Marketing ^B	3	BUS 238 Sales Management ^B	3
ECN 231 Economics (Micro).....	3	BUS 242 Principles of Retailing ^B	3
PSY 225 General Psychology.....	3	BUS 255 Business Application Software ^B	3
SPE 121 Speech Communications.....	3	ECN 232 Economics (Macro)	3
	15		15

^A Fulfills American Government Requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

Associate in Science Degree (AS) Concentration in

MATHEMATICS

Program Number: 27.0101

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
MTH 131 Analytic Geometry & Calculus ...	5	MTH 132 Analytic Geometry & Calculus ...	5
Laboratory Science Requirement.....	4	Science Elective ^C	4
Non-Science Elective.....	3-4	Non-Science Elective.....	3-4
	15-16		15-16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MTH 231 Analytic Geometry & Calculus ...	5	MTH 232 Differential Equations	4
American Government Requirement ^{A B}	3	Science Elective ^C	4
Science Elective ^C	4	Non-Science Elective.....	4
Humanities/Fine Arts Requirement ^B	3-4	Humanities/Fine Arts & Social Science Requirements ^B	3-4
	15-16		15-16

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222) to fulfill requirement (see page 51).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

^C Students are encouraged to select electives in science which will lead to a minor at a transfer school.

Associate in Applied Science Degree (AAS)
MEDICAL ASSISTANT
 Program Number: 51.0801

This program provides a balanced blend of administrative and clinical courses to prepare the student for medical assisting. This allied health care profession offers work primarily in ambulatory settings such as medical offices and clinics. A supervised internship at a physician's office is required, and prior to placement, the student must submit evidence of good health, including up-to-date immunizations and tuberculin screening results. A medical assistant's duties range from handling correspondence and scheduling patients to medical transcription and maintaining medical records, and from taking vital signs and sterilizing instruments to performing routine office laboratory procedures and electrocardiograms. Medical assistants must also demonstrate professionalism and effective communication skills.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIO 201 Anatomy	4	BIO 203 Physiology.....	4
BIS 160 Medical Terminology	4	BIS 161 Medical Transcription.....	4
BIS 163 Medical Office Coding.....	4	BIS 162 Med. Office Computer	
BIS 165 Medical Office Procedures.....	3	Applications	1
CIS 110 Computer Essentials	1	BIS 164 Medical Office Insurance Billing	3
CIS 111 Computer Operating Systems.....	1	CIS 151 Word Processing I †	1
	17	CIS 152 Word Processing II †	1
		CIS 153 Word Processing III †	1
			15

Summer Session	Cr Hrs
BIS 220 Medical Assistant	
Administrative Practicum	2

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English	3	ENG 112 English	3
HEA 223 Medication Administration.....	3	HEA 222 Medical Assistant	
HEA 224 Medical Assistant Clinical Lab.....	7	Clinical Practice	4
	13	PLS 221 Political Science ^A	3
		PSY 225 General Psychology.....	3
			13

Students must have a C (2.0) or better GPA in all occupational courses.

† These courses are normally taught during a semester in sequence within the course group.

^A Satisfies American Government requirement (see page 51).

Any person convicted of a felony will not be allowed to write the certification exam for medical assistant.

Associate in Science Degree (AS) Concentration in

NATURAL SCIENCES

Program Number: 40.0101

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CEM 111 General Chemistry or.....		CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
CEM 121 General & Inorganic Chem.	4-5	BIO 211 General Zoology	4
BIO 210 Introduction to Botany	4	Math Elective.....	3-5
Math Elective.....	3-5		
	14-17		14-16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	BIO 203 Human Physiology.....	3
PHY 121 General College Physics	4	CEM 222 Organic Chemistry.....	4
American Government Requirement ^A ^B	3	PHY 122 General College Physics	4
Humanities/Fine Arts Requirement ^B	3-4	Humanities/Fine Arts & Social Science Requirement ^B	3-4
	14-15		14-15

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222). See page 51.

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Sciences and Group IV Humanities/Fine Arts with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Applied Science Degree (AAS) in
NETWORK ADMINISTRATION
 Program Number: 52.1204

The Association of Collegiate Business Schools and Programs has accredited this business curriculum, which prepares students for employment as network administrators in Local Area Network (LAN) environments. Successful completion will equip students with the skills and knowledge to plan, install and maintain LANs, as well as to perform basic PC hardware maintenance activities such as installing memory, drives and cards. On the job, graduates of this program may also train other employees in the use of various types of productivity software such as spreadsheet, word processing and data base. Students may further enhance employability by seeking additional professional certification through Novell as Certified Network Administrator (CNA) and/or Certified Network Engineer (CNE).

NOTE: Keyboarding skill is required for this program. Students who have not successfully completed a keyboarding class or who cannot demonstrate proficiency in touch keyboarding will be required to take BIS 100 Computer Keyboarding. Please see the program advisor to determine the competency level you need to achieve.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 125 Business Mathematics or MTH 121 College Algebra ^C 3 or 4		BUS 121 Intro to Business ^B	3
BUS 131 Applied Accounting or BUS 123 Principles of Acct. I ^C 3 or 4		BUS 132 Applied Accounting ^B or BUS 124 Principles of Acct. II ^B ^C 3 or 4	
CIS 120 Intro to Microcomp. or MTH 119 Intro to Comp. — Prog. ^B	3	CIS 160 Intro to Computer Networks ^B	3
CIS 140 PC Operating Sys. Custom. ^B	3	ENG 112 English ^C or ENG 123 Technical Communications.....	3
ENG 111 English ^C or ENG 120	3	Program Elective ^D	3
	15-17		15-16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CIS 204 PC Object-Oriented Prog. ^B	3	CIS 171, 172, 173 Spreadsheets I, II, III ^B ...	3
CIS 205 PC Hard. Maint. & Upgrading ^B	3	CIS 256 PC Database Programming ^B	3
CIS 270 Network Administration ^B	3	CIS 280 Network Theory, Design & Installation ^B	4
SPE 121 Speech Communication	3	General Education Electives (See page 65, Groups II, III, IV).....	6
American Government Requirement ^A	15		16

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222) to fulfill requirement (see page 51).

^B Included in occupational specialty; GPA of 2.0 or higher must be maintained in the area of occupational specialty.

^C Students planning to transfer should select this course.

^D Select from the following program electives:

- BUS 228 Cost Accounting
- BUS 234 Mgt. of Information Systems
- BUS 241 Principles of Marketing
- BUS 255 Business Application Software
- BUS 257 Computerized Acct. Systems
- CIS 151, 152, 153 Word Proc. I, II, III

- CIS 250 Desktop Publishing
- CIS 260 Data Base
- CIS 281, 282, 283 Adv. Word Processing
- INT 290 Network Admin. Internship
- MTH 221 C++ Programming

Certificate (C) in
NETWORK ADMINISTRATION
 Program Number: 52.1299

In just two semesters, this curriculum prepares students for employment in maintenance and administration for Local Area Network (LAN) environments. Successful completion will also equip students with the skills and knowledge to perform basic PC hardware maintenance activities such as installing memory, drives and cards. On the job, graduates of this program may also train other employees in the use of various types of productivity software such as spreadsheet, word processing and data base. Students may further enhance employability by seeking additional professional certification through Novell as Certified Network Administrator (CNA).

First Semester	Cr Hrs	Second Semester	Cr Hrs
CIS 120 Intro to Microcomp. or MTH		CIS 151, CIS 152, CIS 153 † Word	
119 Intro to Comp. — Program.....3	3	Processing I, II, III.....3	3
CIS 140 PC Operating System Custom.....3	3	CIS 171, CIS 172, CIS 173 †	
CIS 160 Intro. to Computer Networks.....3	3	Spreadsheets I, II, III.....3	3
CIS 205 PC Hardware Maintenance &		CIS 256 PC Data Base Programming3	3
Upgrading.....3	3	CIS 280 Network Theory, Design &	
ENG 111 English or ENG 120 Applied		Installation4	4
Communications.....3	3	ENG 123 Tech. Communications or	
	15	BUS 248 Bus. Communications3	3
			16

† These courses are normally taught during a semester in sequence within the course group.

Nursing Program Information

Alpena Community College offers two program options in nursing; both programs are approved by the Michigan State Board of Nursing. During a two semester, Pre-Nursing Curriculum, students complete most required non-nursing courses before beginning nursing course work. The Practical Nursing Certificate Program (Level I) includes two semesters and a 10-week summer term. The Associate Degree Nursing Program (Level II) for registered nursing includes Level I, plus two additional semesters of study leading to an associate in applied science degree.

The nursing curriculum at ACC is designed to promote career mobility and to offer qualified students alternative educational tracks according to their career goals. Two entry and two exit points are available. Graduates are prepared to write the National Council Licensure Examination and to assume entry level staff positions in health care delivery systems. Graduates can also articulate into a Bachelor of Science in Nursing (BSN) completion program at four-year institutions in Michigan or other states.

Nursing Program Admission Requirements

Applications and transcripts are accepted until the class is full. Selection is made of those persons whose GPAs in pre-nursing courses are highest.

A student seeking admission to ACC’s nursing program must:

- Be a high school graduate or have a GED
- Take the COMPASS placement test
- Have satisfactory physical and emotional clearance from a physician
- Have proof of immunization (including Hepatitis B)
- Have a 2.0 (“C”) or better GPA* in four semesters of high school English and one semester each of high school biology, chemistry, and algebra
- Complete Pre-Nursing Curriculum with a cumulative GPA of 2.8 or better

* Students without this background should consult the Assistant Dean for Health Occupations to discuss alternatives.

Any person who has been convicted in Michigan of either a felony or an attempt or conspiracy to commit a felony within the previous 15 years, or a misdemeanor that involved abuse, neglect, assault, battery, or criminal sexual conduct or fraud or theft against a vulnerable adult within the previous 10 years will not be accepted into the Nursing Program. Any applicant must give consent for the Department of State Police or other authorized law enforcement agency to conduct a criminal history check.

PRE-NURSING CURRICULUM

First Semester	Cr Hrs		Cr Hrs
BIO 201 Human Anatomy	4	BIO 203 Human Physiology.....	4
ENG 111 or ENG 121 English	3	BIO 227 Microbiology	4
PSY 225 General Psychology.....	3	PSY 226 Developmental Psychology	3
CEM 111 General Chemistry	5	ENG 112 English	3
	15		14
Second Semester	Cr Hrs		

A grade of “C” (2.0) or better must be maintained in all courses.

Also recommended, but not required, are LSC 110 Becoming a Master Student and PHL 124 Language and Reason.

Certificate (C) in
LICENSED PRACTICAL NURSING (LEVEL I)
 Program Number: 51.1613

Please see “Nursing Program Information” on page 113 for admissions requirements and the pre-nursing academic curriculum.

First Semester	Cr Hrs	Second Semester	Cr Hrs
NUR 101A Fundamentals of Nursing	3.0	NUR 105 Nursing Clinical Practice II	5.0
NUR 101B Nursing Clinical Practice I.....	3.0	NUR 125 Medical/Surgical Nursing	
NUR 121 Parent/Child Nursing		Theory II	3.0
Theory I.....	2.0	NUR 127 Gerontological Nursing	2.0
NUR 123 Medical/Surgical Nursing		NUR 129 Pharmacology II.....	1.5
Theory I.....	3.0	NUR 134 Parent/Child Nursing	
NUR 128 Pharmacology I	1.5	Theory II	3.0
NUR 132 Community Health Nursing.....	2.0		14.5
NUR 133 Dosage Calculations	0.5		
	15.0		

Summer Term	Cr Hrs
NUR 103 Nutrition.....	3.0
NUR 108 Nursing Clinical Practice III.....	3.0
	6.0

A grade of “C” (2.0) or better must be earned in all courses.

Admission into the Level II Registered Nursing Program requires a grade point average of 3.0 or better in all nursing courses.

Associate in Applied Science Degree (AAS) in
REGISTERED NURSING
 Program Number: 51.1601

Alpena Community College Level I practical nursing students who wish to progress to Level II, the registered nursing program, must:

1. Have a grade point average of 3.0 (“B”) or better in the Level I program
2. Applications accepted until the class is full
3. Have current Basic Cardiac Life Support certification
4. Have successfully completed the NCLEX-PN exam

Licensed Practical Nurses who wish to enroll in Level II must:

1. Applications accepted until the class is full
2. Submit transcripts showing a “B” (3.0) grade or better in an LPN program
3. Submit a copy of current Michigan Practical Nursing License and proof of current Basic Cardiac Life Support certification
4. Have current clinical experience in the past two years

Selection is made of those persons whose grade point averages in nursing courses are highest.

First Semester	Cr Hrs	Second Semester	Cr Hrs
NUR 201 Nursing Role Transition	3.0	NUR 202A Advanced Medical/Surgical Nursing Theory.....	5.0
NUR 203A Advanced Parent/Child Nursing Theory.....	3.0	NUR 202B Advanced Medical/Surgical Nursing Clinical Practice VI	4.0
NUR 203B Advanced Parent/Child Nursing Clinical Practice IV	1.5	NUR 230 Diagnostic Readiness.....	1.0
NUR 205A Mental Health Nursing Theory	3.0	PLS 221 Political Science ^A	3.0
NUR 205B Mental Health Nursing Clinical Practice V.....	1.5		13.0
NUR 204 Home Health Nursing Clinical Practice VII.....	1.5		
	13.5		

A 2.0 or better grade must be maintained in all nursing courses; a 90% must be achieved in NUR 230.

^A Fulfills American Government Requirement (see page 51).

Clinical experience is provided at Tendercare, Alpena General Hospital, Pied Piper Opportunity Center, District Health Department 4, Senior Citizens Center, Luther Manor, and Hospice.

Any person who has been convicted in Michigan of either a felony or an attempt or conspiracy to commit a felony within the previous 15 years, or a misdemeanor that involved abuse, neglect, assault, battery, or criminal sexual conduct or fraud or theft against a vulnerable adult with the previous 10 years will not be accepted into the Nursing Program. Any applicant must give consent for the Department of State Police or other authorized law enforcement agency to conduct a criminal history check.

Associate in Science Degree (AS) Concentration in

PHYSICS

Program Number: 40.0801

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CEM 121 General & Inorganic Chem.	4	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
MTH 131 Analytic Geometry/Calculus.....	5	MTH 132 Analytic Geometry & Calc.....	5
Non-Science Elective.....	3-4	MTH 221 C++ Programming.....	3
	15-16		15

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
American Government Requirement ^{A B}	3	MTH 232 Differential Equations	4
MTH 231 Analytic Geometry & Calc.....	5	PHY 222 Physics	5
PHY 221 Physics	5	Non-Science Elective.....	3-4
Humanities/Fine Arts Requirement ^B	3-4	Humanities/Fine Arts & Social Science Requirement ^B	3-4
	16-17		15-17

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Sciences and Group IV Humanities/Fine Arts with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Arts Degree (AA) Concentration in
POLITICAL SCIENCE
 Program Number: 45.1001

This is a suggested program of study that may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 51) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
ANP 121 Cultural Anthropology.....	3	Laboratory Science.....	4
HST 121 History of Western Civilization.....	3	HST 122 History of Western Civilization.....	3
MTH 123 College Algebra & Analytical Trig ¹	4	PLS 222 Political Science.....	3
PLS 221 Political Science.....	3	SOC 123 Sociology.....	3
	16		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro).....	3
HST 221 United States History.....	3	HST 222 United States History.....	3
PLS 230 Comparative Government.....	3	PLS 228 International Affairs.....	3
MTH 222 Statistical Methods.....	4	SPE 121 Speech Communications.....	3
Social Science Elective ²	3	Elective ³	3
	16		15

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer.

² Social Science electives include any courses with the following prefixes which are listed in the course description section of this catalog:

- ANP Anthropology
- ECN Economics
- GEO Geography
- HST History
- PLS Political Science
- PSY Psychology
- SOC Sociology

³ Select electives based on area of interest and requirements of transfer institution.

Associate in Science Degree (AS) Concentration in

PRE-DENTAL

Program Number: 51.1101

PRE-MEDICINE

Program Number: 51.1102

This is a suggested program of study which may be altered to meet individual goals and transfer plans. It is suitable for students interested in pre-dental or pre-medical studies. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
BIO 210 Introduction to Botany.....	4	BIO 211 General Zoology.....	4
CEM 121 General & Inorganic Chem.	4	CEM 122 Inorganic Chemistry/Qualitative Analysis.....	4
	11	MTH 131 Analytical Geometry and Calculus I.....	5
			16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	CEM 222 Organic Chemistry.....	4
PHY 121 General College Physics.....	4	MTH 223 Statistical Methods.....	4
American Government Requirement ^A ^B	3	PHY 122 General College Physics.....	4
Humanities/Fine Arts Requirement ^B	3-4	Humanities/Fine Arts or Social Science Requirement ^B	3-4
	14-15		15-16

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Science (AS) Concentration in
PRE-ENGINEERING
 Program Number: 14.0101

An engineering transfer program acceptable to each of the engineering colleges in Michigan has been prepared by the Engineering College — Community College Liaison Committee. A brochure describing this transfer agreement is available from your engineering advisor or from the Office of the Dean of any of the engineering colleges. This suggested program of study may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
MTH 131 Analytic Geometry & Calc.....	5	MTH 132 Analytic Geometry & Calc.....	5
CEM 121 General & Inorganic Chem.	4	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
EGR 122 Introduction to Engineering	1	EGR 124 Engineering Drawing — Descriptive Geometry	2
EGR 123 Engineering Drawing	2		17
Humanities/Fine Arts Requirement ^B	3		
MTH 221 C++ Programming.....	3		
	18		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MTH 231 Analytic Geometry & Calc.....	5	MTH 232 Differential Equations	4
PHY 221 Physics	5	PHY 222 Physics	5
ECN 231 Economics (Micro).....	3	EGR 221 Statics.....	3
HUM 241 Humanities	4	PLS 221 Political Science ^A	3
	17	ECN 232 Economics (Macro)	3

18

Chemical engineering requires more chemistry. Contact an advisor for further information.

^A Fulfills American Government Requirement (see page 51).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Arts Degree (AA) Concentration
PRE-LAW
 Program Number: 22.0102

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
HST 121 History Western Civilization.....	3	HST 122 History Western Civilization.....	3
PLS 221 Political Science.....	3	Laboratory Science.....	4
MTH 123 College Algebra & An. Trig. ¹	4	PLS 222 Political Science.....	3
PSY 225 General Psychology.....	3	SOC 123 Sociology.....	3
	16		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro).....	3	ECN 232 Economics (Macro).....	3
HST 221 United States History.....	3	HST 222 United States History.....	3
BUS 123 Principles of Accounting I.....	4	Electives ³	9
SPE 121 Speech Communications.....	3		15
Social Science Elective ²	3		
	16		

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer.

² Social Science electives include any courses with the following prefixes which are listed in the course description section of this catalog:

- ANP Anthropology
- ECN Economics
- GEO Geography
- HST History
- PLS Political Science
- PSY Psychology
- SOC Sociology

³ Select electives based on area of interest and transfer institution requirements.

Associate in Science Degree (AS) Concentration in
PRE-MEDICAL TECHNOLOGY

Program Number: 51.1005

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CEM 111 General Chemistry or CEM 121 General & Inorganic Chem.	4-5	MTH 123 College Algebra	4
BIO 210 Intro to Botany	4	BIO 211 General Zoology	4
MTH 122 Plane Trigonometry	3		11
	14-15		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
American Government Requirement ^A	3	CEM 222 Organic Chemistry.....	4
BIO 201 Human Anatomy	4	PHY 122 General College Physics	4
CEM 221 Organic Chemistry.....	4	Humanities/Fine Arts & Social Science Requirement ^B	3-4
PHY 121 General College Physics	4		11-12
	15		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222).

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

See also page 130 for a cooperative 2+2 program in medical technology with Ferris State University.

Associate in Science Degree (AS) Concentration

PRE-PHARMACY

Program Number: 51.1103

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
CEM 111 General Chem. or CEM 121 General & Inorganic Chem.	5-4	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
MTH 131 Analytic Geometry & Calc.....	5	MTH 223 Statistical Methods	4
BIO 114 Intro to Biological Science or BIO 210 Introduction to Botany	4	HST 221 U.S. History.....	3
	<u>16-17</u>		<u>14</u>

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	CEM 222 Organic Chemistry.....	4
ECN 231 Economics	3	PSY 225 General Psychology or SOC 123 Sociology.....	3
BIO 227 Microbiology	4	SPE 121 Speech Communication or SPE 123 Public Communication	3
HST 222 U.S. History.....	3	Humanities/Fine Arts 200-level elective ^A ..	3-4
	<u>14</u>	Elective.....	3
			<u>16-17</u>

^A See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group. Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Science Degree (AS) Concentration in
PRE-VETERINARY
 Program Number: 51.1104

This is a suggested program of study which may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 63) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Science degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
BIO 114 Intro to Biological Science	4	BIO 211 General Zoology	4
CEM 121 General & Inorganic Chem.	4	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
MTH 122 Plane Trigonometry	3	MTH 123 College Algebra & Analytic Trigonometry	4
Humanities/Fine Arts/Social Science Elective.....	3		
	17		15

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	CEM 222 Organic Chemistry.....	4
BIO 201 Human Anatomy	4	BIO 227 Microbiology	4
PHY 121 General College Physics	4	PHY 122 General College Physics	4
American Government Requirement ^A	3	Humanities/Fine Arts Requirement ^B	3-4
	15		15-16

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in U.S. History (HST 221 and 222)

^B See page 63. A total of 10 semester credits are required in combination from Group III Social Science and Group IV Humanities/Fine Arts, with a minimum of three credits from each group.

Political Science or U.S. History courses used to satisfy the American Government Requirement can be included.

Associate in Arts Degree (AA) Concentration in

PSYCHOLOGY

Program Number: 42.0101

This is a suggested program of courses relevant for studying psychology. It is intended for students who want to work in the field of psychology, are considering an Associate in Arts (AA) degree, or intending to transfer to obtain a bachelor's degree or advanced degree in psychology. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
BIO 114 Intro to Biological Science	4	BIO 203 Human Physiology.....	4
PSY 225 General Psychology.....	3	SOC 123 Sociology.....	3
Math ¹	4 or 5	PSY 241 Social Psychology.....	3
	14-15	Humanities/Fine Arts Elective(s) (page 62) ...	4
			17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
PSY 226 Developmental Psychology.....	3	PSY 242 Abnormal Psychology	3
ANP 121 Cultural Anthropology.....	3	BIO 201 Human Anatomy.....	4
MTH 223 Statistical Methods	4	SOC 225 Gender in Society	3
PLS 221 Political Science ²	3	Elective ⁴	3
Social Science Elective ³	3	Humanities/Fine Arts Elective(s) (page 62) ...	4
	16		17

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer.

² Fulfills American Government Requirement (see page 51).

³ Social Science electives include any courses with the following prefixes which are listed in the course description section of this catalog:

ANP Anthropology

ECN Economics

GEO Geography

HST History

PLS Political Science

PSY Psychology

SOC Sociology

⁴ It is strongly recommended that students choose either SPE 121 Speech Communication or SPE 123 Public Communication for this general elective.

Certificate (C) or Associate in Applied Science Degree (AAS) in
SMALL BUSINESS MANAGEMENT
 Program Number: 52.0799 (C) or 52.0701 (AAS)

Self-employment is the goal of many individuals and one method of achieving this goal is to own a business. Alpena Community College has designed the small business management program specifically to help people to become prepared to manage a small firm. The curriculum includes courses to provide a general business background with specific emphasis on salesmanship, applied accounting, management, business law, marketing and retailing.

This two-semester program leads to a Certificate of Achievement. However, a student may obtain an Associate in Applied Science degree by completing the requirements listed below and ENG 111, 112 English and PLS221 Political Science, plus electives to total 62 hours.

First Semester	Cr Hrs
BUS 121 Introduction to Business ^A	3
BUS 122 Personal Selling ^A	3
BUS 128 Small Business Management ^A	3
BUS 221 Business Law ^A	3
CIS 151, 152, 153 Word Processing I, II, III ^B	3
ECN 231 Economics (Micro)	3
	18
Second Semester	Cr Hrs
BUS 131 Applied Accounting ^A	3
BUS 125 Business Math ^A	3
Computer Elective ^C	3
Electives ^D	6
	15

^A Included in occupational specialty.

^B Waived for any student having the equivalent of one year of typewriting.

^C Choose from the following suggested computer electives:

- BUS 257 Computerized Accounting Systems
- CIS 120 Introduction to Microcomputers
- MTH 119 Introduction to Computers — Programming

^D Choose from the following recommended electives:

- BUS 123 Principles of Accounting I
- BUS 234 Office Management
- BUS 241 Principles of Marketing
- BUS 242 Principles of Retailing
- BUS 248 Business Communications
- CIS 171 Spreadsheets I
- CIS 172 Spreadsheets II
- CIS 173 Spreadsheets III

Associate in Arts Degree (AA) Concentration in

SOCIAL WORK

Program Number: 44.0701

This is a suggested program of study that may be altered to meet individual goals and transfer plans. Students should refer to the descriptions of Alpena Community College graduation requirements (page 50) and degree distribution requirements (page 62) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the Associate in Arts degree. A goal of this suggested program of study is to satisfy all English composition and mathematics requirements for a bachelor of arts or a bachelor of science degree while at Alpena Community College and to promote a foundation in the social sciences.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
Math ¹	4 or 5	Laboratory Science	4
PSY 225 General Psychology.....	3	PSY 226 Developmental Psychology	3
SOC 123 Sociology.....	3	PLS 221 Political Science ²	3
SPE 121 Speech Communications	3	Elective ³	3 or 4
	16-17		16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
PSY 242 Abnormal Psychology	3	SOC 227 Marriage and the Family	3
ANP 121 Cultural Anthropology.....	3	PSY 241 Social Psychology.....	3
HST 121 History of Western Civilization.....	3	HST 122 History of Western Civilization.....	3
ECN 231 Economics (Micro).....	3	Social Science Elective ⁴	3
Hum./Fine Arts Elective (page 62).....	3 or 4	Elective ³	3 or 4
	15-16		15-16

¹ It is recommended that transfer students determine mathematics requirements at the university to which they will transfer. Students are encouraged to complete MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry before transferring.

² Fulfills American Government Requirement (see page 51).

³ Elective may be an internship for 1 to 4 credits.

⁴ Social Sciences electives include any courses with the following prefixes which are listed in the course description section of this catalog:

ANP Anthropology
 ECN Economics
 GEO Geography
 HST History
 PLS Political Science
 PSY Psychology
 SOC Sociology

Certificate (C) in
UTILITY TECHNICIAN
 Program Number: 46.0303

This two-semester program has been developed to meet the utility industry's need for trained, entry-level employees. It is the only college certificate program offered in Michigan designed specifically to prepare men and women to install and repair business and residential electrical, telephone, and telegraph transmission systems. Students complete 37 credit hours of practical theory and hands-on training using actual equipment and materials in classroom, laboratory, and field settings.

First Semester	Cr Hrs	Second Semester	Cr Hrs
APP 106M Industrial Safety.....	5	UTT 201 Test Equip./Troubleshooting.....	2
APP 100E Electrical Studies for Trades	3	UTT 202 Transformer Fundamentals	2
MTH 115 Applied Algebra and Trig. I	5	UTT 204 System Design and Operation	4
UTT 101 Intro to the Utility Industry	5	UTT 206 Equipment/Vehicle Operation	2
UTT 102 Climbing Elevated Work Sites	3	UTT 207 Environmental Concerns of the	
UTT 103 Overhead Construction	4	Utility Industry	1
UTT 203 Underground Construction	3	UTT 208 Climbing & Working in	
	19	Elevated Work Sites.....	4
		PEH 262 American Red Cross First Aid	3
			18

Students must be able to climb 40-foot power poles to successfully complete the first semester.

Each student is expected to supply the following equipment for his/her use:

- Hard hat
- Lineman belt, safety strap and climbers
- Rain wear
- Safety glasses
- Various hand tools required by the trade
- Work shoes

Approximate cost: \$800

Cooperative Program with
BAY DE NOC COMMUNITY COLLEGE

Associate in Applied Science Degree (AAS) in
WATER PURIFICATION TECHNOLOGY

Alpena Community College and Bay de Noc Community College at Escanaba offer a 1+1 transfer program that allows students to complete the first year of the Associate in Applied Science Degree in Water Purification Technology at ACC before transferring to Bay de Noc for the second year of the program. During the second year, a four-week co-op internship is required, and students may be able to complete this work experience in the Alpena area.

Students interested in this program should contact instructor John Singer (989) 358-7311 before registering for classes.

To be taken at Alpena Community College

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 111 General Chemistry or CEM 121 General & Inorganic Chemistry	4-5	CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
ENG 111 English or ENG 121 English.....	3	ENG 123 Technical Communications	3
MTH 121 College Algebra	4	MTH 119 Intro to Computers — Programming (recommended).....	3
PLS 221 or PLS 222 Political Science	3	PEH Physical Education & Health Fitness Elective.....	2
	14-15	PHY 111 Applied Physics	3
			15



**Cooperative Programs with
DELTA COLLEGE**

Associate in Applied Science Degree (AAS) in
DENTAL HYGIENE

To be taken at ACC		SOC 123 Sociology.....3
Course	Cr Hrs	SPH 121 Speech3
BIO 201 Human Anatomy.....4		
BIO 203 Human Physiology.....4		
BIO 227 Microbiology.....4		
ENG 111 English3		
ENG 112 English3		
PLS 221 Political Science.....3		
PSY 225 General Psychology.....3		
		Additional Courses Taken at Delta
		Course
		Cr Hrs
		DH 100 Dental Hygiene Professional 1
		DH 101 Dental Anatomy.....2
		Total General Education Credits33

Dental Hygiene Professional Course Sequence at Delta College
(All Dental Hygiene classes must be taken in sequence.)

FIRST YEAR

Fall Semester Only (18 credits)	Winter Semester Only (16 credits)
DH 110 Dental Infection Control.....2	DH 120 Periodontics I3
DA 111 Oral Examinations1	DH 121 Dental Hygiene Seminar I.....2
DH 112 Medical Assessment/Emergencies...2	DH 122 Oral Histology and Embryology....3
DH 114 Oral Health2	DH 123 Dental Radiography.....2
DH 115 Clinical Techniques.....5	DH 123L Dental Radiography Lab1
DH 116 Preventive Nutrition3	DH 125 Clinical Dental Hygiene I.....4
DH 118 Head and Neck Anatomy3	LW 206A Occupational Wellness I1
	Spring Semester Only (6.5 credits)
DH 124 Pharmacology.....2	DH 135 Clinical Dental Hygiene II3
DH 131 Dental Hygiene Seminar II.....1	LW 206B Occupational Wellness II5

SECOND YEAR

Fall Semester Only (17.5 credits)	Winter Semester Only (11 credits)
DH 210 Periodontics II2	DH 220 Introduction to Orthodontics.....2
DH 213 Oral Pathology3	DH 222 Case Study Documentation.....1
DH 214 Dental Materials.....4	DH 225 Clinical Dental Hygiene IV.....6
DH 215 Clinical Dental Hygiene II6	DH 227 Community Dentistry II1
DH 216 Community Dentistry I.....2	DH 228 Dental Hygiene Seminar III1
LW 206C Occupational Wellness III5	
	Total Professional Course Credits.....69

Total Credits for Degree: 102

Note: All courses require a minimum of a "C" (2.0) or better.

Delta College Basic Police Training Academy

Alpena Community College students who are eligible may enroll in the Delta Basic Police Training Academy and transfer credits from Delta to ACC to be applied to ACC's Associate in Applied Science Law Enforcement degree program.

Cooperative Programs with
FERRIS STATE UNIVERSITY

For more information on any of these cooperative programs, please contact your academic advisor.

Associate Degrees

(Generally one year at ACC, one to two years at FSU depending on program.)

- Dental Hygiene (A.A.S.)
- Medical Lab Technology (A.A.S.)
- Nuclear Medicine Technology (A.A.S.)
- Nursing (A.S.)
- Opticianry (A.A.S.)
- Radiography (A.A.S.)
- Respiratory Care (A.A.S.)

2+2 Bachelor Degree Programs

(Usually two years at ACC and two years at FSU, depending on program.)

- Environmental Health and Safety Management [Program options: industrial hygiene; industrial safety (loss control); hazardous waste management; general environmental health management.]
- Health Care Systems Administration
- Medical Record Administration
- Medical Record Technology
- Medical Technology
- Manufacturing Engineering Technology
- Nuclear Medicine Technology
- Nursing
- Medical Technology

Cooperative Programs with LAKE SUPERIOR STATE UNIVERSITY

Alpena Community College and Lake Superior State University have a longstanding partnership to meet degree completion needs of ACC students through transfer programs. These are programs specifically designed so that ACC credits are guaranteed to transfer to LSSU. Transfer programs require additional course work to be completed on the LSSU main campus in Sault Ste. Marie, Michigan (a three-hour drive from Alpena). Students interested in these programs should work closely with their ACC academic advisor.

2+2 Programs

(Usually two years at ACC, two years at LSSU main campus.)

- Biology with a chem minor
- Computer Math Science
- Criminal Justice Law Enforcement
- Electrical Engineering
- Environmental Chemistry
- Environmental Science
- Finance and Economics
- Fisheries and Wildlife
- Legal Assistant
- Mathematical Science
- Mechanical Engineering (Robotics & Control System Option or Mechanical Design Option)

2+3 Programs

(Usually two years at ACC and three years at LSSU main campus)

- Manufacturing Engineering Technology (from ACC two-year Manufacturing Technology program)

3+1 Programs

(Three years at ACC, one year at LSSU main campus)

- Accounting
- Concrete Technology in Leadership/Business Administration
- Criminal Justice — Generalist

3+2 Programs

(Three years at ACC, two years at LSSU main campus)

- Computer Engineering
- Concrete Technology in Leadership/Business Administration

Cooperative Program with
MID MICHIGAN COMMUNITY COLLEGE

Associate in Applied Science Degree (AAS) in
RADIOGRAPHY

Alpena Community College and Mid Michigan Community College at Harrison offer a cooperative program that includes program prerequisite course work required for this program to be completed at ACC. Successful graduates will be eligible to apply for the certification examination offered by the American Registry of Radiographic Technologists. Career opportunities include work in hospitals and clinics as part of the medical team specializing in use of X-rays for diagnosis and treatment.

Enrollment is limited and careful planning is required, so students seeking entry into this program should consult with the ACC Student Services Office at (989) 358-7265 before registering for any classes.

To be taken at Alpena Community College:

General Education Courses Cr Hrs

CIS 120 Intro to Microcomputers or MTH 119 Intro to Computers-Prog.	3
ENG 111 or ENG 121 English	3
PEH 262 American Red Cross First Aid or CPR/Community First Aid Certification card	3
PSY 225 General Psychology.....	3
SPE 121 Speech Communication or SPE 123 Public Communication	3

BIO 114 Intro to Biological Science or high school biology	4
BIO 201 Human Anatomy	4
BIO 203 Human Physiology.....	4
CEM 100, 100L Introductory Chem. or CEM 111, 111L General Chem.	5
MTH 102 Elementary Algebra or higher.....	5
BIS 160 Medical Terminology.....	4

Program Prerequisite Courses Cr Hrs

Nine credits at Alpena Community College in

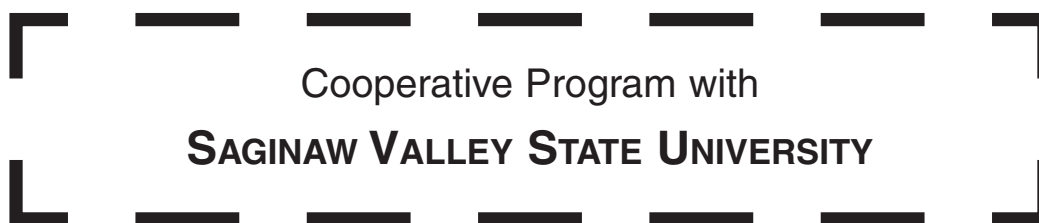
three social science disciplines or 12 ACC credits at Alpena Community College in two social science disciplines or take Mid Michigan Community College course SSC 200 The Social Sciences and Contemporary America. (See page 65 for ACC social science group.) (Not required before acceptance into program.)

Nine credits at ACC in humanities, with at least three credits at 200 level or six credits at Alpena Community College in humanities AND three credits in fine arts, one of which is a 200 level course or take Mid Michigan Community College course HUM 200 Modernity and Culture. (See page 65 for ACC humanities/fine arts group.) (Not required before acceptance into program.)

Grades of B- (2.7) or better must be earned in BIO 201 Human Anatomy and BIO 203 Human Physiology to transfer. All other courses must have a grade of "C" (2.0) or better to transfer. Science and math courses must have been completed within five years of the date the student formally begins the program.

To be taken at Mid Michigan Community College

Following successful completion of the above courses at ACC, specified radiography courses must be taken from Mid Michigan Community College over three semesters, and a year-long clinical internship completed at Alpena General Hospital.



Cooperative Program with

SAGINAW VALLEY STATE UNIVERSITY

Bachelor of Science in Nursing

Alpena Community College students who qualify may transfer credits to Saginaw Valley State University in pursuit of a Bachelor of Science in Nursing degree. For more information on this cooperative program consult with your academic advisor.



Cooperative Program with

UNIVERSITY OF DETROIT MERCY

Bachelor of Science in Engineering

Alpena Community College and the University of Detroit Mercy Engineering Transfer Program is a jointly developed program operated by both institutions. The program enables students to begin their education at ACC and complete their studies in a designated Bachelor of Engineering degree at U. of D. Mercy in Detroit, Michigan.

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering

Unique concentrations are available in the following areas:

- Automotive
- Computers
- Controls
- Environment
- Manufacturing
- Geo Tech
- Plastics
- Structures
- Systems

For more information on this cooperative program please contact your academic advisor.



For more information on any of these cooperative programs, please contact your academic advisor.

Bachelor of Science in Occupational Education Studies

(Generally two years at ACC and two years at WMU depending on program.)

- Automotive Service and Repair
- Computer-Aided Drafting
- Graphic Design Technology
- Manufacturing Technology

Alpena Community College
MADELINE BRIGGS UNIVERSITY CENTER

The Madeline Briggs University Center at Alpena Community College houses offices of accredited four-year institutions who are cooperating with ACC to make completion programs for selected bachelor's and master's degrees available in Northeast Michigan. It is a concept Alpena Community College is actively pursuing to bring staff, classes and services from partner colleges to existing facilities at the main campus in Alpena and at the Huron Shores Campus, Oscoda, for the purpose of offering a variety of advanced degree programs in their entirety.

The University Center houses offices of Spring Arbor University and other partners. Other schools that can deliver programs to meet identified needs of undergraduate and graduate degree-seeking students in Northeast Michigan are being sought.

Questions or comments about the University Center concept can be directed to Charles N. Wiesen at Alpena Community College, (989) 358-7235.

The Madeline Briggs University Center is located west of Van Lare Hall. It contains offices, a classroom and conference room.

Programs currently offered are briefly described on page 136. For more information, please contact the following university representatives who have regular office hours:

Kevin Jones
Spring Arbor University Admissions Specialist
ACC Madeline Briggs University Center Room 145
(989) 358-7337

For Central Michigan University graduate program information, contact Charles N. Wiesen at (989) 358-7235.

ACC University Center Degree Programs as of March 2003

Spring Arbor University School of Education:

- **Bachelor of Arts in Education with Elementary Certification**
Minors in history, language arts, mathematics, and science. These minors can be met primarily through Alpena Community College courses. In addition to Elementary Certification, students may complete an Early Childhood Endorsement. Spring Arbor offers the entire education curriculum and core course requirements at ACC.
- **Bachelor of Arts in Education with Secondary Certification**
New for Fall 2002, majors are offered in English, social studies and biology; minors are in English, history, mathematics and social studies.
- **Master of Arts in Education, Curriculum and Instruction**

Contact Kevin Jones at (989) 358-7337 at the Spring Arbor University office in the ACC Madeline Briggs University Center for complete information.

Spring Arbor University School of Adult Studies:

- **Bachelor of Arts in Family Life Education (67 weeks)**
- **Bachelor of Arts in Management and Organizational Development (58 weeks)**
These three programs in accelerated format provide options for the student who wants to complete a bachelor's degree but is unable to do it by traditional means. Classes are one night a week for four hours. The student completes an Independent Study Project during the second and third semesters to gain actual professional experience while earning a degree. Spring Arbor University will assess and award credit for experiential learning and military experience. Students must have 58 credit hours for admission into the bachelor's completion programs.
- **Masters of Arts in Organizational Management (22 months)**

Contact Kevin Jones at (989) 358-7337 in the Spring Arbor University office of the ACC Madeline Briggs University Center for complete information on any of these accelerated completion programs.

Central Michigan University

- **Masters of Arts in Counseling**
Contact Charles N. Wiesen at (989) 358-7235 for more information.

Understanding Course Descriptions

The course descriptions on the following pages are in alphabetical order by subject and each course appears in numerical order. The following diagram will help you understand each part of a course description.

1. **Subject abbreviation & course number** — This is a Business Administration

1
2
3

BUS 123 PRINCIPLES OF ACCOUNTING I 4(4-0)

Normally 4 ed: F

Stresses the basic concept of accounting and financial reporting. The accounting cycle is presented, followed by discussion of current assets and liabilities, fixed assets and related depreciation methods, and systems of internal control and electronic processing. Practice in accounting skill is obtained through the recording of transactions and preparation of financial statements.

Prerequisite: MTH 102 or equivalent.

6

course, freshman level. Freshman courses are numbered 101-199; they may be elected by sophomores. Courses numbered 200-298 are sophomore courses; they may be elected by freshmen with the necessary prerequisites. Courses numbered under 100 may count toward the Associate in General Studies, but not toward any other degree.

2. **Course Title**
3. **Credit & Contact Hours** — Course credit hours are listed first, followed by the total contact hours in parentheses. These are the hours the class meets each week for lecture, laboratory work and recitation. This example shows a four-credit course that meets four hours a week in lecture, with no lab hours or recitation, so it has 4 contact hours. A course showing 4(3-1-3) is a four-credit course that meets three hours a week in lecture, one hour a week in lab and and three hours a week in recitation, for a total of 7 contact hours. Tuition is charged on contact hours (see page 23).
4. **Normally Offered** — Tells when the course is scheduled. There are two semesters and a summer session: Fall Semester (F), Spring Semester (SP) or Summer Session (SUM).
5. **Course Description** — This describes the content of the course.
6. **Prerequisite/Corequisite** — To enroll, you must have successfully completed any course(s) or meet other requirements listed as prerequisite(s). This assures your ability to work at the level required in the course. Corequisites are courses you must take during the same semester.

Course numbers, titles, credit hours, contact hours and descriptions are subject to change. Use this catalog along with the semester schedule.

Course Descriptions

ANTHROPOLOGY

ANP 121 CULTURAL ANTHROPOLOGY 3(3-0)

Normally Offered: F, SP

Introduces the comparative study of human adaptations. Cultural patterns ranging from band to modern nations are considered. Emphasis is given to the dynamic nature of culture by using the record of prehistory, history and contemporary societies.

ANP 239 RELIGIONS OF THE WORLD 3(3-0)

Normally Offered: On Demand

Introduces the major religions of the world on a comparative basis. Original sacred documents will be read and underlying cultural assumptions studied. Objective is to develop an appreciation for the wide variety of religious experience and organization that exists in the world today. Student will come into contact with a wide variety of traditions ranging from the indigenous religious traditions of the United States to those of Buddhism, Hinduism and the world of Islam.

ANP 240 ARCHAEOLOGY 3(.5-3.5)

Normally Offered: On Demand

Introduction to field and laboratory archaeology methods. Students will participate in field survey and site excavation in the Alpena area. Excavation control, photography, and recording is emphasized. Artifact analysis and cataloging done when weather limits field activity.

APPRENTICESHIP

APP 131 MEASURING INSTRUMENTS 1(.5-.5)

Normally Offered: On Demand

Students will receive instructions on shop safety, measuring instruments, layout tools, and procedures.

Corequisite: APP 120M Apprentice Machine Shop

APPRENTICE — ELECTRICAL

APP 100E ELECTRICAL STUDIES FOR TRADES 3(2-2)

Normally Offered: On Demand

Introduces the study of electricity for anyone who must have a practical working knowledge of electricity.

Prerequisite: One year of high school algebra

APP 102E RESIDENTIAL WIRING & BLUEPRINT READING 3(2-2)

Normally Offered: On Demand

Course content includes residential wiring and blueprint reading in an organized manner.

Prerequisite: APP 100E, MTH 101A, B, and C.

APP 103E COMMERCIAL & INDUSTRIAL WIRING 3(2-2)

Normally Offered: On Demand

Course content includes commercial and industrial applications of alternating current with applicable blueprint reading.

Prerequisite: APP 100E.

APP 105E DIRECT CURRENT FUNDAMENTALS 3(2-2)

Normally Offered: On Demand

Course content includes DC motor, generators, mesh and node equations and direct current as applied to resistive networks in series, parallel and series parallel.

Prerequisite: APP 100E, MTH 101A, B, and C.

APP 106E ALTERNATING CURRENT FUNDAMENTALS 3(2-2)

Normally Offered: On Demand

Course content includes commercial and industrial applications of alternating current.

Prerequisite: APP 100E, MTH 101A, B, and C, or permission of instructor.

APP 111E ELECTRIC MOTOR CONTROL 3(2-2)

Normally Offered: On Demand

Course content includes motor control circuit layout theory and advanced motor control applications.

Prerequisite: APP 100E, MTH 101A, B, and C, or permission of instructor.

APP 114E PROGRAMMABLE CONTROLLERS 3(2-2)

Normally Offered: On Demand

Course content includes programmable controller operations, programming, and their applications in industry.

Prerequisite: APP 100E, MTH 101A, B, and C, or permission of instructor.

APP 115E NATIONAL ELECTRIC CODE APPLICATION 3(3-0)

Normally Offered: On Demand

A comprehensive study of the National Electric Code and its application to ensure a safe and adequate electrical installation. Capstone course of apprentice electrical program.

Prerequisite: APP 102E, APP 103E, APP 111E, or permission of instructor.

APP 122E DIGITAL ELECTRONICS FOR ELECTRICIANS 3(2-2)

Normally Offered: On Demand

Familiarizes the student with the basics of digital electronics. Topics covered will be numbering systems (binary, octal, hexadecimal), converting from and to base 10, binary arithmetic. Gate, AND, OR NOR, NAND, and XOR and the Boolean Algebra equivalent computer addressing. Adder and subtractor counter, registers and converts. The laboratory will use TTL devices and trouble shooting will be stressed in the laboratory.

Prerequisite: Linear Electronics for electro-mechanical technicians or satisfactory grade on placement test or instructor permission.

APP 123E LINEAR ELECTRONICS FOR ELECTRICIANS 3(2-2)

Normally Offered: On Demand

Stresses in the laboratory trouble shooting techniques of electronic circuits. Topics covered will be diode theory and uses in rectification; Sener diodes and voltage regulation; bipolar transistors in the three configuration with gam equation and the cascading of amplifiers; field-effect transistors; operation amplifier and silicon controlled rectifiers and triacs.

Prerequisite: Basic electrical circuit theory and algebra with power of 10 notation or satisfactory grade on placement test, or permission of instructor. Tests and laboratory work will compose final grade — percent of each will be instructor's discretion.

APPRENTICE — MILLWRIGHT

APP 106M INDUSTRIAL SAFETY .5(.5-0)

Normally Offered: On Demand

Orients students to items related to safety in the work place. Topics will include accident statistics and costs, personal safety, proper and safe selection and use of tools and material handling, equipment, and fire safety.

APP 107M APPRENTICE BLUEPRINT I 1.5(1-1)

Normally Offered: On Demand

Provides the student with a basic working knowledge of the alphabet of lines, three views drawings, arrangement of views, and orthographic projection.

APP 108M APPRENTICE BLUEPRINT II 1.5(1-1)

Normally Offered: On Demand

Provides the student with a basic working knowledge of section views, dimensions, tolerances, and shop sketching.

Prerequisite: APP 107M.

APP 109M APPRENTICE HYDRAULIC I 1(.5-.5)

Normally Offered: On Demand

Introduces the student to hydraulics and principles of power hydraulics.

APP 110M APPRENTICE HYDRAULICS II .5(.25-.25)

Normally Offered: On Demand

Provides the student with a basic working knowledge of hydraulic fluids, hydraulic piping and sealing, and reservoirs.

Prerequisite: APP 109M.

APP 111M APPRENTICE HYDRAULICS III 1(.635-.635)

Normally Offered: On Demand

Provides the student with a basic working knowledge of hydraulic actuators, directional controls, servo valves, pressure controls, volume controls, and pumps.

Prerequisite: APP 110M.

APP 112M APPRENTICE HYDRAULICS IV 1(.635-.635)

Normally Offered: On Demand

Provides the student with a basic working knowledge of hydraulic circuits and graphical symbols.

Prerequisite: APP 111M.

APP 113M MACHINE REPAIR AND MILLWRIGHT APPLICATIONS I 1(.5-.5)

Normally Offered: On Demand

Provides the student with a basic working knowledge of principles of mechanical power transmission, gears, and chain drives.

APP 114M MACHINE REPAIR AND MILLWRIGHT APPLICATIONS II 1(.5-.5)

Normally Offered: On Demand

Provides the student with a basic working knowledge of V-belt drives, flat belts, and bearings.

Prerequisite: APP 113M.

**APP 115M MACHINE REPAIR AND
MILLWRIGHT APPLICATIONS III 1(.5-.5)**

Normally Offered: On Demand

Provides the student with a basic working knowledge of couplings, packing and seals, and structural steel.

Prerequisite: APP 114M.

**APP 116M MACHINE REPAIR AND
MILLWRIGHT APPLICATIONS IV 1(.5-.5)**

Normally Offered: On Demand

Provides the student with a basic working knowledge of screw threads, mechanical fasteners, pipe fittings, and pipe valves.

Prerequisite: APP 115M.

**APP 117M MACHINE REPAIR AND
MILLWRIGHT APPLICATIONS V 1(.5-.5)**

Normally Offered: On Demand

Provides the student with a basic working knowledge of sheet metal work, mechanical calculations, and portable power tools.

Prerequisite: APP 116M.

**APP 118M MACHINE REPAIR AND
MILLWRIGHT APPLICATIONS VI 1(.5-.5)**

Normally Offered: On Demand

Provides the student with a basic working knowledge of pumps, air compressors, and pneumatics.

APP 120M APPRENTICE MACHINE SHOP 2.5(1.5-1.5)

Normally Offered: On Demand

Students will receive instructions on shop safety, lathes, milling machines, grinders, and saws. They will also receive instructions on physics of metal cutting (speeds and feeds) and cutting tool materials.

Corequisite: APP 131 Measuring Instruments

APP 128M RIGGING AND WEIGHT ESTIMATING 1.5(1-1)

Normally Offered: On Demand

Provides the student with the basic working knowledge of rigging and weight estimating.

APP 131M MEASURING INSTRUMENTS 1(.5-.5)

Normally Offered: On Demand

Students will receive instructions on shop safety, measuring instruments, layout tools, and procedures.

Corequisite: APP 120M Apprentice Machine Shop (applies to apprentice millwright students only.)

APP 201M ADVANCED MACHINE SHOP 1.5(1-1)

Normally Offered: On Demand

Provides the student with basic skills in tool and cutter grinding.

Prerequisite: APP 120M.

ART**ART 123 DESIGN I 3(0-4)**

Normally Offered: F

Promotes concern for the structure of environment and for the structure of contemporary graphic communication. This foundation course develops the student's ability to perceive and to sense the potential of various materials with regard to two-dimensional translation

ART 124 DESIGN II 3(0-4)

Normally Offered: SP

Promotes concern for developing perception of environment, but the emphasis is on the three-dimensional aspects of design and structure.

Prerequisite: ART 123 or permission of instructor.

ART 127 BASIC DRAWING I 3(0-4)

Normally Offered: F

Approaches drawing through development of awareness and knowledge and experience of art elements (space, line, shape, texture, value, and color). It develops confidence and ability to draw through varied drawing activities (contour, gesture, upside-down, memory, life, and perspective). The use of varied media (ex. pencil, charcoal, India ink, markers, watercolor), knowledge of styles and techniques will intermix with artists of the past and artists of today, and the opportunity to express one's self.

ART 128 BASIC DRAWING II 3(0-4)

Normally Offered: SP

Continues ART 127, Basic Drawing I and the drawing process with emphasis on creativity, originality and message within production; also, more emphasis on observing and drawing the human form, proportion and perspective.

Prerequisite: ART 127 or permission of instructor.

ART 223 PAINTING I 3(0-4)

Normally Offered: F

Considers basic problems and methods of dealing with painting. Emphasis is on various media, techniques, composition and expression. Students explore watercolor, acrylic and oil paint.

ART 224 PAINTING II 3(0-4)

Normally Offered: SP

Continues and expands use of materials and techniques of Painting I and painting primarily in medium of choice or combination of media. Emphasis is on skill development in medium, knowledge of color, creativity and originality.

Prerequisite: ART 223 or permission of instructor.

ART 225 CERAMICS I 3(0-4)

Normally Offered: F

Presents the aesthetic but focuses on technical know-how regarding the art of hand built ceramics. Students are provided with aesthetic challenges of material and form.

ART 226 CERAMICS II 3(0-4)

Normally Offered: SP

Continues Ceramics I, with more emphasis on throwing than hand-built forms. Students experiment with different clay bodies and glazes. Functional forms dominate the course, but improvised forms are encouraged.

ART 229 SCULPTURE I 3(0-4)

Normally Offered: F, SP

Each student will be exposed to a number of traditional processes used to create three-dimensional art. Each process will introduce the student to a different aspect of sculpture, giving the student a well-rounded 3-D experience. Exploring 3-D form and space through individual creative experiences working with various sculpture media.

ART 230 SCULPTURE II 3(0-4)

Normally Offered: F, SP

Each student will be exposed to a number of traditional and nontraditional processes to create three-dimensional forms which build on techniques, skills, and methods learned in Sculpture I. Through visual exploration of other artists' work, students will gain insight into the ideas of concepts involved in creating sculpture.

ART 233 PAINTING III 3(0-4)**Normally Offered: On Demand**

Continues Painting II, with greater emphasis on the development of idea and the exploration of content and media. Students work with unconventional materials (colored ferro concrete, fiberglass, foam rubber, etc.) and traditional materials.

Prerequisite: ART 224 or instructor consent.

ART 234 PAINTING IV 3(0-4)**Normally Offered: On Demand**

Continues Painting III, but students concentrate on selected media, personal direction and experimentation.

ART 235 CERAMICS III 3(0-4)**Normally Offered: On Demand**

Continues Ceramics II, however, closer tolerances are required with regard to covered containers and uniformity of repeat forms. Combined (thrown and hand-built) sculptural designs are encouraged. Students develop new glazes using three basic oxides and compounds.

ART 236 CERAMICS IV 3(0-4)**Normally Offered: On Demand**

Continues Ceramics III, with emphasis on developing self-direction. The students extend themselves aesthetically and technically without sacrificing the constants (definition of a craft). While meaningless experimentation and gimmicks are discouraged, students are rewarded for efforts in personal expression that are sound, with regard to aesthetics and craftsmanship.

ART 246 ART FOR THE CLASSROOM TEACHER 3(2-2)**Normally Offered: SP**

Combines hands-on experiences in art activities with instruction in how to teach art to children. It emphasizes awareness and involvement while developing one's philosophy, art ability, and raising self-esteem. Through instructor guidance, the pre-teaching student will experience presenting an art lesson meeting the characteristics and needs of children. The student will develop a hands-on art instructional binder immediately useful in the professional field of education.

AUTOMOTIVE

AUT 115 AUTO BODY REPAIR 17(10-20)**Normally Offered: F**

Orients the trainee to the automotive body repair trade. Both classroom and lab are used to present topics of auto body and chassis construction. Skills are developed in the areas of removing, replacing and straightening of body panels and fenders. Painting and trim work are also covered. Meets six hours a day, five days per week.

AUT 116 AUTO BODY REPAIR 17(10-20)**Normally Offered: SP**

Continues instruction in damage pattern, analyzing procedures and cost estimating. Advanced study in painting and straightening of panels are covered. Meets six hours a day, five days per week.

Prerequisite: AUT 115.

AUT 117 AUTO BODY REPAIR 10(10-20)

Normally Offered: SUM

Gives added instruction in gas welding and MIG welding. Refinishing processes including types of coatings, painting procedures, rubbing, and polishing are also covered. Meets six hours a day, five days per week.

Prerequisite: AUT 116.

AUT 118 AUTOMOTIVE FUNDAMENTALS 4(3-3)**Normally Offered: F**

Introduces the beginning student to the automobile and shop area. Automotive terminology, nomenclature and specifications will be covered. Routine under-hood, under-car maintenance and services will be studied and performed. Automotive lab safety, along with environmental concerns will be emphasized during the course. While there are no prerequisites for this course, a strong interest in the automotive field, along with a desire to learn more about the auto and technical areas surrounding it, will be helpful.

AUT 119 AUTOMOTIVE BRAKE SYSTEMS 5(2-6)**Normally Offered: F**

Provides the student with the necessary skills and understanding to diagnose, repair and maintain automobile and light truck braking systems. Hydraulic theory, brake operating principles, construction, maintenance, machining, overhaul procedures and anti-lock service will be studied and performed by the student. Repeated practice on different makes and models will allow the student to become proficient. Emphasis will be placed on safety and liability incurred to those performing such repair.

AUT 121 AUTOMOTIVE ENGINE REPAIR & OVERHAUL 5(2-6)**Normally Offered: SP**

Introduces the design and construction of the various automotive power plants. Engine mechanical system diagnosis and service procedures, with emphasis on spark ignition engines, are studied. Disassembly, inspection, measurement, reconditioning, and reassembly of the various engine components are practiced. Use of proper service procedures are stressed both in the classroom and lab. Students are expected to complete at least one engine overhaul assignment.

AUT 122 AUTOMOTIVE AIR, FUEL & EMISSIONS SYSTEMS 4(2-4)**Normally Offered: SP**

Provides the student with fundamentals necessary to understand the theory, construction, operation, diagnosis and service of air, fuel and emissions systems. Automotive terminology, nomenclature and specifications will be covered. Theory of operation, diagnosis, disassembly, reassembly and adjustments of components will be covered. Environmental, safety and legal concerns will be emphasized along with a study of alternative fuels. The relationship between the fuel/emissions systems and such other engine systems as ignition, electrical, cooling and mechanical systems will be studied.

AUT 123 AUTOMOTIVE SUSPENSION, STEERING & ALIGNMENT 5(2-6)**Normally Offered: F**

Acquaints the student with operating principles and nomenclature of the various suspension and steering components. Both manual and power steering components will be studied. Alignment geometry and suspension dynamics and wheel/tire balance will be studied. Emphasis will be placed on the diagnosis and repair of suspension, steering and alignment problems.

AUT 124 AUTOMOTIVE ELECTRICAL & ELECTRONICS SYSTEMS I 5(2-6)

Normally Offered: F

Provides the student with the necessary technical knowledge and manual skills to diagnose, repair and maintain the automotive electrical and electronic systems. Electron theory, system operating principles, construction, maintenance and repair of the various components are included. General diagnosis, wiring diagrams, battery, starting, charging and ignition systems will be covered.

AUT 125 AUTOMOTIVE ELECTRICAL & ELECTRONICS SYSTEMS II 5(2-6)

Normally Offered: SP

Takes the student who has a basic automotive electrical background into a deeper understanding of automotive electrical systems. Lighting systems, horns, warning devices, instruments, accessories and body electrical, including air bags, anti-lock brakes, power windows, locks and keyless entries, are studied. Much time is spent on diagnosis, repair and installation of these systems.

Prerequisite: AUT 124 or instructor's permission.

AUT 151 AUTOMOTIVE SERVICE CO-OP 6(0-6)

Normally Offered: SUM

Employment experience allows the student an opportunity to gain "on-the-job" training. Culminates the certificate program or assists the transition from the freshman to sophomore year of the associate degree program.

Prerequisite: Completion of two semesters of Automotive Service Program and instructor recommendation.

AUT 201 COMPUTERIZED ENGINE CONTROLS 4(2-4)

Normally Offered: SP

Provides the student in lecture and lab with the theory and operating principles of computerized engines. Reviews electrical and electronic principles, computer operation, and common computer components, followed by more in-depth studies of GM, Ford and Chrysler systems. The course concludes with an update as to what has been done during the last two years, along with a look at what is coming in the future.

Prerequisite: AUT 124 or instructor's permission.

AUT 202 ENGINE PERFORMANCE DIAGNOSIS & TUNE-UP 5(2-6)

Normally Offered: SP

Helps the student relate the mechanical portion of the engine to the fuel, ignition, emission and computer systems of the engine. "Engine performance" is determined by all of the above systems working together smoothly. Various pieces of diagnostic equipment will be used as well as dynamometer and road testing.

Corequisite: AUT 122.

AUT 203 AUTOMOTIVE MANUAL TRANSMISSION & DRIVE LINES 4(2-4)

Normally Offered: F

Provides the student with technical knowledge and skills needed to maintain, diagnose, and repair manual power trains. All component parts from the flywheel to the axles on front and rear wheel drive manual transmission automobiles will be studied. Operating principles, power flow, failure analysis, and major and minor repair procedures will be emphasized. Three-speed, four-speed, and overdrive manual transmissions and power trains will be the focus of attention.

AUT 205 AUTOMOTIVE CLIMATE CONTROL 3(2-2)**Normally Offered:** SP

Provides the student with theory operating principles of various automotive climate control systems. Problem diagnosis and repair of compressors, refrigerant controls, and electric circuit controls will be covered. Safety will be stressed and charging and servicing units of live vehicles will be practiced.

AUT 206 AUTOMATIC TRANSMISSIONS 5(2-6)**Normally Offered:** SP

Provides the student with technical knowledge necessary to maintain, diagnose, and repair automatic transmissions and transaxles. Operating principles of power flow, failure analysis, and major and minor repair procedures will be studied and practiced. Three-speed and four-speed automatic overdrive transmissions and transaxles will be studied.

AVIATION

AVI 121 PRIVATE PILOT GROUND SCHOOL 4(4-0)**Normally Offered:** F

This course covers the material in lecture format necessary to prepare students for the Federal Aviation Administration written examination for Private Pilot certificate. Includes instruction in: aerodynamics, federal aviation regulations, cross-country navigation and weather.

AVI 221 INSTRUMENT PILOT GROUND SCHOOL 4(4-0)**Normally Offered:** SP

This course covers the material, in lecture format, which is necessary to prepare students for the Federal Aviation Administration written examination for the Instrument Rating certificate. Includes instruction in principles of instrument flight, ATC clearances, instrument charts and procedures.

Prerequisite: AVI 121 Private Pilot Ground School.

BIOLOGY

BIO 114 INTRODUCTION TO BIOLOGICAL SCIENCE 4(3-2)**Normally Offered:** F, SP

A basic course on the principles of biology, including a survey of life forms on planet Earth and coverage on classification, basic cytology, plant and animal forms, and physiology, classical and molecular genetics, paleontology, evolution, ecology, and life zones.

BIO 129 INTRODUCTION TO FIELD BIOLOGY 3(2-2)**Normally Offered:** On Demand

Gives the beginning student an introduction to the disciplines of field study and natural history in biology. Course emphasis will be on learning to recognize common plants and animals of Eastern United States and knowledge of the habitats where one would expect to find these organisms. Numerous field trips will be taken and a portion of the instruction time will be spent outdoors.

BIO 201 HUMAN ANATOMY 4(3-2)**Normally Offered:** F, SP

This course is a comprehensive study of the microscopic and macroscopic structure of all the human body systems. In lecture, gross anatomy is incorporated with functional anatomy and clinically-related topics. Laboratory work includes the study of slides, human skeletons, anatomical models, and a prosected cadaver. Some animal organs are dissected and compared with those of humans.

Prerequisite: Grade of 2.0 or higher in BIO 114 or equivalent.

BIO 203 HUMAN PHYSIOLOGY 4(3-2)

Normally Offered: SP

Covers for the most part the normal functions of the human body. Topics that are stressed include cell physiology, movement, circulation, respiration, regulation of water and electrolyte balance, digestion and absorption of food, endocrinology, reproduction, and sensory processing. The lab considers clinical applications of physiology.

Prerequisite: High school biology and chemistry or equivalent.

BIO 210 INTRODUCTION TO BOTANY 4(3-2)

Normally Offered: F

A basic survey course covering the major divisions of plants from algae through the flowering plants. Two weeks are spent on local flora, as well as traditional aspects of plant anatomy, physiology, paleontology, genetics, and ecology.

Prerequisite: BIO 114 or equivalent.

BIO 211 GENERAL ZOOLOGY 4(3-2)

Normally Offered: SP

A survey course on the major phyla of animals. Includes evolutionary relationships, structure, function, behavior, adaptations, and economic importance of major groups of phyla of animals.

Prerequisite: BIO 114 or equivalent.

BIO 215 FIELD BOTANY 3(2-2)

Normally Offered: SUM

Introduces students to the principles and rationale of classification, life histories, morphology and environmental relationships of plants. Emphasis will be placed on plant taxa of Michigan and the Great Lakes region. Students will be able to recognize common families, genera and species.

Prerequisite: BIO 114.

BIO 217 CELL BIOLOGY 3(3-0)

Normally Offered: On Demand

A basic course in cytology. Approximately one-half of the course deals with cells of higher organisms, their numerous included organelles, and how cells organize and function as tissues. One-half of the course will deal with cellular physiology, cellular genetics, the cytology of abnormal cells such as cancer, cytology and medical applications and pathology. Recommended for biology majors.

Prerequisite: BIO 114 and one course in college chemistry or consent of instructor.

BIO 227 MICROBIOLOGY 4(3-3)

Normally Offered: F, SP

Involves identification, anatomy, physiology and genetics of microorganisms. Special emphasis is given to infectious diseases and the organisms that cause these diseases.

Prerequisite: High school biology and chemistry or equivalent.

BUSINESS ADMINISTRATION**BUS 121 INTRODUCTION TO BUSINESS 3(3-0)**

Normally Offered: F, SP

Gives students an overall view of today's business world. Topics discussed include the American economic system, the organization and management of businesses, financing, marketing, international trade, personnel management, labor unions and other business-related topics.

BUS 122 PERSONAL SELLING 3(3-0)**Normally Offered:** F

Basic course in selling, covering the selling process, buy motivation, careers in selling and ethical problems in selling. Both oral and written presentations are used. Use is made of video technology in oral presentations. Sales demonstrations in class are evaluated by both the students in the class and the instructor.

BUS 123 PRINCIPLES OF ACCOUNTING I 4(4-0)**Normally Offered:** F

Stresses the basic concept of accounting and financial reporting. The accounting cycle is presented, followed by discussion of current assets and liabilities, fixed assets and related depreciation methods, and systems of internal control and electronic data processing. Practice in accounting skill is obtained through the recording of transactions and preparation of financial statements.

Prerequisite: MTH 102 or equivalent.**BUS 124 PRINCIPLES OF ACCOUNTING II 4(4-0)****Normally Offered:** SP

Continues BUS 123. The basics of financial and managerial accounting are presented. Stock transaction, long-term assets and liabilities, cash flows, financial statement analysis, effect of income taxes on decisions, and an introduction to cost accounting and budgeting are covered.

Prerequisite: MTH 102 or equivalent and BUS 123.**BUS 125 BUSINESS MATHEMATICS 3(3-0)****Normally Offered:** F, SP

Applies fundamental arithmetic processes to the solution of problems arising in a business office. Includes materials covering fractions, decimals, percentages, bank discounts, interest, payrolls, discounts and markups, and annuities and sinking funds.

Prerequisite: MTH 090 or equivalent.**BUS 127 PRINCIPLES OF MANAGEMENT 3(3-0)****Normally Offered:** F, SP, SUM

Studies the basic concepts and considerations affecting the scope of management. Emphasis is upon the planning, organizing, actuating and controlling functions of management. Case studies are used to delineate the problems of all units of management.

BUS 128 SMALL BUSINESS MANAGEMENT 3(3-0)**Normally Offered:** F, SP

Examines the significant problems encountered by those who wish to manage their own small business. Solutions are offered to general, financial and personnel management problems, capital needs and sources, advertising and markets, credit and inventory contracts, pricing and accounting problems.

BUS 131 APPLIED ACCOUNTING I 3(2-2)**Normally Offered:** F

Stresses the basic concepts of accounting and financial reporting. Covers setting up accounts, analyzing transactions, journalizing and posting entries to special journals and ledgers, and creating financial statements. Adjusting entries and the closing process are covered, as well as payroll accounting. A computerized practice set reinforces the materials taught.

Corequisite: BUS 125 Business Math, MTH 102 Elementary Algebra, or higher.

BUS 132 APPLIED ACCOUNTING II 3(2-2)**Normally Offered: On Demand**

Continues BUS 131; consolidates and reinforces the principles of the accounting cycle with application to sales and cash receipts, purchases and cash payments, vouchers, year-end accounting, accounts receivable, notes and interest, merchandise inventory, long-term assets and partnerships. It provides realistic work through the use of numerous forms, documents and a computerized practice set.

Prerequisite: BUS 131.

BUS 201 INTERNATIONAL BUSINESS 3(3-0)**Normally Offered: F**

Presents overviews and comparisons of international business environments. Theories and institutions of international trade, investment and finance are developed and discussed. Dynamics of international business and governmental relationships are described and evaluated. Corporate policies and strategies for international business are examined and evaluated. Functional applications of management, operations and control are presented through lecture and a computer simulation of a five-year plan to enter international markets.

Prerequisite: BUS 121 or permission of instructor.

BUS 221 BUSINESS LAW 3(3-0)**Normally Offered: F**

Introduces the student to the basic principles of law that are applicable to business transactions. The textbook approach with illustrative cases is used. The law is studied in the following areas: law, court system, civil procedures, administrative law, regulation of business, business torts, business crimes, personal property and bailments, real property, landlord-tenant, and contracts.

BUS 222 BUSINESS LAW 3(3-0)**Normally Offered: SP**

Presents a study of the law relating to contracts, agency, sales, products liability, warranty, bankruptcy, secured transactions, business organizations, partnerships, corporations, labor, employment, environment, computers, and commercial paper.

Prerequisite: BUS 221 or consent of instructor.

BUS 223 INTERMEDIATE ACCOUNTING I 3(3-0)**Normally Offered: F**

Covers principles applicable to the corporate balance sheet following a review of accounting procedures developed in previous year's work. Valuation principles applicable to the current asset section and to tangible and intangible fixed assets are reviewed in detail. The practice of working problems under supervision is continued.

Prerequisite: BUS 124 or consent of instructor.

BUS 224 INTERMEDIATE ACCOUNTING II 3(3-0)**Normally Offered: SP**

Continues study of valuation principles applicable to the liability and equity sections of the balance sheet. Interpretation of financial statements is emphasized, including preparation of a statement of cash flows. Procedures for correcting prior year's statements are evaluated and the problems of income tax allocation are studied. Students are encouraged to develop a philosophy of accounting.

Prerequisite: BUS 223 or consent of instructor.

BUS 225 TAX ACCOUNTING 3(3-0)

Normally Offered: F

Includes general principles of federal taxation relative to individuals and small business firms. Covered are the concepts of income, exclusions, deductions, and credits as well as methods used to determine tax liability. Complex topics such as property transactions, alternative minimum tax and special corporate considerations will be discussed. Emphasizes the changing taxation regulations and how to apply statutory provisions to actual situations.

Prerequisite: BUS 124 or consent of instructor.

BUS 228 COST ACCOUNTING 3(3-0)

Normally Offered: SP

Presents methods of determining materials, labor and manufacturing costs used to value inventory and to determine net income. Job order, process, and standard cost systems will be reviewed. Budgets and the relevance of costs to managers' decisions will be discussed.

Prerequisite: BUS 124 or consent of instructor.

BUS 229 ADVERTISING 3(3-0)

Normally Offered: SP

Covers the basic principles and practices of advertising including media, ad creation, copy and layout design, advertising planning and management, the integration of advertising and the marketing system.

BUS 233 MANAGEMENT AND SUPERVISORY LEADERSHIP 3(3-0)

Normally Offered: F

Presents the modern supervisory job in its proper perspective. Topics covered include most effective supervisory approaches; the place of the supervisor in the organization; the basis for good motivation, group member development and sound team effort. The supervisor is discussed in relation to the total management environment, to self-management and to the individual employee in the work group.

BUS 234 MANAGEMENT OF INFORMATION SYSTEMS 3(3-0)

Normally Offered: SP

The various software and hardware components learned through previous computer courses are viewed from the point of developing a cohesive plan for computing and information services both for small and large companies. Students participate in problem solving and decision making for information services that will be reliable and relevant. Issues addressed include security, ethics, human relations, leadership and planning.

Prerequisite: Successful completion of a minimum of 12 hours of computer courses, or permission of instructor.

BUS 235 PERSONNEL MANAGEMENT 3(3-0)

Normally Offered: F, SP

Provides the foundation for contemporary theory and practices relating to the management of people. Major attention is devoted to the basic personnel processes that are involved in the procurement, development and maintenance of human resources. Emphasis is placed on the role of the departmental supervisors, managers, and their superiors in the management of subordinate personnel according to the objectives and policies of the personnel program of the organization.

BUS 238 SALES MANAGEMENT 3(3-0)

Normally Offered: SP

Presents techniques and policies in the administration of the sales force. Emphasis is on sales management problems of manufacturers and wholesaling middlemen.

Prerequisite: BUS 122 or equivalent.

BUS 239 REAL ESTATE LAW**3(3-0)**

Normally Offered: SP

Covers real estate law including deeds, conveyances, mortgages, land contracts, titles, environmental issues, foreclosure and landlord-tenant issues. Emphasis on document preparation.

Prerequisite: LAW 125 or instructor's permission.

BUS 241 PRINCIPLES OF MARKETING**3(3-0)**

Normally Offered: F

Covers all of the marketing aspects of the firm including classification of goods, retailing, wholesaling, physical distribution, personal selling, advertising, pricing, market forecasting and research, and the economic/legal environment in which the business enterprise functions.

BUS 242 PRINCIPLES OF RETAILING**3(3-0)**

Normally Offered: SP

Covers subjects relating to retail management for both the large and small retailer. Topics include store location, layout, organizing, buying, merchandising, selling, advertising, personnel problems, consumer relations, and other retail management topics.

BUS 248 BUSINESS COMMUNICATIONS**3(3-0)**

Normally Offered: SP

Develops skills in composing effective business letters, memoranda, reports, and resumes. The principle of written and oral communication and the underlying psychology are studied. Additional topics include nonverbal communications, job applications, integrity and ethics, and legal aspects of communication. Students write many business letters; a business report is required.

Prerequisites: Ability to keyboard or permission of instructor plus successful completion of ENG 101 or placement in ENG 111 or 121.

BUS 255 BUSINESS APPLICATION SOFTWARE**3(2-2)**

Normally Offered: SP

A continuation of CIS 120 or MTH 119, this second course goes further into the capabilities of word processing and spreadsheet software for business applications. Students will work with larger documents, advanced graphics, customized templates, enhanced charts and summary data. The use of the software will be integrated with the Internet. Fundamentals of database use will also be taught, with a hands-on approach enabling students to design, build, edit and analyze a database.

Prerequisite: CIS 120 or MTH 119 or permission of instructor.

BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS**3(2-1)**

Normally Offered: F

Utilizes commercially available software for the small business accounting functions of accounts receivable, accounts payable, payroll, general ledger, accounting cycle reporting and inventory.

Prerequisite: BUS 123 or BUS 131.

BUSINESS INFORMATION SYSTEMS**BIS 100 COMPUTER KEYBOARDING****1(0-2)**

Normally Offered: F, SP

Teaches the person with no previous keyboarding training how to touch type using a computer keyboard. Emphasis is on using proper techniques to touch type the alpha, numeric and symbol keys. Students will also learn how to efficiently use the special keys found on a computer keyboard and how to touch type the numeric keypad.

BIS 101 KEYBOARD SKILLBUILDING 1(0-2)

Normally Offered: F, SP

Allows students to develop keyboarding skills to levels desired by the individual student. Emphasis is on learning correct techniques and improving accuracy by identifying error patterns, with a resulting improvement in speed. The course may be repeated to attain desired speed and accuracy goals.

Prerequisite: BIS 100, or correct operation of all keys by touch and the ability to type 25 words per minute on a three-minute timed writing, or permission of instructor.

BIS 134 FILING AND RECORDS MANAGEMENT 1(.75-5)

Normally Offered: SP

Emphasizes the need and importance of filing and records management in the information cycle. Covers basic principles, procedures and systems of indexing and filing in addition to automated records systems.

BIS 140 PROOFREADING AND EDITING FOR BUSINESS PROFESSIONALS 3(2-2)

Normally Offered: SP

Teaches students to apply the principles of English grammar, style and usage to business correspondence. Topics include capitalization, numbers, abbreviations, word division, forms of address and techniques for editing and proofreading, particularly as applied to electronic documents.

Prerequisite: ENG 111, or qualifying COMPASS score.

BIS 160 MEDICAL TERMINOLOGY 4(4-0)

Normally Offered: F

Presents the fundamentals of medical language for all allied health professionals and interested lay people. Includes definitions, pronunciations, spellings, and abbreviations of anatomical, symptomatic, diagnostic and operative terms pertaining to each anatomical system of the body. Lecture, discussion and workbook exercises bring the language alive by making the study interesting and logical.

BIS 161 MEDICAL TRANSCRIPTION 4(2-4)

Normally Offered: SP

Introduces the profession of medical transcription. In this course, the student develops transcription competencies for entry-level employment. The student transcribes histories and physicals, operative reports, consultations, discharge summaries and pathology reports in the transcription lab. Students will practice the transcription of medical dictation incorporating English usage and machine transcription skill, medical knowledge, and proofreading and editing skills to meet accuracy and productivity standards.

Co-requisites: CIS 151, CIS 152, and CIS 153 (Word Processing I, II, and III).

Prerequisites: CIS 111 Computer Operating Systems, BIS 160 Medical Terminology, and BIS 101 Keyboard Skillbuilding, or correct operation of word processor keys by touch with the ability to key 30-40 words per minute on a three-minute timed writing, or permission of instructor.

BIS 162 MEDICAL OFFICE COMPUTER APPLICATIONS 1(0-2)

Normally Offered: SP

Familiarizes the student with scheduling patient appointments, creating superbills, posting charges and payments, producing receipts, completing insurance claim forms and aging accounts receivable with the use of medical office software. Through hands-on experience the student will learn how to operate practice management software in any health care setting.

Prerequisite: BIS 100 or equivalent.

BIS 163 MEDICAL OFFICE CODING 4(4-0)

Normally Offered: F

Covers ICD-9/10 and CPT coding guidelines for the physician's office. Includes discussion and hands-on practice of working with format, symbols, abbreviations, V codes and E codes. Will incorporate the seven fundamental elements such as medical and surgical section, heart and great vessels, bypass, body part, approach, device and qualifiers.

BIS 164 MEDICAL OFFICE INSURANCE BILLING 3(2-2)

Normally Offered: SP

Covers legal issues affecting medical insurance claims and release of medical records. Also covers the steps involved to process an insurance claim. Includes discussion of patient confidentiality, signature authorization and the completion of the health insurance claim form. Many classroom activities will assist the student in applying this knowledge.

Prerequisite: BIS 163.

BIS 165 MEDICAL OFFICE PROCEDURES 3(3-0)

Normally Offered: F

Covers medical administrative office procedures, both traditional and computer related. Includes medical ethics and law, managing medical records, medical correspondence, health insurance and alternative financing plans and billing. A mini-simulation allows students to gain practical experience in the classroom.

BIS 166 LAW OFFICE MANAGEMENT, SYSTEMS AND TECHNOLOGY 3(3-0)

Normally Offered: SP

Introduces the management and organization of a law office, including equipment, timekeeping, staffing, legal systems, file organization and public relations.

BIS 178 MACHINE TRANSCRIPTION 3(2-2)

Normally Offered: F, SP

Develops a high degree of proficiency in keyboarding continuously and accurately from mechanical recording equipment. Transcription practice focuses on particular business areas. Language skills, proofreading, and editing are stressed. Additional learning time is required for operating office equipment at the campus facilities.

BIS 220 MEDICAL ASSISTANT ADMINISTRATIVE PRACTICUM 2(0-2)

Normally Offered: SUM

Provides a practical education/work experience in a physician's office or health care facility. The student is supervised and evaluated by qualified and licensed medical personnel. The student will have experiences in applying knowledge in performing administrative procedures including reception responsibilities, coding, insurance billing, transcription, release of information, and other related administrative medical office tasks. Development of a professional attitude through interaction with other professionals and consumers in the health care field is encouraged.

Prerequisite: BIS 161, BIS 162, BIS 163, BIS 164 and BIS 165 with a grade of 2.0 or better.

BIS 230 BUSINESS OFFICE PROCEDURES 3(2-2)

Normally Offered: F

Presents new office technology and shows students how electronic office skills and knowledge acquired relate to future office jobs. By the use of an office system, students will apply information processing procedures, electronic calendar, teleconferencing, telephone technology, and administrative support functions in the automated office. Additional learning time will be required for operating office equipment at the campus classroom facilities.

CHEMISTRY

A student is placed in the appropriate chemistry course (100, 111, or 121) based on curriculum requirements, academic background and scores from ACT or area placement evaluations. The use of an expression such as 4(4-1-3) in each chemistry course description summarizes the credit hours, formal lecture hours, lecture hours used primarily for problem solving, and laboratory hours per week. The example cited specifies a 4 semester hour course having four (4) hours of lecture, one (1) hour of problem solving, and three (3) hours of laboratory per week.

CEM 100 INTRODUCTORY CHEMISTRY 5(4-3)

Normally Offered: F, SP

Surveys inorganic chemistry, providing an introductory chemical background for students who do not have experience in chemistry. Course involves a parallel laboratory experience, as well as basic mathematical concepts necessary for Chemistry 111 or 121.

Prerequisite: One year of high school algebra or consent of instructor.

CEM 111 GENERAL CHEMISTRY 5(5-3)

Normally Offered: F, SP

Introduces the study of atomic structure, periodic systems, chemical bonds, stoichiometry, gas laws, liquids and solids, solutions, etc. Theory is illustrated and applied through selected laboratory experiences. Prepares chemistry majors having limited backgrounds in high school chemistry for CEM 122 and non-majors for CEM 112.

Prerequisite: One unit of high school algebra or consent of instructor.

CEM 112 GENERAL AND BIOCHEMISTRY 4(4-3)

Normally Offered: SP

A continuation of CEM 111 with emphasis on organic and biochemistry. This is a survey course covering organic structure, synthesis, reactions, mechanism, and nomenclature. The biochemistry of proteins, carbohydrates, lipids, cells, genetics, etc. are covered. Laboratory experiments in biochemical and organic identification, synthesis, separation and purification with use of instrumentation are emphasized. Fulfills the basic science requirement for non-science majors and several health science categories.

Prerequisite: CEM 111 or 121 or its equivalent and one year of algebra or consent of instructor.

CEM 121 GENERAL AND INORGANIC CHEMISTRY 4(4-3)

Normally Offered: F

Includes atomic structure, periodic systems, bonding, descriptive chemistry, stoichiometry, gas laws, liquids and solids, solutions, etc. Theory is illustrated and applied through selected laboratory experiences. Designed as basic course for students on scientific programs dealing with fundamental chemical principles.

Prerequisite: One unit of high school algebra, geometry and chemistry.

CEM 122 INORGANIC CHEMISTRY & QUALITATIVE ANALYSIS 4(4-3)

Normally Offered: SP

Continues CEM 111 or 121, with emphasis on the study of chemical kinetics, equilibrium, electrochemistry, chemical thermodynamics, organic chemistry. The principles of ionic equilibria and reaction mechanisms are applied in laboratory study of chemical measurements and the separation and identification of common cations and anions.

Prerequisite: CEM 111, 121 or equivalent.

CEM 151 CHEMISTRY CO-OP 3(0-3)

Normally Offered: F, SP, SUM

Furnishes a co-op experience in which the student will work in a local industrial or municipal analysis laboratory. On campus, the student will receive instruction on the theory of analytical instrumentation. At the job site, the student will gain practical experience in the operation of laboratory instrumentation. A report summarizing the theory and operation of laboratory instrumentation is a requirement of this course.

Prerequisite: CEM 224 either previously or concurrently.

CEM 221 ORGANIC CHEMISTRY 4(3-3)

Normally Offered: F

Emphasizes fundamental principles of organic chemistry in the study of aliphatic and aromatic compounds. Laboratory work is selected to provide experience with common apparatus and techniques and illustrate preparations and reactions discussed in class.

Prerequisite: CEM 122 or equivalent.

CEM 222 ORGANIC CHEMISTRY 4(3-3)

Normally Offered: SP

Continues CEM 221. The functional group compounds are studied in the areas of structure, organic synthesis and reaction mechanisms. Laboratory work includes organic qualitative analysis.

Prerequisite: CEM 221 or equivalent.

CEM 224 QUANTITATIVE CHEMISTRY 4(3-3)

Normally Offered: SUM

Covers the theory and practice of gravimetric, volumetric and basic instrumental analysis.

Prerequisite: CEM 122 or equivalent. A working knowledge of algebra and common logarithms is necessary.

CHILD DEVELOPMENT ASSOCIATE SERIES

CDA 101 INTRODUCTION TO CHILD CARE 3(3-0)

Normally Offered: On Demand

Introduces factors in providing quality child care. Topics include program planning and curriculum development, positive guidance and discipline skills, safety, health and nutrition, parent communication and involvement, and professionalism. Course content will focus on children five years of age and under.

CDA 109A CARING FOR CHILDREN WITH SPECIAL NEEDS 2(2-0)

Normally Offered: F, SP

Focuses on young children with special needs, their families and community resources. Addresses identification of children with disabilities or in "at-risk" categories; community services available to these children and their families, inclusion in the least restrictive environments, and family-centered intervention. This course will also focus on the development and self-esteem of the caregiver, enabling him/her to feel capable of accepting differences.

CDA 109B CARING FOR CHILDREN WITH SPECIAL NEEDS — PRACTICUM 1(0-2)

Normally Offered: F, SP

Focuses on young children (0-5 years) in family day care, group day care and child care centers. Students will do this practicum in a variety of these settings, including settings for young children and children with special needs. Students will be introduced to the Child Development Associate (CDA) national credential.

CDA 210 FINAL ASSESSMENT PREPARATION 3(3-0)**Normally Offered:** SP

Students will work on CDA final assessment preparation involving six competency and goal statements along with development of a professional resource file. Course content will focus on children five years of age and under.

CDA 226 PROBLEM SOLVING AND EXPLORATION THROUGH SCIENCE AND MATH IN EARLY CHILDHOOD 3(2-2)**Normally Offered:** On Demand

Will focus on methods and possible opportunities that will encourage young children in their natural exploration of environment. Will increase problem solving activities through science and math.

CDA 227 CHILD MANAGEMENT IN EARLY CHILDHOOD 3(2-2)**Normally Offered:** On Demand

Will include review of learning and child management techniques, theories, principles, and research relevant to behavioral development and change in order to equip early childhood educators with knowledge of how to effectively manage young children and provide a safe, secure, growth-enhancing environment. Students use observation skills keeping anecdotal records, research and present final project and written report, read text and current research articles in written critique form, apply behavior techniques and models to reduce tension.

CDA 228 LITERACY AND LANGUAGE DEVELOPMENT IN EARLY CHILDHOOD 3(3-0)**Normally Offered:** On Demand

Orients child care/day care staff and parents to techniques commonly used to encourage development of language and literacy skills.

CDA 236 PARENT EDUCATION 3(3-0)**Normally Offered:** On Demand

Provides an opportunity to gain valuable parenting skills. Play, language, and speech development, stress, motor skill development and cognitive development will be among the topics reviewed.

COMMUNITY EDUCATION

CME courses may be applied only toward the Associate in General Studies Degree.

CME 160 BASIC FIRE FIGHTING 2(2-0)**Normally Offered:** On Demand

Covers the requirements of the Basic Fire Fighters Training Council 66 hour course. Topics include rope practices, ladder techniques, fire stream procedures, teamwork, first aid, and record keeping.

CME 201 EMERGENCY MEDICAL TECHNICIAN 7(6-2)**Normally Offered:** On Demand

Provides the student with a concentrated exposure to advanced first aid and emergency procedures. Topics include patient handling, extrication, ambulance operations, and practical applications. Course consists of lecture, labs, and 20 hours of clinical observation.

CME 202 EMERGENCY MEDICAL TECH REFRESHER 2(2-0)**Normally Offered:** On Demand

Reviews the basic skill and knowledge required of practicing Emergency Medical Technicians. This refresher course is approved by the Michigan Department of Public Health.

Prerequisites: CME 201 and current license from MDPH or consent of instructor.

CME 203 EMERGENCY MEDICAL TECH/SPECIALIST 5(4-1)

Normally Offered: On Demand

Prepares a student who is already licensed as a basic EMT for a Specialist role. Topics include patient assessment, anatomy, physiology and pathology of the respiratory system, airway care, intravenous therapy, shock, communication and legal aspects. Upon successful completion of this course, students are eligible to take the State Licensure Exam.

Prerequisite: Candidate must have passed both the written and practical exam for the EMT licensure (Basic EMT).

COMPUTER-AIDED DRAFTING & DESIGN

Computer-Aided Drafting & Design (CAD) courses replaced the Drafting (DRA) courses. Students who have completed Drafting (DRA) can get an equivalency list from program advisor Kathy Daprich.

CAD 101 SURVEY OF DRAFTING/DESIGN CAREERS .5(5-0)

Normally Offered: F

Explores a variety of career options for professionals within the drafting and design field through field trips to area industries, guest speakers, research and lecture. Topics also include career placement requirements, job market statistics and salary ranges.

CAD 102 INTRODUCTION TO AUTOCAD 2(1-2)

Normally Offered: F, SP

This course is designed as an elective for students who are not in the CAD program of study. It provides the student with the basic knowledge of the CAD system components and how to manipulate AutoCAD software in the creation of two dimensional drawings.

Prerequisite: Basic computer proficiency recommended or permission of instructor.

CAD 103 3D SOLID MODELING 2(1-2)

Normally Offered: F

This is an elective course for students with previous CAD experience. It deals with creating and modifying 3-dimensional, object-oriented, solid geometric and parametric models. Shading, rendering, and other presentation techniques will be covered.

Prerequisites: CAD 102 or CAD 132 or permission of instructor.

CAD 110 TECHNICAL DRAWING FUNDAMENTALS I 1.5(1-1)

Normally Offered: F, SP

Introduces the use of traditional instruments for drafting/design, including various scales of measurement. Preferred methods of geometric construction, lettering, and basic dimensioning of single view drawings are emphasized.

CAD 111 TECHNICAL DRAWING FUNDAMENTALS II 1.5(1-1)

Normally Offered: F, SP

Introduces fundamentals of orthographic projection, as applied in multi-view drawings. Three dimensional visualization, representation of objects in principle views, standard projection methods, and basic dimensioning procedures for multi-view drawings are covered.

Prerequisite: CAD 110.

CAD112 INTRODUCTION TO CAD OPERATIONS 1.5(1-1)

Normally Offered: F, SP

This course provides the student with fundamental knowledge of CAD system components and how to utilize CAD software (Cadkey) in the creation of two dimensional single-view drawings.

Corequisite: CAD 110 or consent of instructor.

CAD 113 INTERMEDIATE CAD OPERATIONS 1.5(1-1)

Normally Offered: F, SP

This course introduces the student the creation of multi-view drawings with CAD tools (Cadkey software). Two and three dimensional wireframe techniques will be used. Placement and manipulation of associative views and dimensioning will be covered. Students will use printers and plotters as output devices.

Prerequisites: CAD 110 & CAD 112, or consent of instructor.

Corequisite: CAD 111 or consent of instructor.

CAD 130 ADVANCED MULTIVIEW DRAWING 2(1-2)

Normally Offered: SP

Further explores the principles of orthographic projection, as applied to the analysis of multi-view representation of more complex geometry, primary auxiliary views, and basic sectional views. Dimensioning standards relative to such views will be identified and applied. Both manual and CAD techniques will be utilized.

Prerequisites: CAD 111 & CAD 113.

CAD 131 PICTORIAL DRAWING AND SKETCHING 1.5(1-1)

Normally Offered: SP

Studies technical pictorial drawing and sketching techniques, including axonometric, oblique, and perspective drawing. Shaded wireframe and solids modeling CAD images will be achieved. Both manual and CAD methods will be employed.

Prerequisites: CAD 111& CAD 113.

CAD 132 AUTOCAD FUNDAMENTALS 1.5(1-1)

Normally Offered: SP

Applies the principles of CAD in an AutoCAD software environment. The students perspective on CAD software is broadened as previously learned fundamentals are reinforced in a different environment and additional software capabilities are explored.

Prerequisites: CAD 111 & CAD 113.

CAD 133 ADVANCED CAD APPLICATIONS 1.5(1-1)

Normally Offered: SP

Utilizes technical drawing principles using advanced CAD functionality in both mechanical and architectural applications. Translation of data between formats and productivity improvement techniques are covered. Information services on the Internet are employed.

Prerequisite: CAD 102 or CAD 132.

CAD 134 ARCHITECTURAL DESIGN (RESIDENTIAL) 3.5(2-3)

Normally Offered: SP

Teaches the fundamentals of residential construction. The student is required to originate a plan and draw a complete set of working drawings for a residence. Use of an engineering copier to reproduce large documents is introduced.

Prerequisite: CAD 111 or consent of instructor.

CAD 151 CAD CO-OP 6(0-6)

Normally Offered: SUM

Employment experience allows the student an opportunity to gain "on-the-job" training during the interval between the freshman and sophomore years. This course is optional for completion of the Associate in Applied Science Degree in Computer-Aided Drafting & Design Technology.

Prerequisite: Completion of two semesters of the Computer-Aided Drafting & Design Technology Program and instructor recommendation.

CAD 220 MACHINE DRAWING 3.5(2-3)

Normally Offered: F

Acquaints the student with industry standards in advanced mechanical drawing and dimensioning systems, such as dual, tabular, polar, and ordinate dimensioning. Assembly and detail drawings, revisions, fits and finishes, and geometric dimensioning and tolerancing fundamentals are covered. Computer applications are emphasized.

Prerequisites: CAD 130 & MTH 115, or consent of instructor.

CAD 222 KINEMATIC DESIGN OF MECHANISMS 3.5(2-3)

Normally Offered: SP

Concerns the graphical determination, representation, and analysis of machine elements. The course topics include displacement, velocity, gear design, gear trains, cams, and linkages. Student projects will be both manual and CAD based.

Prerequisites: CAD 220 & MTH 116 & PHY 111 or equivalent, or consent of instructor.

CAD 224 ARCHITECTURAL DESIGN (COMMERCIAL) 3.5(2-3)

Normally Offered: SP

Enhances the student's knowledge of the technology of architectural drafting by producing elements of working drawings for commercial projects. Assignments shall range from schematics to design development through production of plans and details representative of the common methods of commercial architectural construction.

Prerequisites: CAD 134 & MTH 115 & IND 225 & PHY 111 or consent of instructor.

CAD 225 SCHEMATIC DIAGRAMS 1.5(1-1)

Normally Offered: F

Acquaints the student with the formats of hydraulic and pneumatic, electrical, and piping schematic diagrams, as the student develops drawings for each of these applications. Use of CAD libraries of standard symbols are emphasized.

Prerequisites: CAD 111 & CAD 113 & IND 227.

CAD 226 INDUSTRIAL DESIGN 3.5(2-3)

Normally Offered: SP

Covers problems in the design of industrial products. The practical approach to the development of a product is utilized.

Prerequisite: CAD 220 or consent of instructor.

CAD 229 DESCRIPTIVE GEOMETRY 3.5(2-3)

Normally Offered: SP

Presents principles of projection relating to all areas of technical drawing, with a focus on spatial relationships and visualization. Course topics include successive auxiliary views dealing with points, lines, planes, angles, piercing points intersections of planes and solids, developments, and revolutions.

Prerequisites: CAD 113 & CAD 130.

COMPUTER INFORMATION SYSTEMS**CIS 110 COMPUTER ESSENTIALS 1(.75-5)**

Normally Offered: F, SP

Introduces the computer novice to personal computers that use the most popular operating systems. Topics covered include hardware, software, and selecting computers and software. Students will have a brief introduction to some of the most popular business applications.

CIS 111 COMPUTER OPERATING SYSTEMS 1(.75-5)

Normally Offered: F, SP

Allows instruction in any one of a number of specific areas, including but not limited to, DOS, Windows 3.11 and Windows 95. Specific goals and topics will be determined by the computer operating system being studied.

Prerequisite: CIS 110 or permission of instructor.

CIS 115 E-MAIL APPLICATIONS AND THE INTERNET 1(0-2)

Normally Offered: F, SP

Introduces students to electronic mail software (e-mail) and an Internet browser. Covers communicating by e-mail, managing an address book, managing e-mail, using an electronic calendar, using an Internet browser, and World Wide Web (WWW) search techniques. Course takes a hands-on practical approach, integrating theory and practices in a lab environment. Course prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the Core Level using Outlook.

Prerequisite: CIS 110 or permission of instructor.

CIS 120 INTRODUCTION TO MICROCOMPUTERS 3(2-2)

Normally Offered: F, SP, SUM

Introduces the student to microcomputers, operating systems, and the software applications of word processing and spreadsheets. Course takes a “hands-on” practical approach integrating theory and practices in a lab environment.

Prerequisite: High school computer proficiency or CIS 110 Computer Essentials or instructor permission.

CIS 121 INTRODUCTION TO COMPUTER APPLICATIONS — SECRETARIAL 3(2-2)

Normally Offered: F, SP

Introduces secretarial students to microcomputers, peripheral equipment, operating systems and environments, and the software applications of spread sheets and database. Course takes a “hands-on” practical approach integrating theory and practices in a laboratory environment.

CIS 130 COMPUTERIZED PERSONAL FINANCIAL MANAGEMENT 3(2-2)

Normally Offered: F

Teaches students how to use a computer with personal financial management software to organize their economic affairs. The establishment of bank, credit card, cash, asset, liability and investment accounts will be taught, in addition to personal financial planning, budgeting and the establishment of a tracking system for tax information.

Prerequisite: BUS 125 or BUS 123 or BUS 131 or permission of instructor.

CIS 140 PC OPERATING SYSTEM CUSTOMIZATION 3(2-2)

Normally Offered: SP

Using both a “hands-on” and theoretical approach, this course teaches students to manage system resources through the DOS and Windows operating systems environments. In addition to basic system commands, students will learn how to customize the operating system environment through modifications of batch and configuration files.

Prerequisite: CIS 110 or CIS 120 or MTH 119 or permission of instructor.

CIS 151* WORD PROCESSING I: BEGINNING 1(.75-.5)

Normally Offered: F, SP

Introduces fundamental word processing concepts and operations to the student who has little or no word processing knowledge. Covers hardware and software, input, cursor movement, editing, utilities, file management and printing. Teaches fundamental formatting functions as well as layouts for basic business and personal documents.

Prerequisite: BIS 100 or keyboarding skill.

Corequisite: CIS 110 or instructor permission.

CIS 152* WORD PROCESSING II: FORMATTING DOCUMENTS 1(.75-.5)

Normally Offered: F, SP

Continues word processing for the student who has successfully completed CIS 151 or the student who can demonstrate previous knowledge of word processing fundamentals and can begin at this intermediate level. Addresses line, paragraph, page and document formatting; outlines; and footnotes and endnotes. Emphasis continues on good layout and design of documents.

Prerequisite: CIS 151 or proficiency exam.

CIS 153* WORD PROCESSING III: SPECIAL FEATURES 1(.75-.5)

Normally Offered: F, SP

Continues word processing for the student who has successfully completed CIS 152 or the student who can demonstrate previous knowledge of word processing fundamentals and formatting skills. Exposes students to some of the more advanced features available with a full-featured word processing program, including graphics, tables, columns and macros. Students will be expected to demonstrate good layout and design of documents.

Prerequisite: CIS 152 or proficiency exam.

* Course sequence CIS 151, 152 & 153 prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the core level using Word.

CIS 160 INTRODUCTION TO COMPUTER NETWORKS 3(2-2)

Normally Offered: SP

Introduces students to networks by providing a comprehensive overview of the most popular Local Area Network (LAN) hardware and software. Identifies emerging technologies that are likely to have an impact on the role of LANs in enterprise networks. Lab activities provide hands-on initial exposure to basic Novell NetWare commands

Corequisite: CIS 140 or permission of instructor

CIS 171* SPREADSHEETS I: BEGINNING WORKSHEETS & FORMULAS 1(.75-.5)

Normally Offered: SP

Teaches the essential aspects of a Windows-based spreadsheet software program. Students will study formulas and functions and will learn to use the spreadsheet for completing calculations, projecting results of business decisions and producing graphs and charts.

Prerequisite: CIS 110 or equivalent and CIS 111 or equivalent.

CIS 172* SPREADSHEETS II: GRAPHS AND CHARTS 1(.75-.5)

Normally Offered: SP

Continues teaching the aspects of a Windows-based spreadsheet software program. Students will study the fine points of graph and chart enhancement such as changing colors, fonts and fill patterns, and adding graphics, and will learn to perform a "what-if analysis" using charts.

Prerequisite: CIS 110 or equivalent, CIS 111 or equivalent and CIS 171 or equivalent.

CIS 173* SPREADSHEETS III: DATA BASE APPLICATIONS 1(.75-.5)

Normally Offered: SP

Continues teaching the aspects of a Windows-based spreadsheet software program. Students will study the creation, editing and formatting of a database. Other topics include sort, query and finding records.

Prerequisite: CIS 110 or equivalent, CIS 111 or equivalent , CIS 171 or equivalent and CIS 172 or equivalent.

* Course sequence CIS 171, 172 & 173 prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the core and expert levels using Excel.

CIS 204 PC OBJECT-ORIENTED PROGRAMMING 3(2-2)

Normally Offered: F

In-depth structured programming course utilizing an object-oriented programming language. Students develop structured algorithms to solve business problems. Limitations of traditional methods and potential advantages of object-oriented programming are discussed. Topics covered include: creating the interface (forms, tools, controls, objects, setting properties), procedures, functions, arrays, controlling execution and reading from and writing to files.

Prerequisite: MTH 119.

CIS 205 PC HARDWARE MAINTENANCE & UPGRADING 3(2-2)

Normally Offered: F

Introduces the architecture, installation, maintenance, troubleshooting and repair of personal computers. Disassembly and upgrading of a personal computer as well as the use of diagnostic hardware and software will be covered in a laboratory.

Prerequisite: CIS 140 or permission of instructor.

CIS 240* MULTIMEDIA PRESENTATIONS 3(2-2)

Normally Offered: SP

Covers the fundamentals of modern usage of multimedia in presentations. Design techniques will be taught, along with using clipart, graphics and audio visual files to enhance presentations. Using computer software designed for this purpose, students produce overheads, interactive slide shows, handouts and speaker notes. Skills learned are demonstrated by doing a multimedia project.

Prerequisite: CIS 111 or permission of instructor

*Course CIS 240 prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the core level using PowerPoint.

CIS 250 DESKTOP PUBLISHING 3(2-2)

Normally Offered: On Demand

Introduces the principles, equipment, and skills used in publishing process using PageMaker and WordPerfect. Additional learning time is required to complete the learning activities at the campus facilities.

CIS 256 PC DATABASE PROGRAMMING 3(2-2)

Normally Offered: SP

Using an object-oriented relational database in a Windows environment, students will design and program systems to solve business problems. Topics include: database modeling and design, normalization, implementing the design, macro development, form and report development, and database administration.

Prerequisite: CIS 204 or MTH 119.

CIS 260* DATA BASE 3(2-2)

Normally Offered: F

Gives an overview of database management on a microcomputer. The first part of the class covers creating, modifying, searching, sorting and indexing a database as well as creating and printing reports and labels. The second part of the class covers creating custom screens, using multiple files and using calculations and advanced commands and functions.

Prerequisite: CIS 111 or permission of instructor

* Course CIS 260 prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the core level using ACCESS.

CIS 270 NETWORK ADMINISTRATION 3(2-2)

Normally Offered: F

Covers Local Area Network (LAN) administration and uses after the network hardware and network operating systems have been installed. Students working in small teams will administer an operating LAN. Topics covered include: data communications, workstation services, network directories, user account management, printer sharing, security, electronic mail, scheduling software, and installing and maintaining third-party productivity software.

Prerequisite: CIS 160 or permission of instructor.

CIS 280 NETWORK THEORY DESIGN & INSTALLATION 4(2-4)

Normally Offered: SP

Covers Local Area Network (LAN) fundamentals and terminology. Students working in small teams will install and configure a LAN. Topics covered include: selection of LAN interface cards, cable, wiring plans, server hardware and operating system software, LAN maintenance, integrating LANs into existing networks, and isolating LAN software and hardware problems.

Prerequisite: CIS 270 or permission of instructor.

**CIS 281* ADVANCED WORD PROCESSING I:
DESIGNING WITH GRAPHICS & LAYOUTS 1(.75-5)**

Normally Offered: SP

Presents advanced information processing skill development in the areas of graphics, graphical lines, charts, and drawing applications in layouts and document designs, especially when used in columns, tables and reports.

Prerequisite: CIS 153 or proficiency exam.

**CIS 282* ADVANCED WORD PROCESSING II:
PRODUCING LONG DOCUMENTS 1(.75-5)**

Normally Offered: SP

Presents advanced information processing skill development in the area of long documents that include charts, tables, tables of contents, tables of illustrations, and indexes.

Prerequisite: CIS 281 or proficiency exam.

**CIS 283* ADVANCED WORD PROCESSING III:
MACROS & MERGES 1(.75-5)**

Normally Offered: SP

Presents advanced information processing skill development in the areas of macros creation, editing and use, as well as merging documents, including letters, labels and templates.

Prerequisite: CIS 282 or proficiency exam.

*Course sequence CIS 281, 282 & 283 prepares students for the Microsoft Office User Specialist (MOUS) exam to become certified at the expert level using Word.

CONCRETE TECHNOLOGY

CON 110 INTRODUCTION TO CONCRETE TECHNOLOGY 1(1-0)

Normally Offered: F

Introduces the various divisions of the concrete industry. Course reviews each divisions (Ready Mixed Concrete, Concrete Masonry, Prestress/Precast, Engineering, etc.), and shows the types and needs of employment in each division.

CON 121 AGGREGATES 3.5(2.1-2.8)

Normally Offered: F

Studies the entire aggregate industry. The purpose and function of fine aggregates (sand) and coarse aggregates (gravels, crushed stone, etc.) and their relationship in the construction industry are examined. Both natural and manufactured lightweight aggregates are studied. Industrial standards for testing evaluation are covered in lecture and in a hands-on laboratory.

CON 122 CONCRETE ADMIXTURES 1(1-0)

Normally Offered: SP

Examines the nature of concrete and how its characteristics can be altered through the use of admixtures. The effects of both chemical and mineral admixtures to Portland Cement are studied. Industrial standards for these materials will be covered.

CON 123 CEMENTITIOUS MATERIALS 1.5(.9-1.2)

Normally Offered: F

Examines the chemical and physical components of various cementitious materials such as Portland Cement, slag cement, flyash, silica fume, etc. Also included are the production methods and standard tests of cement performance.

CON 124 CONCRETE MIX PROPORTIONING 4(2-4)

Normally Offered: SP

Covers several theories of proportioning concrete mixes, including normal weight, lightweight, high strength and others. Emphasis is given to the effect of altering mix ingredients and proportions on the properties of plastic and hardened concrete. Lab exercises intended to assist in developing a better understanding of equipment and procedures standard to the industry.

Prerequisite: CON 121 and CON 123 or permission of instructor.

CON 221 PLACED CONCRETE I 4(3-3)

Normally Offered: F

Studies the placed concrete industry from surveying for form layout to the final finishing of placed concrete. Mixing, placing, forming, finishing, curing and jointing are covered. Mix proportioning to solve placing problems is examined.

Prerequisite: CON 124 or permission of instructor.

CON 222 PLACED CONCRETE II 4(3-3)

Normally Offered: SP

Continues Placed Concrete I in studying industrial standards including ASTM and ACI using standard deviation methods. The course covers the use of fibers, pozzolans, pumping, engineering properties of placed concrete, high performance mixes, soils and roller-compacted concrete.

Prerequisites: CON 124 and CON 221.

CON 223 CONCRETE MASONRY PRODUCTION 4(3-3)

Normally Offered: F

Covers the manufacturing of concrete masonry products including sieve analysis, aggregate blending, mix designs and proportioning, manufacturing techniques on full scale block equipment, and curing methods. Testing methods of masonry products and architectural specifications as they pertain to the masonry producer are studied.

Prerequisites: CON 121 and CON 123 or permission of instructor.

CON 224 PRESTRESS/PRECAST CONCRETE 3(2-3)

Normally Offered: SP

Covers the final use of various precast concrete masonry, prestress concrete, roofing tile, pavers, pipe, panels and other precast units. Special attention is given to the layout and manufacturing of prestress units according to industrial standards, engineering properties, testing methods and product specifications.

Prerequisite: CON 223.

CON 226 CONCRETE TROUBLESHOOTING & REPAIR 2(2-0)

Normally Offered: SP

Examines the basics of concrete inspection including equipment, materials and procedures. Covers the process of determining problems with concrete and deals with repair of problems. Studies the ways that problems can be reduced by using proper construction procedures.

Prerequisite: CON 221.

CON 227 CONSTRUCTION INSPECTION 2(2-0)

Normally Offered: F

Covers inspection procedures required in the construction industry with main emphasis on concrete related materials and procedures. Building codes, specifications, reporting procedures and contract requirements will be covered in detail.

Prerequisite: CON 124 or permission of instructor.

CON 231 CONCRETE PROJECT LAB 1(1-0)

Normally Offered: F

Provides the opportunity for individual research and experimentation. Students are encouraged to pursue research in areas of interest that are not included in regular classes. Results of project labs are shared with other students, thereby increasing their values. The course is taken during the sophomore year with hours arranged. Each student is assigned an instructor in the field of his/her technical specialty.

Prerequisite: Sophomore standing.

CON 232 CONCRETE PROJECT LAB 2(2-0)

Normally Offered: SP

Continues CON 231.

Prerequisite: CON 231.

BLOCKMAKERS WORKSHOP (CON 240-248)

Normally Offered: On Demand

CON 240, 241, 242, 243, 244, and 246 are special intensified one-week courses, specifically designed for persons employed in concrete products production or in a supplier segment of the industry. Courses are offered at various times throughout the calendar year. For specific information on course schedules contact the World Center for Concrete Technology.

CON 241 CONCRETE MASONRY TECHNOLOGY 2(2-0)

Normally Offered: On Demand

Deals with aggregate grading and blending, sources of cementitious materials and lightweight aggregates and the many methods of curing. Units are made in a pilot plant. Concrete masonry specifications and the multiple uses of the product are also covered.

CON 242 VIBRAPAC PRODUCTION 2(2-0)

Normally Offered: On Demand

Deals with the proper machine adjustments, wiring diagrams, and schematic print reading for large, high production block machines. Students are given troubleshooting problems as practical application to the proper machine adjustment.

Prerequisite: CON 241.

CON 243 EQUIPMENT CONTROLS 2(2-0)

Normally Offered: On Demand

Emphasis is on the electrical aspects of a block machine with electrical wiring diagrams and coordination of electrical-mechanical sequences.

Prerequisites: CON 242 or CON 244 or CON 245 and CON 246 or permission of instructor.

CON 244 BESCOPAC PRODUCTION 2(2-0)

Normally Offered: On Demand

Presents block production operation, set-up and maintenance with hydraulically-operated block production machines.

CON 245 DYNAPAC-ULTRAPAC PRODUCTION 2(2-0)

Normally Offered: On Demand

This course deals with a hands-on study of high production 3-, 4-, 5- and 6-at-a-time block machines. Proper machine adjustments, wiring diagrams, schematic print reading, electronics and equipment safety are the primary topics. Students are given troubleshooting problems, both mechanical and electrical, as a practical application of these phases.

CON 246 PRODUCT HANDLING 2(2-0)

Normally Offered: On Demand

Deals with materials handling aspects of the concrete masonry plant including automatic rack loaders and unloaders, cubing equipment and conveying equipment. In addition to principles, the course includes troubleshooting and practical applications on specific equipment.

CON 247 PRODUCT HANDLING 2(2-0)

Normally Offered: On Demand

Customized course which focuses on the manufacture of specialty concrete products, including split face masonry, segmental retaining wall units, pigmented masonry, mix design and paving stone units.

CON 248 PREVENTATIVE MAINTENANCE 2(2-0)

Normally Offered: On Demand

Students learn and practice preventative maintenance for masonry products equipment. Emphasis on various bearings, hydraulics, beltings for conveyor and general maintenance in a concrete products plant.

CON 249 ADVANCED VIBRAPAC PRODUCTION 2(2-0)

Normally Offered: F, SP, SUM

Addresses more hands-on for practical application, both mechanical and electrical. Students are required to change machine to low height, adjust and manufacture product. Electrical sessions include Texas Instruments and Allen Bradley controllers. More concentration is applied to schematic print reading and ladder logic diagnosis.

CON 250 ELECTRONIC CONTROLS 2(2-0)

Normally Offered: On Demand

This course includes an in-depth study of electrical wiring and programmable logic controllers. Applications and troubleshooting for both Texas Instruments and Allen Bradley programmable controllers are studied. Practical applications and troubleshooting will be covered on black machines, Besser-Matics and Cubers.

Prerequisites: CON 242 or CON 243 or CON 244 or CON 245 and CON 246 or permission.

CON 271 CONCRETE PIPE TECHNOLOGY 2(2-0)

Normally Offered: On Demand

Course covers aggregate grading and blending, cementitious materials and the methods of curing used in the manufacturing of concrete pipe. Concrete pipe specifications, testing methods required and the multiple use of the end product are also covered. Lab testing of raw materials and pipe will be completed.

CONSTRUCTION

CST 111 BUILDING MATERIALS 5(3-4)

Normally Offered: F

Studies concrete, cement, and aggregates. Covers the various types of aggregate, their properties, classification and production. Introduces the study of cementitious materials and their production.

CST 112 BUILDING CONSTRUCTION ANALYSIS 3(3-0)

Normally Offered: F

Studies construction designs and methods. Materials and methods of construction in the categories of wood, steel and concrete are covered individually to show the capabilities of each.

CST 151 CONSTRUCTION SUMMER CO-OP 6(0-6)

Normally Offered: SUM

Gives the student opportunity to gain "on-the-job" experience with summer employment in a construction firm or related business during the interval between the freshman and sophomore years.

CST 214 BLUEPRINT READING AND ESTIMATING 3(2-2)

Normally Offered: SP

Studies various types of residential and commercial building blueprints. Students analyze and interpret prints as to their content and estimate quantities and cost from excavation to completion.

CONTRACTING WITH BUSINESS AND INDUSTRY

CWB&I is a cooperative approach to education in which almost any local business or industry can become a training site. Each credit hour earned requires 32 hours of work and a maximum of five ACC credits may be earned. The student trains at a local business or industry under the guidance of a site supervisor and enrolls in ACC courses related to the on-the-job training.

CRIMINAL JUSTICE

CJ 110 CRIMINAL JUSTICE PHYSICAL EDUCATION 2(0-3-0)

Normally Offered: F

Physically prepares student to meet entry-level physical agility testing requirements for police officer and corrections officer and introduced military style discipline. Includes advanced development of exercise skills to increase and maintain levels of flexibility, muscle strength, body composition and cardiovascular endurance. Instruction will be a military style workout, including running, upper body strength workouts, push-ups, sit-ups, leg lifts and jumping jacks.

CJ 121 INTRODUCTION TO CRIMINAL JUSTICE 3(3-0)

Normally Offered: F

Surveys the field of law enforcement, including the role of police officers in society, the history of law enforcement and the organization of law enforcement agencies.

CJ 124 HIGHWAY TRAFFIC ADMINISTRATION 3(3-0)

Normally Offered: SP

Covers the theories of traffic enforcement and effective traffic control procedures, social, economic and political impacts, survey of present and future needs, Michigan Vehicle Code, and Accident Investigation.

CJ 126 INTRODUCTION TO PRIVATE SECURITY 3(3-0)

Normally Offered: SP

Provides basic information to serve as an overview of the entire field of private security. Course covers the development, philosophy and responsibility of the security function from its earliest conception to modern times.

CJ 211 ETHICS IN CRIMINAL JUSTICE 3(3-0)

Normally Offered: SP

Introduces students and practitioners to the fundamentals of ethical theory, doctrines and controversies, and rules of moral judgment. Covers ways and means of making moral judgment. Addresses the state of ethics in police, corrections, probation and parole.

CJ 220 JUVENILE DELINQUENCY 3(3-0)

Normally Offered: F

Analyzes the causes and control of crime, including juvenile delinquency, statistics of crime, problems of juvenile offenders, juvenile court procedures and the work of youth agencies.

CJ 221 CRIMINAL LAW 3(3-0)

Normally Offered: F

Consists of the study of the origin, nature, and purpose of substantive law with particular emphasis on the basic elements of the crimes, both statutory and common law. Criminal law topics covered are: Crime defined, sources of, legal limits, elements of, scope, defenses, crimes against people, habitation and property; offenses against government and justice.

CJ 222 CRIMINAL PROCEDURE 3(3-0)

Normally Offered: SP

A basic survey of criminal procedure and constitutional rights as they apply to the criminal process from apprehension through the appellate process. Topics covered: Arrest, search and seizure, self-incrimination, pre-trial proceedings, trial, punishment, appeal, juvenile offenders, prisoner's rights, double jeopardy, confessions.

Prerequisite: Consent of instructor or CJ 221.

CJ 223 POLICE ADMINISTRATION 3(3-0)

Normally Offered: SP

Deals with staff functions, management, budgeting, training, public relations, record keeping and other areas of the administration of a law enforcement agency.

CJ 224 POLICE OPERATIONS 3(3-0)

Normally Offered: F

Deals with line functions: patrol operations, investigative divisions, traffic divisions, non-crime functions and basic organization of modern law enforcement agencies.

CJ 225 INTERVIEW AND INTERROGATION 3(3-0)

Normally Offered: SP

Covers techniques and methods of obtaining information from victims, witnesses and suspects. It also deals with the laws and court precedents relative to confessions and statements and their admissibility in court.

CJ 227 DEFENSE TACTICS 2(1-1)

Normally Offered: SP

Presents methods and techniques of self-defense, disarmament and the use of the baton; fundamentals of personal defense systems as they apply to police work.

Prerequisite: Participants with physical restrictions or other medical health problems must have a written permission statement from their physician prior to active participation in this course.

CJ 229 CRIMINAL INVESTIGATION 4(3-1)

Normally Offered: F

Introduces criminal investigation procedures, including conduct at crime scenes, collecting evidence, methods used in police laboratories and presentation of evidence in court.

CJ 230 FIELD SERVICE PRACTICUM 3(3-0)

Normally Offered: SP

Presents structured practical training with the student obtaining experiences which fit particular interests in law enforcement. Experiences are on campus or at local law enforcement agencies.

Prerequisites: CJ 121, and all students must be at least 18 years of age and have completed the Hepatitis B shot series.

CJ 231 INTRODUCTION TO CORRECTIONS 3(3-0)

Normally Offered: F

Covers the history and development of penology, treatment of convicted law violators of all ages, appraisal of correctional treatment on post correctional behavior and an evaluation of rehabilitative efforts in modern penology.

CJ 233 POLICE-COMMUNITY RELATIONS 3(3-0)

Normally Offered: SP

Surveys the relationships between policing agencies and the communities which they serve. The emphasis is placed on communications and orientation toward common goals, with an examination of current problems in community tensions and conflict involving the police.

CJ 234 MULTICULTURAL LAW ENFORCEMENT 3(3-0)

Normally Offered: F, SP

Multicultural Law Enforcement will provide practical guidelines on how the police can work with cultural groups in the community. This course will examine the historical context of police relationships and identify the key issues that must be addressed. This course will focus on the cross-cultural contact that police officers have with citizens, victims, and suspects from diverse backgrounds. Multicultural Law Enforcement will stress the need for awareness, understanding of cultural differences, and respect toward those of different backgrounds.

CJ 235 CLIENT RELATIONS IN CORRECTIONS 3(3-0)

Normally Offered: SP

This course will examine the dynamics of human interaction within correctional facilities. Human relations in general will be presented to establish a basis for more specific examination of the unique and complex situation found in corrections. The meaning and impact of culture will be explored, as well as the causes and influence of prejudice on clients and corrections staff. Considerable discussion time will focus on values, ethics, and professional responsiveness.

**CJ 236 CORRECTIONAL CLIENT GROWTH AND
DEVELOPMENT 3(3- 0)**

Normally Offered: F

The purpose of this course is to give the student an understanding of and sensitivity to the motivations and behaviors of correctional clients. The course begins by reviewing general factors believed to be influential in human development, then analyzes specific problems of prisoners. The course examines prevention theories, as well as intervention and treatment strategies.

**CJ 237 CORRECTIONAL INSTITUTIONS AND
FACILITIES 3(3-0)**

Normally Offered: SP

Provides the student with a concentrated overview of correctional institutions and facilities. Designed primarily for students intending to pursue a career in the criminal justice system or for those already employed within the system, this course has relevance to other students pursuing a social sciences orientation. The course explores federal, state, county, and local facilities, including maximum, close, medium, and minimum custody facilities. It addresses community facilities, co-educational facilities, and the safety and security requirements and considerations related to each. Constitutional and managerial issues are stressed. The course includes historical developments and philosophy.

CJ 238 LEGAL ISSUES IN CORRECTIONS 3(3-0)

Normally Offered: F

This course studies state and federal law related to corrections. Particular emphasis is placed on constitutional issues and remedies for violations of rights. Students will gain insights into a wide range of policy considerations behind corrections law and administrative procedures. Leading cases and court decisions will be discussed at length and their impact on corrections explored.

DIRECTED STUDIES

251 DIRECTED STUDIES MAXIMUM 5

Aids advanced students or those who have exhausted regular offerings in their area of interest. The average student pursuing an associate degree will not find time for this type of credit. The concept does not apply to remedial work since that activity is provided by programs in The Learning Center. A directed study must be planned in advance of registration and cannot be used at the end of a semester to fill requirements. Careful attention must be given to the description of the work proposed because this constitutes the record of a course outline which is filed with the instructor, the Dean and the Campus Services Office. The student is responsible for securing proper forms and following written procedures to secure faculty cooperation.

ECONOMICS

ECN 225 MONEY AND BANKING 3(3-0)

Normally Offered: On Demand

Presents basic economic principles as they relate to banking. It provides the essential understanding necessary to further banking study. Course highlights are the economy, the Federal Reserve system, business of banking, monetary policy, financial markets, fiscal policy and trends in banking.

ECN 231 ECONOMICS (MICRO) 3(3-0)

Normally Offered: F

Covers development of the general economizing problem of satisfying unlimited wants with limited resources. Describes the behavior of households, firms, and governments interacting in markets for inputs and outputs to set prices and allocate resources. Considers cases of market failure.

ECN 232 ECONOMICS (MACRO) 3(3-0)

Normally Offered: SP

Builds on microeconomic fundamentals of ECN 231, describing macroeconomic issues of aggregate output and price stability. Money markets are developed. Macroeconomic models and stabilization policies are developed. Growth, international economics, and comparative systems are discussed.

Prerequisite: ECN 231.

EDUCATION

EDU 121 INTRODUCTION TO EDUCATION 3(3-0)

Normally Offered: F, SP, SUM

Investigates elementary, secondary and specialized areas of education. Seminars deal with current issues in education, explanation of school procedures and discussion of basic methodology. Field experience is designed for actual participation and observation in the public school system.

ENGINEERING

EGR 090 DRAFTING FUNDAMENTALS 1(1-0)

Normally Offered: SUM, F

A basic course in the use of traditional drafting tools such as T-square, scales, triangles, compasses, irregular curves, etc., for people who never had a drafting course and plan to enroll in a one hundred level drafting course.

EGR 122 INTRODUCTION TO ENGINEERING 1(1-0)

Normally Offered: F

Introduces the student to the profession of engineering. Topics include engineering colleges and curricula, scholarships and other financial aid, engineering work-study (co-op) programs, work opportunities, salaries, professional responsibilities and engineering registration. Field trips to Alpena area industries that employ engineers acquaint the student with practical applications of engineering.

EGR 123 ENGINEERING DRAWING 2(1-3)

Normally Offered: F

Includes principles of projection, orthographic practices in making working drawings, conventional representation, and correct drafting practices. Both CAD and traditional tools are used in this course.

Prerequisite: High school drafting courses.

EGR 124 ENGINEERING DRAWING DESCRIPTIVE GEOMETRY 2(1-3)

Normally Offered: SP

Covers points, lines, and planes in space. The use of graphics as a tool for solving engineering problems is also explored. Both CAD and traditional tools are used in this course.

Prerequisite: EGR 123.

EGR 221 STATICS 3(3-0)

Normally Offered: SP

Covers the fundamental principles of mechanics with engineering applications. Topics include forces, moments, machines, structures, friction, hydrostatics and virtual work.

Prerequisites: PHY 221, MTH 231 (may be taken concurrently).

ENGLISH

ENG 102 BASIC ENGLISH 3.5(3-1)

Normally Offered: F, SP

Provides remedial instruction for college freshmen who have demonstrated limited ability in communication skills. Students first learn paragraph development and then expand their writing to longer essay-length writings. Classroom practice and laboratory instruction focus on writing skills to improve students' appropriate use of Standard English in their writing. This course prepares students for entry into the traditional freshman level composition sequence.

ENG 111 ENGLISH 3(3-0)

Normally Offered: F, SP, SUM

Provides basic instruction for the college freshman in communication skills. Reading skills are developed through the analysis of essays. Writing skills are developed through a study of expository writing, language usage, structure, and mechanics.

Prerequisite: Average competence in reading and writing skills as determined by Placement Tests. (A minimum of a 12th grade reading level is required for placement in this course.)

ENG 112 ENGLISH 3(3-0)

Normally Offered: F, SP, SUM

Non-fiction and short fiction materials are used to further develop written communication skills introduced and practiced in ENG 111. Special emphasis is placed on critical thinking, critical analysis, and research leading to academic writing.

Prerequisite: Grade of 2.0 or better in ENG 111 or ENG 121.

ENG 120 APPLIED COMMUNICATIONS 3(3-0)

Normally Offered: F, SP

Coordinates education in the technical and the academic fields. The course demonstrates the application of academic concepts by relating these concepts to technical subjects. Students review the types of communication skills needed in the workplace. This course is not intended for transfer students.

Corequisite: Enrollment in one of the following programs: Automotive Service & Repair, Computer-Aided Drafting & Design, Concrete Technology, Graphic Arts, Machine Tool Technology.

ENG 121 ENGLISH 3(3-0)

Normally Offered: F

Provides instruction for the college freshman who has demonstrated above-average ability in communication skills. The instructor uses essays to teach a variety of expository writing forms.

Prerequisite: Above-average competence in grammatical and writing skills as determined by the English Department.

ENG 122 ENGLISH 3(3-0)

Normally Offered: SP

Non-fiction and short fiction materials are used to develop further the written communication skills introduced and practiced in ENG 121. Special emphasis is placed on critical thinking, critical analysis and research leading to academic writing.

Prerequisite: Grade of 2.0 or better in ENG 111 or ENG 121.

ENG 123 TECHNICAL COMMUNICATION 3(3-0)

Normally Offered: F, SP

Develops practical written communication skills for the workplace. Students design and prepare a variety of conventional technical and business documents, including business letters, memoranda, job application materials, short reports, empirical and comparative studies, instructional manuals and proposals. Topics include purpose and audience analysis, text production, page layout and document design.

Prerequisite: ENG 111 or ENG 120 or ENG 121 or consent of instructor.

ENG 125 INTRODUCTION TO JOURNALISM 3(3-0)

Normally Offered: F

Familiarizes the prospective journalist with the essential skills of the profession. Provides the analysis of how to secure general and specific types of interviews, how to report quoted material, how to write news leads and structure news stories, and how to apply the ethics of journalism. Covers the basic analysis of the nature of news, the factors which determine the newsworthiness of an event, the methods used to stimulate reader interest and the writing style used in straight news, features and editorials. Uses the college newspaper as a means of applying these methods and skills.

ENG 126 INTRODUCTION TO JOURNALISM 3(3-0)

Normally Offered: SP

Reviews the basic newswriting types and styles. Familiarizes the prospective journalist with the editorial skills of the profession, which involve page make up, lay out, paste up, headlining, news editing and copy reading. Uses the college newspaper as a means of applying these skills.

Prerequisite: ENG 125 or one semester of ENG 111/121 or permission of the instructor.

ENG 203 INTRODUCTION TO MYTHOLOGY 3(3-0)

Normally Offered: On Demand

Studies myths from several cultures. They are examined from the perspective of their common themes and capacity to be transformed through time while maintaining their universal motifs. Attention is also focused on the functions of mythology, including a primary one of providing guidance for the individual through important passages of life. Several works of literature are examined to demonstrate the mythic process at work and the fundamental part that myth plays in literary expression.

Prerequisite: Sophomore standing or permission of instructor.

ENG 204 INTRODUCTION TO LITERATURE 3(3-0)

Normally Offered: F

Introduces students to three basic forms of imaginative literature: short fiction, poetry, and drama. Instructs students in the skills to appreciate, enjoy, and critically analyze such literary texts. Components of the course include themes, formal elements, and critical approaches.

Prerequisite: ENG 111 or 121 and sophomore standing, or permission of instructor.

ENG 221 BRITISH LITERATURE I 3(3-0)

Normally Offered: On Demand

Helps the student read literature with understanding and appreciation. The course consists of the study of representative English fiction, poetry and drama.

Prerequisite: ENG 112 English or ENG 122 English.

ENG 222 BRITISH LITERATURE II 3(3-0)

Normally Offered: On Demand

Continues ENG 221 British Literature I.

Prerequisite: ENG 112 English or ENG 122 English.

ENG 223 AMERICAN LITERATURE I 3(3-0)

Normally Offered: On Demand

This is the first semester of a two-semester survey of American literature, beginning with readings from the colonial conquest period, covering the Puritan writings of the 17th century, the Deist and Rationalistic writings of the American Revolution, early Romanticism, and ending with works of the abolitionists and Transcendentalists at approximately the time of the Civil War. Readings will consist of classic American works, as well as those of lesser known writers, and will sample several genres to provide variety and a broader insight into American thought.

Prerequisite: ENG 111 or ENG 121 and ENG 112 or ENG 122.

ENG 224 AMERICAN LITERATURE II 3(3-0)

Normally Offered: On Demand

This second semester of a two-semester survey of American literature, begins approximately at the time of the Civil War and leads into a study of contemporary literature. Emphasis will be placed on the historical development of American thought and literature, with an effort to include culturally diverse writings that may have been previously excluded from the literary American literature. The course will also sample various genres and diverse regions of the country, as well as represent different schools of writing, such as Naturalism, Realism and Modernism.

Prerequisite: ENG 111 or ENG 121 and ENG 112 or ENG 122.

ENG 228 ADVANCED COMPOSITION 3(3-0)

Normally Offered: F

Explores writing as a source of knowledge production. Includes the study of linguistics, rhetoric and the elements of nonfiction. Deals with the ways our use of language affects our perceptions of the world. Particularly recommended for students planning to transfer to bachelor's degree programs.

Prerequisite: ENG 112 or ENG 122.

ENG 229 CREATIVE WRITING 3(3-0)

Normally Offered: On Demand

Develops skills in writing one or more of the following forms: the short story, the play, the poem and the essay. The students meet individually with the instructor for criticism of their manuscripts. The class meets regularly to discuss common problems and successes.

Prerequisite: Grade of 2.0 or better in ENG 111 or 121.

ENG 242 CHILDREN'S LITERATURE 3(3-0)

Normally Offered: SP

Provides the second semester freshman and sophomore student with a general understanding of the development and uses of children's literature from its beginning to the present. Methods of analysis of both fiction and non-fiction prose as well as poetry are emphasized.

Prerequisite: Grade of 2.0 or better in ENG 111 or ENG 121

ENG 243 THE SHORT STORY 3(3-0)

Normally Offered: SP

Presents an intensive study of the short story as a literary form. In addition to its primary focus on formal elements, the course considers historical context/development, author biography and critical theory. Readings are drawn from a variety of international as well as American literary sources.

Prerequisite: ENG 111 or ENG 121 and sophomore standing, or permission of instructor.

ENG 244 THE NOVEL 3(3-0)

Normally Offered: On Demand

Presents an intensive study of the novel as a literary genre. Concentration on how the formal elements of the novel (such as narrative technique, point of view, tone, plot, character development, style and the structure of time and place) define the theme the novelist is presenting. The readings for the course are selected from representative novels. Some written work is a partial requirement for the course.

ENG 253 NEWS REPORTING 3(3-0)

Normally Offered: On Demand

Provides training in advanced news reporting: how to find and follow leads; planning interviews; how to appeal to the five senses when writing observations; arranging the structure of a news story; and editing articles. The course will also covers the impact of the media on culture, examining selected readings, and using the Internet to link with student journalists from other community colleges.

Prerequisite: ENG 126 or instructor's permission.

ENG 254 NEWS WRITING 3(3-0)

Normally Offered: On Demand

Provides training in specialized news writing: writing about news of the neighborhood; writing about accidents, fires, crimes, natural disasters, etc.; writing for specialized pages; revising for deadlines; and avoiding errors involved with libel.

Prerequisite: ENG 253 or instructor's permission.

GEOGRAPHY

GEO 125 GEOGRAPHY 3(3-0)

Normally Offered: F

Analysis of characteristics and significance of world land form, climate, soils, vegetations, mineral and water resources, as well as tectonic and glaciation forces.

GEO 126 CULTURAL GEOGRAPHY 3(3-0)

Normally Offered: SP

Introduction to the theme of human alterations of the natural scene and creation of cultural landscapes from ancient times to the present.

GERMAN

GER 123 GERMAN 4(4-0)

Normally Offered: F

An introductory course for anyone interested in developing basic speaking, reading, listening and writing skills in the German language. No previous experience with German is required.

GER 124 GERMAN 4(4-0)

Normally Offered: SP

A second semester level course for anyone interested in developing and improving their basic speaking, reading, listening and writing skills in the German language.

Prerequisite: GER 123 or other previous experience with German is required

GRAPHIC ARTS

GRA 111 PHOTOGRAPHY 3(3-0)

Normally Offered: F, SP

Covers basic principles of black and white photography and a wide range of photographic experiences. Designed for the amateur photographer. Student supplies own camera equipment.

GRA 112 PHOTOGRAPHY 3(3-0)

Normally Offered: F

Continues the basic photography course. This course further acquaints the student with the photographic process. The photographic media is studied with emphasis on the artistic qualities of the image for adaptation of the individual's use in home or industry.

Prerequisite: GRA 111 or consent of instructor.

GRA 114 PHOTOGRAPHY WORKSHOP 2(1-2)

Normally Offered: On Demand

Offers the participant the opportunity to work with a professional photographic and graphic artist to improve his/her skills and explore new directions in the medium of photography.

Prerequisites: GRA 111 and GRA 112.

GRA 125 GRAPHIC DESIGN I 3(2-2)

Normally Offered: F

Introduces students to the various graphic design processes: offset, screen printing, intaglio, papermaking and bindery. Presents the technical know-how of the craft while providing the students with aesthetic challenges of the medium and design.

GRA 126 GRAPHIC DESIGN II 3(2-2)

Normally Offered: SP

Continues Graphic Design I with closer regard to aesthetic quality and emphasis on offset platemaking and the complete offset printing process.

Prerequisite: GRA 125 or instructor's permission

GRA 221 GRAPHIC DESIGN III 3(2-2)

Normally Offered: F

Continues Graphic Design II.

Prerequisite: GRA 126 or instructor's permission

GRA 251 GRAPHIC DESIGN IV 3(2-2)

Normally Offered: SP

Emphasizes developing self-direction. Student will extend aesthetically and technically without sacrificing the definition of the graphic design process. Student will continue development of the creative idea, exploration of content and the medium and may work with conventional and unconventional materials.

Prerequisite: GRA 221

HEALTH

HEA 107 HEALTH CARE ASSISTANT 5(3-6)

Normally Offered: SP & SUM

Develops the basic skills and knowledge required to provide human services to individuals in a home or institutional setting. Topics include nurse aide training, nutrition, child care, gerontology, mental retardation, activity planning, CPR, safety, medications, problem solving, and home management.

HEA 222 MEDICAL ASSISTANT CLINICAL PRACTICE 4(0-12)

Normally Offered: SP

Provides a practical educational/work experience in a selected physician's office or health care facility. The student is supervised and evaluated by qualified/licensed medical personnel. The student applies knowledge in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers in the health care field.

Prerequisite: HEA 223, HEA 224.

HEA 223 MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS 3(3-0)

Normally Offered: F

Teaches the student about techniques of medication administration and the laws that specify the conditions under which medical assistants may actually administer drugs. Restricted to Medical Assistant students.

Prerequisite: All first year course work for Medical Assistant Program.

Corequisite: HEA 224

HEA 224 MEDICAL ASSISTANT CLINICAL LAB 7(6-3)

Normally Offered: SP

Equips students with skills for the medical assistant to prepare patients and to assist the physician with routine physical exam in the office or clinic. Emphasizes patient preparation, accuracy in test performance and safety in the laboratory according to current guidelines. Includes theory and procedures for microbiology, urinalipis, electrocardiography and hematology.

Prerequisite: All first year course work for Medical Assistant Program.

Corequisite: HEA 223

HISTORY

HST 121 HISTORY OF WESTERN CIVILIZATION 3(3-0)

Normally Offered: F, SP, SUM

Studies the emergence of Europe from the Ancient World through the Dark Ages and Feudalism into the modern state system. Also studies the rise of modern capitalism and the impact of the new emerging social structure upon intellectual and religious life.

HST 122 HISTORY OF WESTERN CIVILIZATION 3(3-0)

Normally Offered: F, SP

Studies the revolutionary destruction of the old regimes, the establishment of liberal parliamentary democracies and the rise of the totalitarian movements in the present era of global conflict.

HST 221 UNITED STATES HISTORY 3(3-0)

Normally Offered: F, SP

Surveys the history of the United States from the period of colonization to reconstruction. Topics include European background, colonial development, inauguration, of self-government, constitutional government, the western movement, sectionalism and the Civil War.

HST 222 UNITED STATES HISTORY 3(3-0)

Normally Offered: SP

Surveys history of the United States from reconstruction to the present. A continuation of History 221. Topics studied include reconstruction, industrialization, the far west, intellectual and cultural trends, foreign relations, economic conditions and the emergence of the United States as a world power.

HST 224 HISTORY OF MICHIGAN 3(3-0)

Normally Offered: On Demand

Presents significant phases of the history of Michigan and its relation to general American history. Political and constitutional changes as well as institutional and cultural developments are discussed. Special emphasis is given to the modern period.

HST 225 TWENTIETH CENTURY U.S. HISTORY 3(3-0)

Normally Offered: On Demand

Aims to increase the student's factual and structural knowledge of the United States since 1900. The major movements and developments of the decades since that date are studied in both broad outline and in detail to allow the student to draw significant conclusions about the recent past, the present, and the possibilities of the future.

HST 227 CONTEMPORARY AMERICAN PROBLEMS 3(3-0)

Normally Offered: On Demand

Studies the major problems, domestic and foreign, which are currently facing America. Ideological, economic and social factors are stressed. Considerable emphasis is placed on relating these to the student's own environment.

HST 228 THE CIVIL WAR 3(3-0)

Normally Offered: F

Introduces the causes of the war between the North and the South. Emphasizes the shifting tide of battle during that period, as well as the subsequent impact of the war on American culture.

HUMANITIES

HUM 114 INTRODUCTION TO NEW TESTAMENT LITERATURE 3(3-0)

Normally Offered: On Demand

Introduces, surveys, and analyzes the literature of the New Testament; with specific attention to the political and cultural backgrounds; its literary styles, components and subject matter; formation of the New Testament canon; interpretation of contents and appreciation of its cultural contribution.

HUM 241 HUMANITIES 4(4-0)

Normally Offered: F, SP

Introduces student to the terminology, ideas, concepts and attitudes that are needed to be able to appreciate, describe, interpret and evaluate humanities and art-related artifacts. Special emphasis is placed on the interrelationships among the visual and performing arts, as well as between these arts and other humanities, including literature, history, philosophy and religion.

HUM 242 HUMANITIES 4(4-0)

Normally Offered: SP

Continues HUM 241.

Prerequisite: HUM 241 or permission of instructor

HUMAN SERVICES

HSP 101A INTRODUCTION TO HUMAN SERVICES 3(3-0)

Normally Offered: F

Introduces the principles and concepts of a human services career. Students will develop and understanding of what human service workers do, such as family intervention for domestic abuse, prevention and early intervention programs for children under three, and care of the geriatric client. Barriers that keep people from using human services are discussed, and how human services work has changed over the years is addressed.

Corequisite: HSP 101B

HSP 101B OBSERVATIONS IN HUMAN SERVICES AGENCIES 1(0-2)

Normally Offered: F

Introduces the practice and application of strategies learned in HSP 101A. Students will observe how human service workers apply the strategies in human services settings such as Shelter, Inc., preschool programs, behavioral health services and the Caring Place.

Corequisite: HSP 101A

HSP 102A PLANNING FOR COMMUNITY LIVING - THEORY 3(3-0)

Normally Offered: F of odd-numbered years.

Builds on what was studied in HSP 101. Helps students to assist in the development of life plans, including vocational, recreational and community contributions. Includes a comprehensive examination of the service system, community resources, individualized program planning and the role of team building and support coordination.

Corequisite: HSP 102B

HSP 102B PLANNING FOR COMMUNITY LIVING — PRACTICE 1(0-2)

Normally Offered: F of odd-numbered years.

Allows the student to apply the principles of person/student centered planning and utilize observational skills in the clinical settings of employment, residential, educational and recreational areas.

Corequisite: HSP 102A

HSP 105A SKILL TRAINING AND SUPPORT - THEORY 3(3-0)

Normally Offered: SP of even numbered years.

This course is practice in nature, emphasizing skills, methods and techniques that promote independence and integration into the community when working with persons in human services. Students learn how to teach and support persons in vocational, recreational and community settings.

Corequisite: HSP 105B

HSP 105B SKILL TRAINING AND SUPPORT - PRACTICE 1(0-2)

Normally Offered: SP of even numbered years.

Students practice teaching and support techniques for persons with disabilities in vocational, recreational and community settings.

Corequisite: HSP 105A.

HSP 200A FIELD WORK IN HUMAN SERVICES - THEORY 2(2-0)

Normally Offered: F

Begins with an overview of career options for paraprofessionals in the field of disabilities. Areas of specialization include residential, vocational, educational, early childhood and general studies. Through classroom activities and site visits, students become familiar with the job activities associated with each employment option. Content for the individual focus areas consists of a review of concepts studied in other required courses, new content, and the application of concepts learned.

Prerequisite: Successful completion of all HSP 100 level courses

Corequisite: HSP 200B.

HSP 200B FIELD WORK IN HUM. SERV. — PRACTICE 2(0-4)

Normally Offered: F

Provides student with time devoted to working and learning at a field placement site. Students select one area of focus for the field placement.

Prerequisite: Successful completion of all HSP 100 level courses

Corequisite: HSP 200A.

HSP 210A CULTURAL AWARENESS & PRACTICE IN HUMAN SERVICES 2(2-0)

Normally Offered: SP of odd-numbered years.

Examines issues pertinent to all areas of paraprofessional employment, to assignments and to guest visits. Students hear and speak with professionals who have graduate level degrees and are working in the field of human services. Group discussions cover assigned topics and topics of interest to students. A part of each class session will also be devoted to discussion and problem solving in relation to field work issues.

Corequisite: HSP 210B.

HSP 210B ADVANCED FIELD WORK IN HUMAN SERVICES — PRACTICE 2(0-4)

Normally Offered: SP of odd-numbered years.

This course is advanced field work for paraprofessionals working toward an Associate in Applied Science Degree. It is designed to be highly individualized. Students select a service area of concentration from (1) educational services; (2) residential services; (3) vocational services; (4) recreational services or (5) general services. Prior to beginning field placement, each student reviews with a field placement coordinator the competencies to be achieved in the student's area of concentration. Competencies within which the student is not proficient will be identified. During field work experiences, students have assignments and activities targeted at achieving the specific competencies for their selected areas.

Corequisite: HSP 210A.

INDUSTRIAL

IND 225 STRENGTH OF MATERIALS 4(3-1)

Normally Offered: F

A practical approach to stress, strain, shear, torsion, and moments found in mechanical designs. Bolted, riveted, and welded joints, shafts, beams, columns, and trusses will be studied. Shear and moment diagrams will be used to analyze beams. Truss problems will be graphically solved.

Prerequisite: MTH 102.

IND 227 PRINCIPLES OF FLUID POWER 1.5(1-1)

Normally Offered: F

Covers basic hydraulic and pneumatic principles and components of fluid power systems, as well as the primary laws and formulas used in simple fluid power calculations. Topics include pumps, control valves and fluids.

Prerequisite: MTH 115.

IND 231 PROJECT LAB 1(0-1)

Normally Offered: F

Requires writing a research paper, usually in conjunction with designing and producing a product which involves the use of various manufacturing processes. The course is taken during the entire sophomore year with hours to be arranged with the instructor. Each student is assigned an instructor in the field of his/her technical standing.

Prerequisite: Sophomore standing.

IND 232 PROJECT LAB 2(0-2)

Normally Offered: SP

Continues IND 231, Project Lab

Prerequisite: IND 231.

INTERNSHIPS

INT 290 INTERNSHIP 1-4

Normally Offered: F, SP, SUM

An internship is a method of earning college credit for knowledge gained in a supervised job situation. It is an actual work experience for students who want to explore career or interest areas. Students experience interviews, professional guidance, individual counseling, on-the-job training, report writing and evaluations. Internships are arranged at the place of work by the ACC Internship Coordinator, the work supervisor, and a supervising ACC faculty member. Internships can be developed in all liberal arts and occupational areas for one to four hours of elective credit. A maximum of four elective credit hours will count toward an Associate Degree. Internship credits may or may not transfer, depending on the four-year institution.

An internship must be planned in advance of registration and cannot be used at the end of a semester to fill requirements. Careful attention must be given to the description of the work proposed because this constitutes the record of a course outline which is filed with instructor, dean and Campus Services Office. Before registering, the student is responsible for working with staff and following proper procedures in developing the individualized program.

Anthropology	Drafting & Design	Graphic Arts	Network Admin.
Art/Art Education	Computer Info. Systems	Health Occupations	Physical Education
Automotive	Concrete Technology	History	Physics
Biological Science	Construction	Home Economics	Political Science
Botany	Technology	Humanities/Fine Arts	Psychology
Broadcasting — TV,	Criminal Justice	Industrial Technology	Sociology
Radio	Data Processing	Journalism	Pre-Dental
Business	Economics	Law Enforcement	Pre-Pharmacy
Business Info. Systems	Education	Legal Research	Pre-Veterinary
Botany	Electronics/	Library Science	Social Sciences
Business	Engineering	Mathematics	Theatre
Chemistry	English	Medical Assistant	Utility Technician
Computer-Aided	Geography	Music	

LATIN

LTN 125 BASIC LATIN I 4(4-0)

Normally Offered:

First in a two-semester sequence, this course introduces the most fundamental aspects of the Latin language: its pronunciation system, its inflectional systems, beginning syntax and vocabulary. Although students learn how to speak simple Latin, the focus is on learning how to read. Reading selections are devoted primarily to interesting aspects about Roman mythology, philosophy, legend, history and culture. In the process, students increase their knowledge, understanding and appreciation of English grammar and vocabulary.

LTN 126 BASIC LATIN II 4(4-0)

Normally Offered:

Second of a two-semester sequence, this course introduces the remaining elementary Latin forms and syntax and continues to improve language skills in both Latin and English. The Latin readings include thought-provoking selections of poetry and prose written by various authors — ancient, medieval, renaissance and modern.

Prerequisite: LTN 125 or instructor's permission

LAW

LAW 125 INTRODUCTION TO LEGAL PRINCIPLES AND COURT SYSTEMS 3(3-0)

Normally Offered: F

Introduces the American legal system, including the philosophy of law and the principles on which legal rules are based. Shows the origin and development of law, types of law and how they function in society. Examines lawmaking institutions and their evolution in the U.S. with a focus on Michigan courts. Covers the different kinds of substantive law and how one goes about using the law. Emphasis on recognition of legal issues and terminology.

LAW 239 FAMILY LAW 4(4-0)

Normally Offered:

Studies areas of family law including marriage contracts, divorce, separation, child custody and support, adoption, child abuse and neglect, guardianship and conservatorship.

Prerequisite: LAW 125

LAW 240 LEGAL RESEARCH AND WRITING I 3(3-0)

Normally Offered: F

Introduces legal research, including use of a law library. Students complete research assignments utilizing publications from law library; learn to analyze court opinions and apply them; and write summaries of court opinions, legal memoranda, briefs, appellate briefs and other legal documents. Includes basic legal reasoning and writing skills for organized problem-solving and sets for the scope of language in the law office.

Prerequisite: ENG 112 or ENG 122, CIS 152, LAW 125

LAW 241 LEGAL RESEARCH AND WRITING II 3(3-0)

Normally Offered: SP

Reviews principles of legal research, analysis and writing. Introduces computer-assisted research. Students will draft legal memoranda, opinion letters and an appellate brief based on extensive research assignments.

Prerequisite: LAW 125, LAW 240

LAW 242 PROBATE LAW, WILLS, TRUSTS AND ESTATES 3(3-0)**Normally Offered:** SP

Studies probate law, including wills, estates, estate planning and trusts. Emphasis on document preparation.

Prerequisite: LAW 125 or instructor's permission

LAW 243 LEGAL ASSISTANT PROFESSION AND ETHICS 3(3-0)**Normally Offered:** SP

In-depth study of Michigan Rules of Professional Conduct and the code of judicial conduct and their application to attorneys, legal assistants and judges. Particular focus on confidentiality, conflict of interest, legal advertising, competency considerations, legal malpractice and the unauthorized practice of law.

Prerequisite: LAW 125

LAW 244 CIVIL PROCEDURE 4(4-0)**Normally Offered:** F

Provides understanding of civil law procedures with a review of the preparation of basic pleadings, including summons, complaint, answer, counter-complaint, motions, interrogatories and depositions, preparation for trial, court orders and appeals. Methods may be drawn from practical situations in wills, trusts, family law, property law and personal injury.

Prerequisite: LAW 125 or instructor's permission

THE LEARNING CENTER

LSC 010 DIRECTED STUDY VARIABLE: .5 TO 3 (0-1 TO 6)**Normally Offered:** F, SP, SUM

Individually diagnosed and planned instructional course designed to help students improve basic skills in reading, writing, math and study skills. The course is self-paced and is taught on a "by arrangement" basis through The Learning Center (TLC).

Prerequisite: Permission from TLC staff.

LSC 100 WORKSHOP IN COLLEGE SURVIVAL SKILLS 1(1-0)**Normally Offered:** F, SP, SUM

Consists of a 4-day/4 hours per evening intensive workshop to provide an introduction to academic expectations involved in attending college. Topics include listening, note-taking, time management, and test-taking skills, improving memory and concentration, building vocabulary, stress management, college level reading, introduction to the library, and career planning and placement.

LSC 100A STEP INTO COLLEGE WORKSHOP .5(.5-0)**Normally Offered:** F, SP, SUM

An eight-hour workshop designed as a "pre-freshman" orientation to the college experience. Covers the ins and outs of registration and college resources as well as the "basic" study skills of textbook reading, note-taking and test-taking.

LSC 110 BECOMING A MASTER STUDENT 2(2-0)**Normally Offered:** F, SP, SUM

A student success course covering academic skills, life management skills, and an introduction to resources of the school and community. Topics may include goal-setting, college-level reading, time management, memory, note-taking, test-taking, stress reduction, critical thinking, creativity, library skills, communication, assertiveness, wellness, relationships, learning styles, community resources, campus history, institutional policies, organizational skills, and career planning.

MANUFACTURING TECHNOLOGY

MFG 100 MACHINERY'S HANDBOOK 3(2-2)

Normally Offered: SP

Introduces the general types of information found in the handbook; procedures involved in locating the answer to a specific question; methods of interpreting data in table form; and usefulness of the book in the solution of actual shop problems. Sampling plans using statistical process control (SPC) will be included.

MFG 101 METAL CUTTING I 4(2-4)

Normally Offered: F

Students will receive instructions on shop safety, measuring instruments, layout, and bench work. They will also receive instructions on lathes, milling machines, drill presses, pedestal grinders and saws.

MFG 102 METAL CUTTING II 6(3-7)

Normally Offered: SP

Continuation of Metal Cutting I with more specialization in the same machine tool areas. Includes: gear cutting, thread cutting, taper turning, boring and methods of inspection.

Prerequisite: MFG 101.

MFG 120 APPLIED MANUFACTURING PRINT READING I 3(2-2)

Normally Offered: F

Emphasizes interpreting lines and view positions, fundamentals of orthographic projection, and dimensioning of prints. Also, metric/English conversion and free-hand sketching will be introduced.

MFG 122 MANUFACTURING PROCESSES 3(3-0)

Normally Offered: F

Provides an overview of how industrial processes manipulate metal and plastic raw materials into finished parts and products. This course deals with types of metals and their basic properties, forging, casting, rolling, powder metallurgy, welding, brazing and soldering, coating and plating, sheet metal processing, heat treating, a variety of processes specific to plastics, the use of gauges and measurements and material testing.

MFG 123 FUNDAMENTALS OF GD&T 3(2-2)

Normally Offered: SP

This course introduces the basic concepts and applications of geometric dimensioning and tolerancing (GD&T) used on engineering drawings as specified in ASME M14.5Y 1994. Emphasis is placed on proper interpretation of GD&T symbols and practical methods of measuring GD&T specifications.

Prerequisite: MFG 120 Applied Machinist Print Reading I or permission of instructor.

MFG 201 INTRO TO COMPUTER NUMERICAL CONTROL 5(3-4)

Normally Offered: F

This is an introductory course for CNC machinery. Students will develop safe working habits and calculate machine speeds and feeds of milling machines and lathes. They will study the Cartesian coordinate system, absolute and incremental positioning, and datum and delta dimensioning for CNC machines. Math for CNC programming and calculation of linear and circular interpolation will be covered.

Prerequisite: MFG 101.

MFG 202 ADV. COMPUTER NUMERICAL CONTROL 6(3-7)

Normally Offered: SP

Programming with CAD/CAM will be covered. Also, cutter diameter compensation, do loops, subroutines, mirror imaging, polar rotation, and helical interpolation.

Prerequisite: MTH 112 or MTH 115 and MFG 101, MFG 201 or permission of instructor.

MFG 203 METAL CUTTING III 6(3-7)**Normally Offered:** F

This course gives emphasis on precision surface grinding, carbide machining and coordinate measurement machine (CMM) part programming. Advanced training is also given in tool and cutter grinding.

Prerequisite: MFG 102**MFG 204 COMPUTER-AIDED MANUFACTURING 3(2-2)****Normally Offered:** F

Provides the student with the basic knowledge of the CAM system components and how to manipulate various types of CAM software in the creation of CNC part programs. The student will save the program to disk and produce a hard copy off printer. The student will also produce a part drawing of products.

Prerequisite: MTH 112 or MTH 116 and MFG 101.**MFG 220 JIGS AND FIXTURE FUNDAMENTALS 4(2-4)****Normally Offered:** SP

This course is an introduction to types and functions of jigs and fixtures, including supporting and locating principles, clamping and workholding principles, and basic construction principles.

Prerequisite: MFG 203.**MATHEMATICS**

To enter a new mathematics course or continue a sequence, a grade of 2.0 or higher in any prerequisite course is recommended. Scores from ACT or ASSET tests will also be used as guides in placing new students in mathematics courses.

MTH 090 ARITHMETIC 4(4-0)**Normally Offered:** F, SP, SUM

Provides a foundation in the four basic operations on whole numbers, fractions, decimals, percentages, and applications of these processes in every day problem solving. A remedial mathematics course using an open classroom approach.

MTH 101A APPRENTICE MATH I 1(.5-.5)**Normally Offered:** On Demand

Provides the student with the basic mathematical knowledge of fractions, decimals, powers, and roots.

MTH 101B APPRENTICE MATH II 1.5(.75-.75)**Normally Offered:** On Demand

Provides the student with the basic mathematical knowledge of algebra, ratio and proportions, and solving formulas.

Prerequisite: MTH 101A.**MTH 101C APPRENTICE MATH III 1.5(.75-.75)****Normally Offered:** On Demand

Provides the student with the basic mathematical knowledge of plane geometry, geometric construction, and trigonometry.

Prerequisite: MTH 101A, MTH 101B.**MTH 102 ELEMENTARY ALGEBRA 5(5-0)****Normally Offered:** F, SP, SUM

Covers natural numbers, signed numbers, fractions, radicals, products, factors, first-degree equations in one and two variables, inequalities, graphing and quadratics. A one-semester remedial course in beginning algebra for those students who have not taken an algebra course or who have a deficiency in first year algebra.

Prerequisite: MTH 090 with a grade of 2.0 or higher, or by COMPASS placement.

MTH 110 APPLIED MACHINIST'S MATH I 3(2-2)**Normally Offered:** F

Provides the student with the basic mathematical knowledge needed for the machine trades. Fractions, decimals, algebra fundamentals, plane geometry, and geometric constructions with practical application to problems in the machine trades are emphasized. Statistical process control (SPC) will be introduced.

Prerequisite: MTH 090 or equivalent.**MTH 111 MATHEMATICS FOR ELEMENTARY TEACHERS I 3(3-0)****Normally Offered:** F, SP

Includes historical and present numeration systems, real number systems for concept of set through systems of natural numbers, whole numbers, integers and rational numbers, geometric concepts from set viewpoint, irrational numbers, operations and properties applied to mathematical sentences, square root, cube root, and metric system. A required course for elementary teachers.

Prerequisite: MTH 102 with a grade of 2.0 or better or successful completion of one year of high school algebra.**MTH 112 APPLIED MACHINIST'S MATH II 3(2-2)****Normally Offered:** SP

Continuation of MTH 110 with emphasis on use of right and oblique angle trigonometry. Compound angles (holes and surfaces), Cartesian coordinate system used with numerical control, using quadratics to solve machine problems and sample data control charts using statistical process control (SPC).

MTH 113 INTERMEDIATE ALGEBRA 4(4-0)**Normally Offered:** F, SP, SUM

Reviews the important topics considered in the first year of high school algebra or MTH 102. Further work on factoring, fractions, equations, functions and graphs, exponents and radicals, quadratics and logarithms. Does not count toward a major or minor in mathematics.

Prerequisite: A grade of 2.0 or higher in MTH 102, or by COMPASS placement.**MTH 115 APPLIED ALGEBRA & TRIGONOMETRY I 5(4-2)****Normally Offered:** F, SP

Presents the mathematical topics most frequently encountered in technical work. Application of various functions of algebra, plane geometry and trigonometry are used. Emphasis is on the numerical approach rather than the analytical.

Prerequisite: MTH 090 or satisfactory math placement score.**MTH 116 APPLIED ALGEBRA & TRIGONOMETRY II 5(4-2)****Normally Offered:** F, SP

Covers advanced algebra, geometry and trigonometry. Applications of the various topics are made to different technical areas.

Prerequisite: MTH 115.**MTH 117 MATHEMATICS FOR ELEMENTARY TEACHERS II 3(3-0)****Normally Offered:** SP

Covers algebra, coordinate geometry, functions, geometric construction, rotation and symmetry, mapping, statistics and experimentation. This course is designed for elementary education majors and use of computers in the elementary classroom will be emphasized.

Prerequisite: MTH 111 with a grade of 2.0 or higher.

**MTH 119 INTRODUCTION TO COMPUTERS —
PROGRAMMING 3(3-0)**

Normally Offered: F, SP, SUM

Studies a selection of contemporary microcomputer applications, including operating system concepts, programming concepts, word processing, database management systems and spreadsheets. Computer terminology is introduced; however, major emphasis is placed upon computer applications. Students should have some keyboarding skills.

MTH 121 COLLEGE ALGEBRA 4(4-0)

Normally Offered: F, SP

Reviews previous mathematics, stressing modern approach; less rigorous coverage of topics in MTH 123, College Algebra and Analytic Trigonometry, including topics related to business such as compound interest, installment buying and annuities, introduction to probability, matrices, linear algebra and logarithms. For non-science majors who need only one course in college mathematics. **Prerequisite:** One and a half years of high school algebra or consent of instructor.

MTH 122 PLANE TRIGONOMETRY 3(3-0)

Normally Offered: F, SP

Includes the study of trigonometric functions, identities, graphing, inverse trigonometric functions and sinusoidal functions. Exponential and trigonometric equations are solved. Oblique and right triangles are studied, as well as radian measure and complex numbers. This is a required course for students who plan to take advanced mathematics and lack a high school background in this subject. **Prerequisites:** A grade of 2.0 or higher in MTH 113 or one-and-one-half years of high school algebra with a grade of 2.0 or higher.

**MTH 123 COLLEGE ALGEBRA AND ANALYTIC
TRIGONOMETRY 4(4-0)**

Normally Offered: F, SP

Covers sets, inequalities, functions, and inverse functions, real and complex number systems, introduction to coordinate geometry, trigonometric identities and functions, trigonometric equations, elementary theory of equations, progressions, mathematical induction, determinants, matrices, permutations, combinations and the binomial theorem. Offered for students who intend to enter the analytic geometry and calculus sequence, but who do not meet the necessary prerequisites.

Prerequisites: A grade of 2.0 or higher in MTH 113 and MTH 122, or one-and-one-half years of high school algebra and one semester of high school trigonometry with a grade of 2.0 or higher.

MTH 131 ANALYTIC GEOMETRY AND CALCULUS I 5(5-0)

Normally Offered: F, SP

Covers rate of change of functions, limits, differentiation, and integration of algebraic and trigonometric functions and applications.

Prerequisite: MTH 123 or equivalent with a grade of 2.0 or higher.

MTH 132 ANALYTIC GEOMETRY AND CALCULUS II 5(5-0)

Normally Offered: F, SP

Includes transcendental functions, techniques of integration, analytic geometry, polar coordinates, parametric equations and infinite series.

Prerequisite: MTH 131 with a grade of 2.0 or higher.

MTH 221 C++ PROGRAMMING 3(2-2)**Normally Offered:** SP

This course is intended to satisfy the programming requirements for engineering and science students and is designed to teach the traditional concepts of programming such as integer, floating point, and character data types, I/O, control structures, loops, functions, and arrays using the C++ programming language. It also teaches modern, object-oriented programming techniques using classes and data abstraction.

Prerequisite: MTH 123 or permission of instructor.

MTH 223 STATISTICAL METHODS 4(4-0)**Normally Offered:** SP

Reviews elementary probability. Includes conditional probability; Bayes' Theorem; the nature of statistical methods; frequency distributions and graphs; measures of central tendency; dispersion; binomial, t-, chi-square and F- distributions; and non-parametric statistics. Computer software is used to reinforce student mathematical skills.

Prerequisite: MTH 121 or MTH 123 with a grade of 2.0 or higher, or permission of instructor.

MTH 231 ANALYTIC GEOMETRY AND CALCULUS III 5(5-0)**Normally Offered:** F, SP

Covers linear algebra, vector analysis, partial differentiation, multiple integrals, vector analysis and complex functions.

Prerequisite: MTH 132 with a grade of 2.0 or higher.

MTH 232 DIFFERENTIAL EQUATIONS 4(4-0)**Normally Offered:** SP

Required course for students majoring in engineering, mathematics, and physics. The course includes equations of order one with applications, linear equations with constant coefficients (homogeneous and nonhomogeneous), variation of parameters, inverse differential operators, systems of equations, Laplace transforms with applications, and power series solutions.

Prerequisite: MTH 231 with a grade of 2.0 or higher.

METALLURGY

MET 123 WELDING PROCESSES 4(2-4)**Normally Offered:** F

Gives the student experience in shield metal arc welding, oxyacetylene welding, arc and oxyacetylene cutting, and plasma arc cutting. Welding equipment, welding theory, electrodes, welding safety, metals, joint design, and welding symbols will be covered.

MET 124 WELDING PROCESSES 4(2-4)**Normally Offered:** SP

Gives the student experience in gas metal arc welding, gas tungsten arc welding, brazing and braze welding, soldering, and out-of-position shield metal arc welding. Welding equipment, welding theory, nonferrous metals, testing and inspection, welding design, welding blueprints, and general welding shop equipment will be studied.

Prerequisite: MET 123 or consent of instructor.

MET 200 METALLURGY/HEAT TREATMENT FUNDAMENTALS 3(2-2)**Normally Offered:** F

Provides instruction and information on the basic principles of metallurgy. Emphasizes why the strength and hardness of metal changes after being heated and cooled in certain ways.

MUSIC

MUS 110 MUSIC APPRECIATION 3(3-0)

Normally Offered: On Demand

Introduces students with varying backgrounds in music to a deeper understanding of and appreciation for the musical culture of which they are an integral part. A basic understanding of the rudimentary structural elements of music will be studied, as will the various musical instruments and musical sound sources. Course content does not require the ability to read music.

MUS 121 PIANO 2(0-2)

Normally Offered: On Demand

Gives individual instruction in the fundamentals of keyboard technique. Graded pieces comprise the repertoire that is chosen according to the student's proficiency. One-half hour lesson each week, by prior arrangement with instructor.

MUS 122 PIANO 2(0-2)

Normally Offered: On Demand

Continues instruction in the fundamentals of keyboard technique. Graded pieces comprise the repertoire that is chosen according to the student's proficiency. It is a continuation of MUS 121 and is comprised of a one-half hour lesson each week by prior arrangement with instructor.

Prerequisite: MUS 121.

MUS 125 MUSIC THEORY 4(4-0)

Normally Offered: F

Studies the elements of musical notation, ear training and part-writing techniques. A fundamental course. Theory is required of all students who expect to continue in music after leaving Alpena Community College, whether majoring or minoring in music.

MUS 126 MUSIC THEORY 4(4-0)

Normally Offered: SP

Further studies the elements of musical notation, ear training and part-writing techniques. This is a continuation of MUS 125. Both semesters of Music Theory are required for all students who expect to continue in music after leaving Alpena Community College, whether majoring or minoring in music.

Prerequisite: MUS 125.

MUS 141 COLLEGIATE SINGERS I 1(0-2)

Normally Offered: On Demand

The vocal music performing organization of the college. Affords student the opportunity to sing secular and sacred music for the choir, to perform for the college and community, to learn proper group singing techniques such as phrasing and style interpretation, and to learn about literature available for the medium.

MUS 142 COLLEGIATE SINGERS II 1(0-2)

Normally Offered: On Demand

Continues MUS 141.

Prerequisite: MUS 141

MUS 151 CONCERT BAND I 1(0-2)

Normally Offered: F, SP

This course is dedicated to the rehearsal and performance of fine literature. The ensemble will present concerts on campus and in the community.

Prerequisite: Prior experience in a band setting or instructor's permission.

- MUS 152 CONCERT BAND II** **1(0-2)**
Normally Offered: F, SP
This course is a continuation of MUS 151 and is dedicated to the rehearsal and performance of “classical” music. The ensemble will present concerts on campus and in the community.
Prerequisite: MUS 151 or instructor’s permission.
- MUS 153 CONCERT BAND III** **1(0-2)**
Normally Offered: F, SP
This course is a continuation of MUS 152 and is dedicated to the rehearsal and performance of “classical” music. The ensemble will present concerts on campus and in the community.
Prerequisite: MUS 152 or instructor’s permission.
- MUS 154 CONCERT BAND IV** **1(0-2)**
Normally Offered: F, SP
This course is a continuation of MUS 153 and is dedicated to the rehearsal and performance of “classical” music. The ensemble will present concerts on campus and in the community.
Prerequisite: MUS 153 or instructor’s permission.
- MUS 155 COLLEGIATE SINGERS III** **1(0-2)**
Normally Offered: On demand
Continues MUS 142 Collegiate Singers.
Prerequisite: MUS 142.
- MUS 157 COLLEGIATE SINGERS IV** **1(0-2)**
Normally Offered: F, SP
Continues MUS 155.
Prerequisite: MUS 155 Collegiate Singers III.
- MUS 221 PIANO** **2(0-2)**
Normally Offered: On Demand
Gives individual instruction in the fundamentals of keyboard technique. Graded pieces comprise the repertoire which is chosen according to the student’s proficiency. It is a continuation of MUS 122. It is comprised of a one-half hour lesson each week, by prior arrangement with instructor.
Prerequisite: MUS 121 and MUS 122
- MUS 222 PIANO** **2(0-2)**
Normally Offered: On Demand
Gives individual instruction in the art of piano mastery. Graded pieces comprise the repertoire that is chosen according to the student’s proficiency. It is a continuation of MUS 221. It is comprised of a one-half hour lesson each week by prior arrangement with instructor.
Prerequisite: MUS 221.
- MUS 228 MUSIC IN THE ELEMENTARY CLASSROOM** **3(3-0)**
Normally Offered: F
Acquaints the prospective elementary school teacher with music fundamentals and musical activities used in the classroom. Students receive practical experience in teaching elementary songs and using various teaching aids such as piano, rhythm instruments, and autoharp.
- MUS 241 JAZZ ENSEMBLE I** **1(0-2)**
Normally Offered: F, SP
Students rehearse instrumental music in various jazz styles, leading to performance before an audience.
- MUS 242 JAZZ ENSEMBLE II** **1(0-2)**
Normally Offered: F, SP
Students rehearse instrumental music in various jazz styles, leading to performance before an audience.
Prerequisite: MUS 241 or permission of instructor.

MUS 243 JAZZ ENSEMBLE III 1(0-2)

Normally Offered: F, SP

Students rehearse instrumental music in various jazz styles, leading to performance before an audience.

Prerequisite: MUS 241 and 242 or permission of instructor.

MUS 244 JAZZ ENSEMBLE IV 1(0-2)

Normally Offered: F, SP

Students rehearse instrumental music in various jazz styles, leading to performance before an audience.

Prerequisite: MUS 241, 242 and 243 or permission of instructor.

MUS 250 CHAMBER ENSEMBLE I 1(0-2)

Normally Offered: F, SP

Provides the student with knowledge of a broad range of chamber music, literature and composing, appreciation of the medium, an understanding of musical concepts, rehearsal, and performance before the public.

Prerequisite: Some experience necessary — playing a traditional instrument or recorder and limited audition with instructor.

MUS 252 CHAMBER ENSEMBLE II 1(0-2)

Normally Offered: F, SP

Continues MUS 250 Chamber Ensemble.

Prerequisite: MUS 250 Chamber Ensemble.

MUS 253 CHAMBER ENSEMBLE III 1(0-2)

Normally Offered: F, SP

Continues MUS 252 Chamber Ensemble II.

Prerequisite: MUS 252 Chamber Ensemble II.

MUS 254 CHAMBER ENSEMBLE IV 1(0-2)

Normally Offered: F, SP

Continues MUS 253 Chamber Ensemble III.

Prerequisite: MUS 253 Chamber Ensemble III.

NURSING

NUR 101A FUNDAMENTALS OF NURSING 3(3-0)

Normally Offered: F

Prepares the nursing student in the skills, tasks necessary for patient care delivery.

Prerequisite: Admission to Nursing Program, Level I.

NUR 101B NURSING CLINICAL PRACTICE I 3(0-12)

Normally Offered: F

Allows the student to develop skills in therapeutic communication, in developing trusting relationships with patients, in nursing intervention, and nursing tasks. The student will apply in practice what is concurrently being learned in theory in Med/Surg, pediatrics nursing, and nursing fundamentals.

Prerequisite: Admission to Nursing Program, Level I.

NUR 103 NUTRITION 3(3-0)

Normally Offered: SUM

This nine-week (three credit) course acquaints the student with basics of human nutrition throughout the life span as it affects self-care in health and illness.

Prerequisite: All Level I Nursing Courses.

Corequisite: NUR 108

NUR 105 NURSING CLINICAL PRACTICE II 5(0-20)**Normally Offered:** SP

Allows the student to integrate cognitive skills with nursing practice. The student will have the opportunity to further develop skills required for effective nursing intervention in both adult health and child health.

Prerequisite: Successful completion of first semester of Nursing Program, Level I.

NUR 108 NURSING CLINICAL PRACTICE III 3(0-12)**Normally Offered:** SUM

Offered to the practical nurse student for developing proficiency in nursing treatments, medication administration, and planning, organizing, delivering patient care.

Prerequisite: Successful completion of spring semester of Nursing Program, Level I.

NUR 121 PARENT/CHILD NURSING THEORY I 2(2-0)**Normally Offered:** F

Covers maternal and child nursing. Includes anatomy and physiology of the reproductive system, principles of health teaching during and after pregnancy, labor and the postpartum period, and characteristics and nutritional needs of the newborn.

NUR 123 MEDICAL/SURGICAL NURSING THEORY I 3(3-0)**Normally Offered:** F

Begins the study of disease and its complications. Common specific illnesses/conditions are presented by systems. Implications for the self-care ability of the person, family and society are covered.

NUR 124 PHARMACOLOGY 3(3-0)**Normally Offered:** SP

Prepares the student for administration of medications. The student studies the effect of specific medications on body systems and ways to promote therapeutic effect, and recognize and treat side effects or toxic effects.

Prerequisite: Successful completion of first semester of Nursing Program, Level I.

NUR 125 MEDICAL/SURGICAL NURSING THEORY II 3(3-0)**Normally Offered:** SP

Completes study of disease and its complication for the self-care ability of the person, family and society. Common, specific illnesses/conditions are presented by system.

Prerequisite: Successful completion of first semester of Nursing Program, Level I.

NUR 127 GERONTOLOGICAL NURSING 2(2-0)**Normally Offered:** F

Increases awareness of the special needs of the elderly. Includes theories of aging, ANA standards of GNP, physical assessment, drug use and abuse, care settings, legal and ethical considerations and careers in gerontology.

NUR 128 PHARMACOLOGY I 1.5(1.5-0)**Normally Offered:** F

Prepares the student for administration of medications. The student studies the effect of specific medication on the body systems and ways to promote therapeutic effect and recognize and treat side effects or toxic effects.

Prerequisite: Admission to Level I Nursing Program.

NUR 129 PHARMACOLOGY II 1.5(1.5-0)**Normally Offered:** SP

Completes the study of the effect of specific medications on the body systems and ways to promote therapeutic effect and recognize and treat side effects or toxic effects.

Prerequisite: Successful completion of NUR 128 Pharmacology I.

NUR 132 COMMUNITY HEALTH NURSING 2(2-0)

Normally Offered: F

This 2-credit hour course covers nursing in a community setting, focusing on social, communicable diseases, drug abuse, alcohol abuse, health conditions that impact on the community, as well as family and patient. It also addresses alcohol and drug abuse in health care professionals, specifically nurses.

Prerequisite: Admission to Nursing Program, Level I.

NUR 133 DOSAGE CALCULATIONS .5(.5-0)

Normally Offered: F

Prepares the student for accurate dose calculation, critical to enrollment in NUR 124 Pharmacology. The course is offered over a two-week period, two times during the first half of the fall semester.

Prerequisite: MTH 102 or equivalent; admission to Level I.

NUR 134 PARENT/CHILD NURSING THEORY II 3(3-0)

Normally Offered: SP

Continues NUR 121 with focus on the child. Included are health promotion/health maintenance of the various stages of children and care of the child in illness situations, with emphasis on special needs of the ill child.

Prerequisite: NUR 121.

NUR 201 NURSING ROLE TRANSITION 3(3-0)

Normally Offered: F

Facilitates transition of the student from the role of Practical Nurse to that of Registered Nurse and to begin leadership responsibilities through study of nursing practice. The course includes a study of nursing history, different levels of nursing educational programs, change theory, problem solving and approach to medical/ethical decision making and nursing skill review.

Prerequisites: Completion of Level I or LPN admitted to Level II.

NUR 202A ADVANCED MEDICAL/SURGICAL NURSING THEORY 5(5-0)

Normally Offered: SP

Helps develop skills, concepts and attitudes needed to give care to the acutely ill adult and his/her significant others. The student uses the nursing process to develop leadership management skills in providing care for the acutely ill adult and develops judgmental skills and decision-making skills as well.

Prerequisite: Successful completion of Level I.

Corequisite: NUR 202B.

NUR 202B ADVANCED MEDICAL/SURGICAL NURSING CLINICAL PRACTICE VI 4(0-16)

Normally Offered: SP

Assists the student in developing skills needed to give nursing care to the acutely ill adult and his/her significant others. The student uses the nursing process in providing care to the acutely ill adult and developing leadership and management skills.

Prerequisite: Successful completion of Level I.

Corequisite: NUR 202A.

NUR 203A ADVANCED PARENT/CHILD NURSING THEORY 3(3-0)

Normally Offered: F

Studies the family with parent/child health-related needs. Focus will be on physical, emotional, psychosocial aspects of parenting, pregnancy, and health problems related to these processes. Family structure, functions, and health-teaching, including concepts of nutrition and normal growth and development, will be discussed. Various aspects of health care delivery will be addressed.

Prerequisite: Admission to Level II.

Corequisite: NUR 203B.

**NUR 203B ADVANCED PARENT/CHILD NURSING
CLINICAL PRACTICE IV 1.5(0-6)**

Normally Offered: F

Enables the student to develop nursing skills in the department of obstetrics and related agencies.

Prerequisite: Admission to Level II.

Corequisite: NUR 203A

**NUR 204 HOME HEALTH NURSING CLINICAL
PRACTICE VII 1.5(0-6)**

Normally Offered: F

Enables the student to experience the practice of nursing in the home and community.

Prerequisite: Admission to Level II.

NUR 205A MENTAL HEALTH NURSING THEORY 3(3-0)

Normally Offered: F

Provides students with a conceptual and theoretical framework to perform mental health nursing. It covers various mental health illnesses, therapeutic communication, legal aspects, and the role of the nurse.

Prerequisite: Admission to Level II.

Corequisite: NUR 205B.

**NUR 205B MENTAL HEALTH NURSING CLINICAL
PRACTICE V 1.5(0-6)**

Normally Offered: F

Enables students to develop practice skills in coping with mental health clients.

Prerequisite: Admission to Level II.

Corequisite: NUR 205A.

NUR 230 DIAGNOSTIC READINESS 1(1-0)

Normally Offered: SP

Provides students with information on their readiness for the RN licensure exam. Students will identify the strengths and weaknesses and will work on the areas in which they are found to be weak.

Prerequisite: All Level I courses.

**PHYSICAL EDUCATION & HEALTH
FITNESS****PEH 110 PERSONALIZED FITNESS I 2(0-3)**

Normally Offered: F, SP, SUM

Provides development of basic exercise skills to increase and maintain levels of cardiovascular endurance, muscular strength, flexibility and body composition. Students will perform a personalized Tri Fit fitness profile and be responsible for documenting progress toward personal goals.

Prerequisite: Participants with physical restrictions or other medical health problems must have a written permission statement from their physician prior to active participation in this program.

PEH 112 PERSONALIZED FITNESS II 2(0-3)

Normally Offered: F, SP, SUM

Includes advanced development of exercise skills to increase and maintain levels of cardiovascular endurance, muscular strength, flexibility and body composition. Provides a basic overview of nutrition guidelines that will enable students to perform a 3-day personal dieting analysis.

Prerequisite: PEH 110 and participants with physical restrictions or other medical health problems must have a written permission statement from their physician prior to active participation in this program.

PEH 115 NUTRITION 3(3-0)

Normally Offered: F

Offers information about human nutrition and how it influences personal health. Emphasis is placed on current nutritional research, U.S. Government guidelines and goals, U.S. RDA's, human nutritional needs of foods, human energy needs of foods, human growth and development, and nutrition and human performance.

PEH 120 COACHING FUNDAMENTALS 3(3-0)

Normally Offered: F

Provides the student with practical methods and techniques to every day coaching concerns applicable to all levels. Areas covered include assessing and teaching basic skills, motivation, planning the season and daily practices, and psychological preparation. This course will provide practical guidelines for coaches to monitor, evaluate, and improve their own coaching behaviors.

PEH 140 GOLF 2(1-2)

Normally Offered: SP, SUM

Includes development of fundamental motor skills, rules, playing etiquette and safety, types and care of equipment, and playing strategies. Students are required to play a minimum of 27 holes of golf to successfully complete the course. Greens fees are the responsibility of the student.

PEH 200 COLLEGE SPORTS 1(0-1)

Normally Offered: F, SP

Includes student athletes who participate or manage in the following sports: basketball, softball, cross-country, track, or golf. A student must sign up for this course and complete the entire sports season of his/her choice in order to be granted a credit. The coach of each of the respective sports is responsible for deciding if a student has successfully satisfied the sports season requirement. Only one credit per semester may be issued for PEH 200.

PEH 201 ADVANCED PHYSICAL CONDITIONING 2(1-2)

Normally Offered: F

Offers advanced individualized physical conditioning directed at flexibility, muscular strength, cardiovascular endurance, body weight control, and nutrition. Designed for students with an above average level of physical fitness and endurance.

Prerequisites: Physical examination by a medical doctor within previous six months of class and permission of instructor.

**PEH 262 AMERICAN RED CROSS FIRST AID —
RESPONDING TO EMERGENCIES 3(3-0)**

Normally Offered: F, SP

Offers the student knowledge and skills to deal with first aid emergency situations. The course follows the American Red Cross guidelines for first aid, "responding to emergencies" and "community CPR." Students who successfully complete this course according to ARC standards will receive first aid and CPR certification.

PERFORMING ARTS**PFA 101 INTRODUCTION TO DANCE 3(3-0)**

Normally Offered: F

Introduces the student to beginning dance principles in creative and contemporary movement, ballet basics, and jazz techniques.

PHL 228 INTRODUCTION TO ETHICS**3(3-0)****Normally Offered:** F, SP

Introduces the student to both a variety of classical ethical theories as well as to the application of these theories to a number of contemporary moral issues. Areas of focus include bio- and business ethics, environmental ethics, crime and punishment issues, and political and economic ethical issues, etc. The principal aim of the course is to help students become more knowledgeable about ethical theories and issues as well as to help them develop practical methods for reaching critically defensible positions on the moral questions that affect their lives.

Prerequisite: ENG 111 or ENG 121 with a grade of 2.0 or higher, or permission of instructor.

PHYSICAL SCIENCE**PHS 113 INTRODUCTION TO PHYSICAL SCIENCE****4(3-2)****Normally Offered:** F, SP

Develops fundamental concepts in mass, energy, space and time through use of selected material from the areas of physics, chemistry, astronomy and earth science. Attention is given to methods and the process of scientific investigation. May be elected by those not majoring in science to meet science requirements.

Prerequisite: MTH 102 with a grade of 2.0 or higher, or consent of instructor.

PHYSICS**PHY 111 APPLIED PHYSICS****3(2-2)****Normally Offered:** SP

Includes classical mechanics, simple machines, power transmission, structure and properties of matter, thermodynamics and heat. The emphasis is placed upon practical, technical and industrial aspects of physics rather than upon philosophical and theoretical considerations. Designed specifically to furnish a sound scientific background for students majoring in certain technical fields.

Prerequisites: Elementary algebra and preferably high school physics. Technical students having two years of algebra with trigonometry are encouraged to enroll in PHY 121-122 as a substitute for PHY 111-112.

PHY 112 APPLIED PHYSICS**3(2-2)****Normally Offered:** F

Includes topics in sound, wave motion, electricity, magnetism, light, optics, atomic and nuclear physics.

Prerequisites: One year of elementary algebra and preferably high school physics.

PHY 121 GENERAL COLLEGE PHYSICS**4(4-2)****Normally Offered:** F

Meets the needs of liberal arts students, especially those on pre-medical, pre-dental, pre-law, general science and secondary education programs. This course also meets the needs of technical students who satisfy the prerequisites. Topics covered include classical mechanics, heat, thermodynamics, wave motion, and sound.

Prerequisites: One and one-half years of high school algebra with one-half year of trigonometry or the equivalent college mathematics courses. Students having one semester of calculus sequence are encouraged to enroll in PHY 221 in place of PHY 121.

PHY 122 GENERAL COLLEGE PHYSICS**4(4-2)****Normally Offered:** SP

Continues PHY 121. Topics included are electricity and magnetism, light and optics, special relativity, and some other aspects of modern physics.

Prerequisite: PHY 121.

PHY 123 INTRODUCTION TO ASTRONOMY 3(3-0)**Normally Offered: On Demand**

Includes historical introduction, methods of astronomy, the solar system, the sun, stars, stellar systems, galaxies and some current topics in cosmology. Designed for liberal arts students. Although no prerequisites are required, simple algebra and geometry are used and a general science background is desired.

PHY 124 INTRODUCTION TO PHYSICAL GEOLOGY 4(3-0-2)**Normally Offered: On Demand**

Lecture, discussion, labs, and field trips will be used to study the processes that shape our world. Topics include: minerals, rocks, volcanism, earthquakes, continental drift, erosion and deposition, the ice age, and the economic significance of geology to humankind.

PHY 221 PHYSICS 5(3-2-2)**Normally Offered: F**

Includes topics in classical mechanics, heat, thermodynamics, wave motion, and sound. The class is designed primarily for students majoring in chemistry, engineering, mathematics, or physics; but other students who desire a rigorous course in physics and who satisfy the prerequisites are encouraged to enroll in this course. The course consists of three lecture hours per week along with two one-hour problem-solving sessions and one double period laboratory session.

Prerequisites: High school physics and MTH 131 or its equivalent.

PHY 222 PHYSICS 5(3-2-2)**Normally Offered: SP**

Continues Physics 221. Includes electricity, magnetism, light and optics, and some special topics of modern physics. The course consists of three hours of lecture per week along with one double period problem session and one double period laboratory session.

Prerequisite: PHY 221 or consent of instructor.

POLITICAL SCIENCE**PLS 221 POLITICAL SCIENCE 3(3-0)****Normally Offered: F, SP, SUM**

Introduces the science of politics with emphasis on American National government, including a brief survey of state and local government. Consideration is given to historical development of government in America, principles of government, contrasting political philosophies and concepts, and practical politics including behavior and political parties.

PLS 222 POLITICAL SCIENCE 3(3-0)**Normally Offered: F, SP**

Studies politics on the state and local level in the United States. Prior completion of PLS 221 is desirable but not required. Considerable time is spent on the three branches of government on the state level as well as counties, townships, and city and village government and problems each faces.

PLS 228 INTERNATIONAL AFFAIRS 3(3-0)**Normally Offered: On Demand**

Considers relations among nations with emphasis on historical background and the conduct of these relations in the present day, including the United Nations and NATO. Focuses on status of the role of the United States in world affairs.

PLS 230 COMPARATIVE GOVERNMENT 3(3-0)**Normally Offered: On Demand**

Studies governmental structures and practices and ideological foundations of European and non-European countries in comparison with the United States.

PSYCHOLOGY

PSY 225 GENERAL PSYCHOLOGY 3(3-0)

Normally Offered: F, SP, SUM

Presents the basic subjects of the field of psychology from the scientific study of behavior and mind of humans and animals. Subjects include, but are not limited to, biology of behavior, learning, memory and cognition, human development and emotions, health, abnormal behavior and therapy, and social interaction.

PSY 226 DEVELOPMENTAL PSYCHOLOGY 3(3-0)

Normally Offered: F, SP, SUM

Covers the physiological and psychological development of humans from conception through old age. Includes social, emotional and cognitive development, relations with parents, peers and others, and problems related to school, work and society.

Prerequisite: PSY 225 recommended or consent of instructor.

PSY 228 BEHAVIOR MODIFICATION 3(3-0)

Normally Offered: F

Covers the basic elements of behavior modification theory. It then surveys multiple practical applications, e.g., child rearing, interpersonal relationships, working with children with special needs, etc. It is essential that each student develop skills applying this knowledge through the use of in-and-out-of class training sessions.

Prerequisite: PSY 225.

PSY 233 PSYCHOLOGY OF ADULT LIFE AND THE AGING PROCESS 3(3-0)

Normally Offered: F, SP

Deals with various aspects of growing old and the individual's productivity, feelings, beliefs and status during the process.

PSY 234 PSYCHOLOGY OF DEATH AND DYING 3(3-0)

Normally Offered: SP

Explores the taboo of death and its antecedent fears. It treats death as a final stage of human growth with emphasis upon life's values, hopes, and productivity. This course helps make one's life more meaningful in the pursuit of economic social goals.

PSY 241 SOCIAL PSYCHOLOGY 3(3-0)

Normally Offered: SP

Introduces interrelationships and functioning of social systems, behavior and attitudes of individuals within those systems, and reciprocal relationships between individuals and systems.

Prerequisite: PSY 225 or consent of instructor.

PSY 242 ABNORMAL PSYCHOLOGY 3(3-0)

Normally Offered: F, SP

Basic topics are a history of how people have reacted to abnormal behavior in others, biological and psychosocial theories about the origins and dynamics of mental illness and abnormal behavior, classification and assessment of disorders, and therapeutic methods to treat these disorders.

Prerequisite: PSY 225 or consent of instructor.

READING

RDG 095 READING STRATEGIES/STUDY SKILLS 3(2-2)

Normally Offered: F, SP

Improves reading (comprehension, vocabulary), writing, and study skills (test-taking, time management, memory, concentration, etc.) with emphasis on finding the main idea, analyzing author's purpose, and reading critically. Combination of classroom instruction and "by-arrangement" self-paced study.

Prerequisite: Consent of TLC staff.

RDG 097 APPLIED READING 3(2-2)

Normally Offered: F, SP

Improves comprehension, writing and study skills based on vocational/technical materials. Emphasis is on specialized recognition skills and interpreting graphic material. Combines classroom and "self-paced" by arrangement study.

Prerequisite: Consent of TLC staff.

RDG 098 COMPREHENSION STRATEGIES/STUDY SKILLS 3(2-2)

Normally Offered: F, SP

Improves comprehension, vocabulary, rate, writing, and study skills (lecture, text note-taking, test-taking, listening, memory, concentration, etc.) with emphasis on applying learned strategies to the content areas. Combination of classroom instruction and "by-arrangement" self-paced study.

Prerequisite: Consent of TLC staff.

RDG 130 SPEED READING 3(3-0)

Normally Offered: SUM

Course designed to increase reading rate, as well as comprehension and vocabulary. Sequential method which teaches reading as a "thinking process," not just mechanical pacing.

Prerequisite: 10th grade reading level and consent of TLC staff.

SOCIOLOGY

SOC 123 SOCIOLOGY 3(3-0)

Normally Offered: F, SP

Introduction to sociological inquiry and to concepts and principles of sociology. Analysis focuses on contemporary American institutions, such as education, economy, work, and family. These institutions are considered in an historical and cultural development context.

SOC 225 GENDER IN SOCIETY 3(3-0)

Normally Offered: SP

Addresses the significance of gender/sex roles and expectations in our society. Analyzes the socialization of children and its influence on male-female relationships in both social and work settings. The differences in the ways men and women perceive the world and relate to others are covered in depth.

Prerequisite: SOC 123 or PSY 225.

SOC 227 MARRIAGE AND THE FAMILY 3(3-0)

Normally Offered: F, SP

A study of the contemporary American institution understood to be the family, using sociological perspectives.

SOC 252 GREAT BOOKS ON LEADERSHIP 3(3-0)

Normally Offered: SP

Helps prepare students to assume increasingly responsible leadership roles in their personal, professional, community and academic lives. Focus on significant theories of leadership and fellowship; includes experiential learning opportunities in which the students will practice leadership in action. Readings based in the great books of western civilization series provide a broad cultural perspective. This course satisfies associate degree general education requirements for either Group III Social Science or Group IV Humanities, but may not be used for both.

SPEECH**SPE 120 SIGN LANGUAGE I 2(2-0)**

Normally Offered: F

Designed for students who have no experience but desire to learn to communicate with the hearing impaired through manual communication. Students will achieve fluency in basic conversational sign language utilizing a signed English system in a total communication approach. This course also provides information on aspects of deafness and the communication disabled as well as technology for the deaf. This course is especially appropriate for people in nursing, teaching, special education, law enforcement and other human services fields.

SPE 121 SPEECH COMMUNICATION 3(3-0)

Normally Offered: F, SP, SUM

Presents communication fundamentals with emphasis on oral communication. Topics include origin of language, semantics, interpersonal and intrapersonal communication, etc. Students discuss materials and participate in informal and formal speech activities.

SPE 123 PUBLIC COMMUNICATION 3(3-0)

Normally Offered: F, SP

A course in public communication including practical experience and theoretical study of interview techniques, small group discussions, and the public speech.

SPE 126 ORAL INTERPRETATION OF LITERATURE 3(3-0)

Normally Offered: On Demand

An introduction to the analysis, interpretation, rehearsal and oral performance of literature. Students work with selections of prose, poetry and drama written for adults and children.

SPE 130 SIGN LANGUAGE II 2(2-0)

Normally Offered: SP

For students who have had SPE 120 or who have had previous experience in signing and have the instructor's permission. Students will continue to increase their fluency in conversational sign language utilizing a Signed English system in a total communication approach. Vocabulary skills and expressiveness in signing will both be increased through weekly unit assignments.

SPE 132 SIGN LANGUAGE III 2(2-0)

Normally Offered: On Demand

Continues SPE 130. Completion of SPE 130 or consent of instructor required.

SPE 133 SIGN LANGUAGE IV 2(2-0)

Normally Offered: SP

Emphasis is placed on developing beginning interpreter and transliteration skills. The fourth in a series of courses designed to teach sign language (Signed English).

Prerequisite: SPE 132 or instructor's permission.

SPANISH

SPN 117 CONVERSATIONAL SPANISH 1(1-0)

Normally Offered: On Demand

An introductory, exploratory course for prospective travelers or those who are considering enrolling in a full language study course.

SPN 125 SPANISH 4(4-0)

Normally Offered: F

Promotes grammatical, cultural and geographic appreciation of the Spanish language and the people who speak it. This introductory course will begin to develop the student's fluency in listening to, speaking, reading and writing Spanish.

SPN 126 SPANISH 4(4-0)

Normally Offered: SP

Continues SPN 125. Promotes grammatical, cultural and geographic appreciation of the Spanish language and the people who speak it. This course will continue developing the student's fluency in listening to, speaking, reading and writing Spanish.

Prerequisite: SPN 125 or instructor's permission.

STUDENT DEVELOPMENT EDUCATION

SDE 101 INTRODUCTION TO CAREERS 1(1-0)

Normally Offered: F, SP, SUM

This class will help identify personal career needs and provide skills in making career decisions throughout life. The students will go through a variety of exercises during class time and also outside of class to help learn about themselves. In learning more about themselves, the students will be able to better identify their goals, understand their values, and realize in what career they are interested. They will become familiar with ACC's Career Information Center, which has many sources of information about occupations. Some of the sources for the student are SIGI, MOIS, DISCOVER, videotapes, and various printed materials.

SDE 104 LIFE MANAGEMENT 2(2-0)

Normally Offered: On Demand

Increases self-awareness and promotes positive self-growth and self-direction in a structured small group experience. Each individual is encouraged to share positive life experiences, consciously explore and share personal value systems and strengths, and engage in goal setting and life-style planning.

Prerequisite: Consent of instructor

SDE 201 JOB SEARCH STRATEGIES 1(1-0)

Normally Offered: F, SP

Covers basic job search information related to letter writing, resume writing, interview skills, employment applications, telephone skills and techniques, and resources of job/company information. In addition, information will be presented about the long-distance job search and relocation considerations, employment agencies, stress during the job search, and dealing with employer rejection.

UTILITY TECHNICIAN

UTT 101 INTRODUCTION TO THE UTILITY INDUSTRY .5(.5-0)

Normally Offered: F

Orients student to the importance of and opportunities in the utility industry.

UTT 102 CLIMBING ELEVATED WORK SITES 3(2-2)

Normally Offered: F

Provides practical experience in working in an elevated work site. Climbing and bucket truck operation will be stressed.

UTT 103 OVERHEAD CONSTRUCTION 4(2-4)

Normally Offered: F

Proper overhead construction techniques will be demonstrated and practiced. Topics will include tool selection, pole selection and setting, rigging, safety procedures, maintenance techniques, and vehicle trailer operations.

Corequisite: UTT 102.

UTT 201 TEST EQUIPMENT & TROUBLE SHOOTING 2(1-2)

Normally Offered: SP

Provides an orientation to, and hands on operation of, test and troubleshooting equipment used in the utility industry.

Prerequisite: UTT 103.

UTT 202 TRANSFORMER FUNDAMENTALS 2(1-2)

Normally Offered: SP

Orients student to the operation of and types of transformers used by the utility industry. Selection of proper transformer for a given application and maintenance of transformers will be stressed.

Corequisite: UTT 201

UTT 203 UNDERGROUND CONSTRUCTION 3(2-2)

Normally Offered: SP

Introductory course in underground utility construction and equipment operation. Includes hands-on experience in cable laying, splicing and terminations of both primary and secondary cable.

UTT 204 SYSTEM DESIGN AND OPERATION 4(4-0)

Normally Offered: SP

Orients student to the design and operation of an electrical utility system from point of generation, transmission, distribution, to end user.

Corequisite: UTT 201, UTT 202.

UTT 206 EQUIPMENT/VEHICLE OPERATION 2(1-2)

Normally Offered: SP

Orients student to equipment and vehicles common to the utility industry.

UTT 207 ENVIRONMENTAL CONCERNS OF THE UTILITY INDUSTRY 1(1-0)

Normally Offered: SP

Discusses safety procedures to be used in environmental concerns, such as oil spills, hazardous waste, and material safety data sheet - personal safety.

UTT 208 CLIMBING & WORKING IN ELEVATED WORK SITES 4(2-4)

Normally Offered: SP

Actual hands-on experience in an out-of-doors college laboratory. Experience parallels the basics learned by a first-year line apprentice.

ACC Personnel

PRESIDENT

DONALD L. NEWPORT

A.A., Henry Ford Community College
B.A., University of Michigan
M.A., University of Michigan
Ph.D., University of Michigan

ADMINISTRATORS

LYLE H. BECK

Director of Management Information Systems
IBM Education Center
Burroughs Corporation CEC
Bell and Howell Institute

PENNY BOLDREY

Development Director and Executive Director of the Alpena Community College Foundation
B.A., Spring Arbor University

CARL BOURDELAIS

Director, Small Business Development Center
B.S., New Hampshire College
M.B.A., New Hampshire College

THOMAS BRINDLEY

Controller
B.S., Iowa State University
B.A., Iowa State University
M.B.A., Lake Superior State University

CURTIS DAVIS

Vice President for Instructional, Student & Community Services
B.A., Bowling Green State University
M.A., Boston University
M.S.B.A., Boston University
Ph.D., University of Toledo

MARK GRUNDER

Asst. Director of Mgt. Info. Systems
A.S., Delta College

JAMES D. HAYFORD

Director of World Center for Concrete Technology
B.S., Michigan State University

JOSEPH KLEMENS

Director of Upward Bound
B.S. Northern Michigan University
M.A. Central Michigan University

VICKY KROPP

Assistant Director of Management Information Systems/Programmer Analyst
A.A., Alpena Community College

DANA LABAR

Director of Student Support Services
B.S., Central Michigan University
M.A., Northern Michigan University

SANDRA L. LIBKA

Director of Human Resources

MAX LINDSAY

Dean of Student Affairs
B.A., Olivet College

THOMAS LUDWIG

Director of Facilities Management
A.S., Alpena Community College
B.S., Northern Michigan University

DON MACMASTER

Assistant Dean and Director of Workplace Development
A.B., University of Michigan
M.A., Central Michigan University

WILLIAM MATZKE

Bookstore Manager
B.B.A., Michigan State University

KATHLEEN MCGILLIS

Dean of Health Occupations
B.S.N., Madonna College
M.S., University of Michigan

DAWN MCINTYRE

Director, Huron Shores Campus
 A.A., Alpena Community College
 A.A.S., Lake Superior State University
 B.S., Lake Superior State University
 M.B.A., Lake Superior State University

ROBERT NEWTON

Director of Educational Talent Search
 B.S., Ferris State University
 M.A., Central Michigan University
 Advanced Studies, University of
 Minnesota

NOEL SCHLUETER

Director of Health Fitness, Events Ctr. &
 Athletics
 B.A., Central Michigan University
 M.A., Central Michigan University

ELIZABETH SPRAGG

Executive Assistant to the President &
 Secretary to Board of Trustees
 A.A., Central Michigan University

RICHARD SUTHERLAND

Vice President for Administration &
 Finance
 B.S.B.A., Old Dominion University
 M.B.A., Colorado State University

CHARLES E. TETZLAFF

Dean of Learning Resources Center/
 Media
 B.S., Central Michigan University
 M.A., Central Michigan University
 Advanced Studies, Central Michigan
 University

DENIS J. WALTERREIT

Director of Public Information
 B.A., Michigan State University

CHARLES N. WIESEN

Dean for Technology & Economic
 Development
 B.S., Western Michigan University
 M.A., Central Michigan University
 Advanced Studies, CMU & Michigan
 State University

FACULTY**DENISE BAZZETT**

English
 B.S., Central Michigan University
 M.A., Michigan State University

JOHN BELLOWS

Biology
 B.S., Eastern Michigan University
 M.S., Eastern Michigan University

JAMES BERLES

Engineering/Mathematics
 B.S., Michigan State University
 M.S., Purdue University

JUDITH S. BEYER, R.N.

Nursing
 Diploma, Methodist-Kahler School of
 Nursing
 A.S., Alpena Community College
 B.S.N., University of Michigan
 Advanced Studies, Northern Michigan
 University

MONICA BUSHEY

Student Support Services Counselor
 B.S., Western Michigan University
 M.A., Central Michigan University

DANIEL CARY

Business Management, Marketing
 B.S., Western Michigan University
 M.B.A., Rutgers Graduate School

ROSS E. CORPE

Talent Search Technician
 A.A., Alpena Community College
 B.A., Michigan State University
 M.A., Central Michigan University

KATHLEEN DAPPRICH

Computer-Aided Drafting & Design
 Technology
 A.A.S., Alpena Community College
 B.S., Eastern Michigan University
 M.S., Ferris State University

ROBERT E. DOMINIC

Chemistry, Biology
 B.S., Central Michigan University
 M.S., Central Michigan University

MATTHEW DUNCKEL

Geography, History
B.S., University of Michigan
M.S., University of Wisconsin

DAVID EGER

Business, Economics
B.B.A., Saginaw Valley State University
M.A., University of Michigan
Advanced Studies, Stoner Graduate
School of Banking, Rutgers

TERRI EIDE

Social Sciences
A.A., Lakeland Medical Academy
B.A., M.A., Ph.D., University of
North Dakota

ROBERT ELLER

Concrete Technology
A.S. Alpena Community College
B.S./C.E., Michigan State University
Advanced Studies, Central Michigan
University

RICHARD ENGSTROM

Automotive
B.S., Northern Michigan University
M.S., Northern Michigan University

JOSEPH G. FABER

Psychology
B.S., Central Michigan University
M.S., Eastern Michigan University

THOMAS GOUGEON

Physics
B.S., Central Michigan University
M.S., Central Michigan University

KATHRYN GOUIN

Nursing
B.S.N., University of Michigan
M.S.N., Wayne State University

NAN HALL

Drama, Speech
B.A., Michigan State University
M.A., Central Michigan University

TERRY HALL

Humanities, Philosophy
B.A., Western Michigan University
M.A., University of Michigan

DEBORAH HAUTAU

Botany, Biology
A.S., Roane State Community College
B.A., University of Tennessee
M.S., Wayne State University

PRISCILLA HOMOLA

English
B.A., Germany, Earlham College
M.A., University of South Dakota
Ph.D., University of South Dakota

KENNETH HUBBARD

Computer Science/Network
Administration
B.A., Spring Arbor College
CNA, NOVELL

DOUGLAS HUIZENGA

Chemistry, Physical Science
B.S., University of Illinois
M.S., New Mexico State University

PHILIP JORDAN

Talent Search Tutor Technician
A.A., Concordia College
B.A., Concordia Senior College
Master of Divinity, Concordia
Seminary
Ph.D., Notre Dame

AUDREY G. JULIAN

Counselor
Veterans, Testing, Articulation
A.A., Alpena Community College
B.A., Olivet College
M.A., Central Michigan University
M.A., Central Michigan University

MICHAEL KELLEY

Mathematics
A.A., Alpena Community College
B.S., Northern Michigan University
M.S., Michigan State University

G. LEE KIRKPATRICK

Business and Computer Information
Systems

B.A., University of Akron
M.S., University of Akron

TIMOTHY KUEHNLEIN

History, Political Science

B.A., Hillsdale College
M.A., Western Michigan University

STEVEN LEWIS

Mathematics, Engineering, Computer
Science

A.S., Alpena Community College
B.S., University of Michigan
M.S., University of Michigan

FRANK MCCOURT

Counselor, Coordinator of Employment
Services & Athletics

A.A., Alpena Community College
B.A., Michigan State University
M.A., Michigan State University

IVAN MCLAREN

Machine Tool & CNC Apprentice
B.S., Ferris State University

MARK MILOSTAN

Biology

B.S., Central Michigan University
M.S., Central Michigan University
Advanced Studies, University of
Tennessee

JEFFREY MONROE

Machine Tool Technology

A.A.S., Alpena Community College
A.A.S., Community College of the Air
Force
B.S., Regents College University of
New York

CECILIA PEASLEY, R.N.

Nursing

B.S., Saginaw Valley State University
M.S., Michigan State University

ROGER M. PHILLIPS

English

A.B., Wheaton College
M.A., Wayne State University

CAROL PUTKAMER, RHIA

Business and Medical Information
Systems

A.C., Alpena Community College
A.G.S., Lansing Community College
B.S., Ferris State University

THOMAS RAY

English

B.A., University of Minnesota
M.F.A., Louisiana State University

JULIE ROBARGE

Counselor, Upward Bound

B.A., Saginaw Valley State University
M.A., Central Michigan University
Special Cert., Alcohol & Drug Abuse,
Western Michigan University

DANIEL ROTHE

Mathematics

A.A., Alpena Community College
B.S., Central Michigan University
M.A., Central Michigan University

MICHAEL ROY

Law Enforcement, Criminal Justice

A.A., Alpena Community College
B.S., Ferris State University
M.A., Central Michigan University

RICHARD SANDERSON

Special Populations Coordinator/
Counselor

A.S., Alpena Community College
B.S., Central Michigan University
M.A., Central Michigan University

GEORGE SCHWEDLER

English

A.A., Delta College
B.A., Oakland University
M.A., Northern Michigan University

SHAWN SEXTON

English

B.A., University of Dayton

M.A., University of Dayton

JOHN SINGER

Chemistry & Biological Science

A.S., Alpena Community College

B.S., Michigan State University

M.A., Central Michigan University

ROY SMITH

Utility Technician Training, Electronics

UTT Cert., Alpena Community
College

A.S., Mitchell College

B.S., Lake Superior State University

M.B.A., Lake Superior State University

KENDALL SUMERIX

Mathematics & Science

B.S., Michigan State University

M.S., Michigan State University

LINDA SUNESON

Accounting

B.S., Western Michigan University

M.A., Western Michigan University

Advanced Studies, Walsh College
(CPA)

KEVIN SYLVESTER

Construction/Concrete Technology

A.A.S., Alpena Community College

MARY JANE THOMSON

Business & Computer Information
Systems

A.A., Alpena Community College

A.A.S., Ferris State University

B.S., Lake Superior State University

M.B.A., Lake Superior State University

ROBERT TOSCH

Manufacturing Technology

A.S., Long Beach City College

A.S., L. A. Pierce College

A.A.S., Ferris State University

B.S., California State University

LAURIE WADE

Art

B.F.A., Michigan State University

M.F.A., Michigan State University

KAROL WALCHAK

Reading, English

B.A., California State University

M.A., California State University

Ph.D., University of Nevada

COREEN WILLIAMS

Nursing

A.A.S., Alpena Community College

B.S.N., University of Michigan

THOMAS WINTER

Auto Body

B.S., Ferris State University

M.S., Ferris State University

STAFF

RON BELLENIR

Custodian

KRISTIN BERLES

Developmental Studies Technician

CYNTHIA BESAW

Secretary, Educational Talent Search

ROBERT BESAW

Maintenance

JEFF BLUMENTHAL

Instructional Developer/Webmaster

BRITTANIE BRUSKI

Receptionist/Switchboard

MARY CALL

Health Fitness/Activities Technician

TOM COOK

Tool Room Attendant

VICKI CRIPPS

Secretary, World Center for Concrete
Technology

JILL DORCEY

Learning Center Technician/Coordinator
(Huron Shores Campus)

WILLIAM DOSS

Maintenance

LORI DZIESINSKI

Coordinator of Registration/Student
Records

KAREN ELLER

Administrative Assistant, Office of the
President, Office of Public Information
& ACC Foundation

DIANA ESTLACK

Secretary, Volunteer Center, Spotlight
Series

JENNIFER FARNUM

Custodian

AGNES FERGUSON

Technician, Financial Aid

DONNA GALLOWAY

Youth Volunteer Coordinator

SUZANNE GEIERSBACH

Secretary to the Assistant Dean of The
Learning Center & Health Occupations

RICHARD GROCHOWSKI

Maintenance

JOANNE GROVES

Technician (Huron Shores Campus)

GLENN HELWIG

Computer Technician

MYRA HERRON

Instructional and Student Services
Evening Technician

MARJORIE HOPPE

Custodian

THERESA HOWES

Biology Lab Assistant

KELLY JACKSON

LRC Library Technician

CONNIE KACZOROWSKI

Word Processing Operator

ALLEN KLEIN

Automotive Tool Crib Attendant

DEBRA KLEMENS

Secretary, Upward Bound

MICHAEL KOLLIEN

Admissions Technician

JEWEL LANCASTER

Tutor Coordinator

BETTY LEAVITT

Coordinator of Campus Services

JAY LIBKA

Groundskeeper

LYN LISKE

Secretary, Accounts Payable

KATHERINE MEHARG

Secretary, SBDC

JOAN MISIAK

Clerk/Clerical Assistant - Bookstore

KATHY MOMRIK

Cashier

CHARLES NOWAK

Custodian

JEAN NOWAK

Custodian

TIMOTHY ONSTWEDDER

Concrete Lab Technician

JOHN PARRIS

LRC Media Technician

FRANK PRZYKUCKI

Computer Lab Technician

LORRAINE PULDA

Secretary (Huron Shores Campus)

RANDY REPKE

Management Information Systems
Operator

ED RETHERFORD

Administrative Technician, Upward
Bound Student Advocate

ELAINE RUDOLPH

Volunteer Center Coordinator

NATHANIEL SALZIGER

LRC Library Technician

ANN SCHULTZ

Management Information Systems
Clerical/Operator Assistant

CHARLES SEGUIN

Maintenance

JOHN SEGUIN

Mail Processing Technician

NANCY SEGUIN

Secretary, Student Services

SANDRA SENGENBERGER

Assistant to the Director of Human
Resources

SALLY SHUBERT

Secretary, Facilities Management

MARY SKIBA

Secretary to the Vice President for
Instruction, Student, and Community
Services

DENNIS SMITH

Custodian

JANE SPEER

Developmental Studies Technician

BEVERLY SUSZEK

Library Technician, Learning Resource
Center

TERRY SZCZESNIAK

Parking Lot Attendant

GENEVIEVE TESSMER

Custodian

FRED TIPPMAN

Health Fitness/Activities Technician

PHYLLIS TIPPMAN

Secretary, Technology and Economic
Development

MARLENE VANDERWYST

Word Processing Operator

KATHLEEN VOUGHT-SKUSE

Clerical Assistant

JEAN WAEISS

Secretary, ACC Foundation

YVONNE WHITE

Career Center/Student Services
Technician

CAROL WHITEHEAD

Switchboard Operator

SUE WILLYARD

Secretary, Administrative Services

JACKIE WITTER

Clerical Assistant, The Learning Center

SHANNON WOLOSZYK

Health Fitness/Activities Technician

JOYCE WORNIAK

Secretary, Instructional Services

FACULTY EMERITI

HERMAN BORDEWYK

Criminal Justice

DR. LAWRENCE BOYER

English

BRENDA BUCHNER

Office Technology

JAMES F. CHANDLER

Drafting & Design, Metals, Construction

RICHARD D. CLUTE

Sociology, Anthropology

EDWARD COGGINS

Auto Service and Repair

RICHARD L. COUNSELLOR

Student Services Coordinator

MAXINE COOMBS

English

ROBERT DICKINSON

Accounting

DAVID W. DIERKING

Computer Science

DR. ELBRIDGE L. DUNCKEL

Physical Science, Biological Science

SANDY EASTWAY

Mathematics

DOROTHY FANCHER

The Learning Center

HERBERT GAMAGE

Engineering, Mathematics

RUSSELL A. GARLITZ

Biology

GERALD M. HARDESTY

Industrial Technology

CAROL HART

Nursing

THELMA SNEIDE HARTWICK

Mathematics

HANS HATOPP

Engineering and Mathematics

ARTHUR HUNT

Machine Tool

OWEN C. LAMB

Drafting, Design

LORETTA LATULIP

Business, Secretarial

FORD W. LEMIEUX

Auto Body

RICHARD LESSARD

English

RICHARD MATTESON

History

JOHN MCGILL

Biology

JAMES H. MIESEN

English

RICHARD E. MILES

Health Fitness

BARBARA J. MORAN

Secretarial Science

DR. RICHARD MOREAU

Chemistry

TERRY QUINN

English

CHARLEY ROSEBUSH

Mathematics

CHARLES SCHEUFLE

Utility Technician Training

GARY E. SPARKS

Physics, Computer Science

MICKEY STRONG

Educational Talent Search

JACQUELYN R. TIMM

English

KEITH S. TITUS

Speech

SONYA TITUS

English, Speech

BONNIE URLAUB

Counselor and Director of the Women's
Resource Center

ROBERT B. WISENER

Business Management

WILLIAM J. YULE

Electrical

ADMINISTRATORS EMERITI

EUGENE EDWARDS

Director, Huron Shores Campus

JOHN E. HEIMNICK

Dean of Liberal Arts & Sciences

MICHAEL F. HOOD

Dean of Administrative Services

DALE ILSLEY

Director of Building & Grounds

HELEN MALANDRINOS

Director, Health Occupations

GAYLE MARSHALL

Executive Assistant to the President &
Secretary to the Board of Trustees

JOHN W. McCORMACK

Dean of External Affairs

VERNIE NETHERCUT

Director of the Volunteer Center

CARLENE PRZYKUCKI

Director of Public Information

CATHERINE ROGG

Development Director and Executive
Directory of the Alpena Community
College Foundation

DONALD WITT

Director of Facilities Management



2001-02 Lumberjack of the Month award winners: Back row (left to right): Don Witt, President Don Newport, Mike Kollien, Rick Engstrom, Tom Ray, Harvey Hansen, and Dennis Smith. Front row (left to right): Sue Willyard, Vicki Cripps, Jane Speer, and Brittanie Bruski. Not pictured: Carol Whitehead.

STUDENT HANDBOOK



Services Directory

BTC - Besser Technical Ctr
CTR - The Center
EAC - East Campus
NRC - Charles R. Donnelly Natural Resources Center

TLC - The Learning Center
VLH - Van Lare Hall
WCCT - World Center for Concrete Technology

FOR:	SEE:	OFFICE, HOURS:	EXT.
Academic Concerns	Dr. Curtis Davis, Vice President for Instruction	VLH 109 8 a.m. - 4:30 p.m.	7233
	Mary Skiba, Secretary		7212
	Joyce Worniak, Secretary		7219
	Myra Herron, Evening Technician	3 p.m. - 8 p.m. (M-TH)	7209
Student Services, Admissions, Residency, Financial Aid	Max Lindsay, Dean	VLH 107B 8 a.m. - 4:30 p.m.	7200
	Betty Leavitt, Secretary	VLH 108 8 a.m. - 4:30 p.m.	7229
	Aggie Ferguson, Financial Aid Technician	VLH 109B 8 a.m. - 4:30 p.m.	7205
	Michael Kollien, Admissions Technician	VLH 109C 8 a.m. - 2 p.m.	7339
Athletic Director	Max P. Lindsay	VLH 107B 8 a.m. - 4:30 p.m.	7200
Bookstore	William Matzke, Director	BTC 104	7298
	Joan Misiak, Clerk	9 a.m. - 4 p.m.	7259
		Extended hours for semester start-up	7274
Career Center, Resumes, Work Study	Yvonne White, Student Services Technician	VLH 107 8 a.m. - 4:30 p.m.	7240
Counseling	Audrey Julian (Veterans Affairs, Articulation)	VLH 107A	7277
	Frank McCourt (Occupational, Career Guidance)	CTR 110C 8 a.m. - 4:30 p.m.	7263
	Women's Support Services	VLH 107C 8 a.m. - 4:30 p.m.	7265
Employment Services	Frank McCourt (Job Placement)	CTR 110C 8 a.m. - 4:30 p.m.	7263
Grant Services: Special Populations	Richard Sanderson, Coordinator/Counselor	VLH 101A 8 a.m. - 4:30 p.m.	7284
Student Support Services	Dana LaBar, Coordinator	VLH 101B	7255
	Monica Bushey, Counselor	VLH 101F 8 a.m. - 4:30 p.m.	7350

Huron Shores Campus: Direct phone: (989) 739-1445	Dawn McIntyre, Director Lori Pulda, Secretary Jill Dorcey, TLC Technician	5800 Skeel, Oscoda Monday - Thursday 9 a.m. Noon, 1-7 p.m. Friday 9 a.m. - Noon & 1 - 5 p.m.	88+ 442 88+ 295 88+ 444
Intramural Activities	Bobby Allen	EAC 109 Call for hours	7377
Library	Charles Tetzlaff, Director Kelly Jackson, Technician Nat Salziger, Technician	CTR 111 See hours posted	7249 7252 7252
Parking Office	Terry Sczresniak, Parking Attendant	BTC 101 Call for hours	7201
President	Dr. Donald L. Newport Lee Spragg, Assistant Karen Eller, Adm. Assistant	BTC 125 7:30 a.m. - 5 p.m.	7246 7247 7276
Registration, Graduation, Transcripts, Cashier	Campus Services Office Lori Dzieszinski Kathy Vought-Skuse Kathy Momrik	VLH 108 8 a.m. - 4:30 p.m.	7223 7353 7228 7257
The Learning Center	Kathleen McGillis, Director Jackie Witter, Clerical Asst.	VLH 101 VLH 101E 8 a.m. - 4:30 p.m.	7341 7342
Tutoring	Jewel Lancaster, Tutor Coordinator	VLH 101 8 a.m. - 4:30 p.m.	7270
Volunteer Center, Internships	Chuck Wiesen, Director	CTR 108 9 a.m. - 4:30 p.m.	7335
Wellness Center	Noel Schlueter, Director Shannon Woloszyk, Health Fitness Technician Mary Call, Fred Tippman	CTR 101 6 a.m. - 8 p.m.	7391 7409 7248
Women's Resource Center		VLH 107D 8 a.m. - 4:30 p.m.	7265

2003-04 Calendar

Subject to change

FALL SEMESTER 2003

August

- 18 Freshman orientation
- 19 Freshman registration
- 20-21 Central Registration
- 25 Fall Semester classes start
- 25 Late Registration starts

September

- 1 Labor Day - College closed
- 4 Late Registration ends
- 4 Last day to drop classes with full tuition refund

October

- Global Awareness Series (dates to be announced)
- 7 Staff Development Day — no classes
- 10 Deadline for Fall Semester graduation application

November

- 11 Early Registration for Spring Semester
- 14 Deadline to apply for Spring graduation early review
- 17 Fall break — no classes; college offices open
- 27-28 Thanksgiving vacation — College closed

December

- 5 An Evening with the Arts (student exhibition)
- 5 Last day of Fall Semester regular classes
- 8-11 Final Exams

SPRING SEMESTER 2004

January

- 7-8 Central registration
- 12 Spring semester classes begin
- 12-23 Late registration
- 23 Last day to drop classes with full tuition refund

February

- 23-27 Mid-Semester break — no classes; college offices open

March

- 16 Staff Development Day — no classes; college offices closed

April

- 5 Early registration opens for Summer & Fall 2003
- 8-12 Spring break (Easter) — no classes
- 30 Last day of Spring Semester regular classes
- 30 An Evening with the Arts (student exhibition)

May

- 3-5 Final exams
- 6 Commencement, 7 p.m., Park Arena

Please Note:

A calendar with the most current information regarding campus events and important academic dates is updated several times during the year. Pick one up at Campus Services (VLH 108), the ACC Bookstore (BTC 104) or the ACC Library (CTR 111).

You can also visit the ACC website at www.alpenacc.edu to access a calendar.

Planning for Success

Success doesn't just "happen." Those who are successful in careers, hobbies or educational efforts will tell you that planning and hard work are essential.

Your Advisor

One of the ways you can plan for success is to work closely with the academic advisor who was assigned to you during the admissions process. This faculty member is experienced in your indicated field of interest, and you are encouraged to discuss goals and make full use of all the educational resources available. Your advisor can help you plan your course of study to meet graduation requirements and keep you moving toward your goals. It is important to notify either the Student Services or Campus Services office personnel if you decide to change programs so that a new advisor is assigned.

Registration — the process of assigning classes to students who have been admitted to ACC — takes place at the beginning of each semester. Returning students wishing to reserve a space in specific sections or classes should register during the designated "early registration" period. You'll extend your vacation, avoid the routine hassle of "central registration" and possibly save yourself from disappointment over full sections during "late registration."

New full-time fall freshmen who have taken the required COMPASS test may register during a special early enrollment period held each spring and defer payment until August. All other new, full-time students are required to go through central registration. The advisor's signature must be on the registration form when it is submitted to the Campus Services Office.

Please note: no registration is complete until tuition and fees have been paid.

Program Completion — Student progress towards a degree or certificate program is monitored each semester on an individual student basis with a computerized tracking system. Students should request a copy of the Program Progress Review (PPR) from the Campus Services office (VLH 108) or an advisor prior to registering for courses each semester.

Each student who wishes to receive an Associate Degree or Certificate must file an Application for Graduation in the Campus Services Office at the beginning of the semester in which the requirements for graduation be will completed. A \$15 Graduation Fee is due at this time. An official review of your academic record determines whether you have met all requirements of your program. Although the requirements may be completed during summer session, fall semester or spring semester, there is only one graduation ceremony, held in May. (See pages 50 and 62-65 for information you need to know about graduation requirements.)

Attendance

Students are expected to attend their scheduled classes according to the requirements of the instructor as stated in the course syllabus. Be sure to consult your instructor if absence is unavoidable. Nursing students should refer to the Student Nursing Handbook for specific program attendance requirements. (Also see information about class cancellation and severe weather situations on page 225.)

Studying

Another key to your success is a realistic expectation of the time you will need to study for your classes. Generally, you can expect to spend an average of at least two hours per week in preparation for each class hour. Be sure to consider what time commitments you have at home or on the job when planning your course load. Students carrying a full-time class load of 12 or more credit hours may find it difficult to hold a job that requires more than part-time hours. Those who work full time may find that a part-time class load can be accommodated. Nursing students, because of their clinical requirements, are advised against employment while in the program.

Tutoring

Free tutoring for all ACC courses is available through The Learning Center located in Van Lare Hall 101. Trained and qualified peer tutors have the necessary course work and background to assist. A little help when you find yourself having trouble can be a big step toward long range success as the course progresses.



Services for Students

Make the most of your educational investment by taking advantage of all the services available to you as a student at Alpena Community College. The Services Directory at the beginning of this section is a quick reference to finding assistance. Below is additional information.

Student Services

Counseling Services — Personal, academic, and career counseling and guidance services are available to all students attending Alpena Community College. Licensed, professional counselors provide information and assistance, and are available for individual appointments and small group discussions. Contact the Student Services Offices on the Alpena Campus or the Huron Shores Campus office. Available counseling services include:

- Assistance in dealing with physical, emotional, and learning disabilities and handicaps.
- Assistance with choosing a career.
- Assistance with choosing an educational program.
- Four-year college information and transfer requirements.
- Help with studies, basic academic skills, problems with classes.
- Personal counseling and assistance with personal or family problems.
- Testing and assessment services.
- Referrals to community service agencies and health organizations.

Information about appointments for counseling at the Huron Shores Campus is available from the College office there.

Financial Aid — Assistance for students is available in the form of grants, loans, scholarships and work study (student employment). To determine eligibility, students must fill out and submit the appropriate financial aid forms available at the Student Services Office (VLH 107), Campus Services (VLH 108) and at the Huron Shores Campus office.

Full details on federal, state and private financial aid programs can be found in the Financial Aid section, which begins on page 27 of this publication. Scholarships may be need or merit based. Students eligible for on-campus, part-time College Work Study (CWS) employment work between three and seven hours per week in placements that may also provide worthwhile career experiences. For more information on CWS, contact Yvonne White in VLH 107 (Ext. 7240).

Students must make written application for renewal of all financial aid each year and also prepare a new Free Application for Federal Student Aid (FAFSA). Forms are available at Campus Services or Student Services. In addition, students must meet the standards of Minimum Academic Progress as explained in the Financial Aid section of the catalog portion of this publication.

Michigan Rehabilitation Services, 315 W. Chisholm St., Alpena (989) 354-3108 or 1036 Aulerich St. in East Tawas (989) 362-0010, can provide information on state and federal financial aid available to assist vocationally handicapped people obtain training for occupations within their abilities. In many instances, physically or mentally handicapped people interested in continuing their education can receive assistance with tuition and fees.

Career Center and Employment Services — Setting realistic, well-defined career goals improves a student's opportunity to be successful in his/her studies. SDE 101 Introduction to Careers and SDE 201 Job Search Strategies are credit courses offered each semester that will help students choose career areas and develop skills for obtaining employment.

In addition, students uncertain about career goals are invited to explore options in the Career Center, located in the Student Services Office, Van Lare Hall 107.

Career Center services at no cost to ACC students include:

- DISCOVER – A career guidance system
- Information and books on careers
- Assistance with writing resumes and cover letters, and preparing for interviews
- Information, catalogs and admissions applications for Michigan colleges
- College Work-Study applications and assistance

The Employment Services Office is located in rooms 110C and 108 of the Center Building at the Alpena campus. Development of employability skills and job placement services are available to assist all Alpena Community College students. Current students and ACC graduates seeking employment are encouraged to register with the Employment Services Office.

Employment Services offers at no cost:

- Career counseling for ACC students
- Full-time job placement assistance for ACC graduates
- Part-time job placement service for ACC students

For appointments, go to CTR 108 or call Phyllis Tippman at Ext. 7234. At the Huron Shores Campus, The Learning Center in Room 107 has similar services. Call (989) 739-1445 Ext. 445.

The Learning Center (TLC) is located in Van Lare Hall 101. Many of the same services for students are also available through TLC at the Huron Shores Campus. TLC provides the following services free of charge (except course work costs) to all Alpena Community College students:

1. **Assessment:** Reading comprehension, vocabulary, writing and basic math assessments are administered in TLC. Students may refer themselves for

TLC assessments, or be referred by instructors or because of placement test scores. TLC staff make recommendations for placement in TLC reading, writing, study skills or math course work as well as English courses based upon assessment results and interviews with students.

2. **TLC Course Work:** TLC offers self-paced lab course work in reading (basic comprehension, vocabulary and speed reading), writing (grammar and punctuation, spelling, and sentence structure), and math. Reading courses which included both classroom and lab instruction are also available. Students wishing to enroll in TLC course work must have prior consent of TLC staff.
3. **Study Skills Course Work and Information:** TLC offers course work, workshops and materials to help students learn and review study techniques. Topics may include studying textbooks, college reading skills, listening and note-taking, memory and concentration, test-taking, time management, learning styles, improving study habits and controlling stress.
4. **Tutoring:** Individual or group tutoring is available for all ACC courses. Tutoring is provided by trained and qualified peer tutors, who are ACC students with the necessary course work and background to assist other students.
5. **Other Services:** Additional services available at TLC include advising, personal, academic and career counseling, workshops and information sessions, review of supplemental course work materials provided by instructors, computerized word processing programs for student writing, professional writing instruction, special accommodations for students with disabilities, and referrals to on-campus and off-campus services.
6. **TLC Grant Programs:** (Federal funds through the Department of Education)
 - A. **Vocational Support Services Grant and Student Support Services Grant** — These grants are designed to help qualified Alpena Community College students increase their chances of college success. Special services offered to these selected students include assistance with enrollment and registration; personal, academic, career and financial aid counseling; assessment and remediation of students' reading, writing and study skills; tutoring; workshops; peer mentoring; disabled student accommodations; college and community agency referrals; and free admission to community activities. Services for transfer students include fee waivers, field trips, workshops, and contacts with four-year institutions. Offices of the grant coordinators are located in The Learning Center.
 - B. **Educational Talent Search** — This outreach program serves middle and high school students in Alcona, Alpena, and Montmorency counties, as well as Oscoda, Posen and Rogers City School Districts. (See page 57.)
 - C. **Upward Bound** — Upward Bound is a highly successful program of academic instruction, and individual and group tutoring and advising for eligible Alpena High, Alcona High and Posen High School students. (See page 57.)

The **Women's Resource Center** in VLH 107 has books and audio and video tapes on topics of interest to women. They can be used on a drop-in basis or checked out. Posters, brochures, and booklets on various human issues can be found throughout campus.

The coordinator of women's programs assists both women and men at ACC who are interested in increasing their self-esteem, improving communication skills, developing their full potential and establishing control and direction in their lives. Services include personal and academic counseling, community referrals, career exploration and assistance, weekly support/discussion groups and workshop presentations.

Contact the WRC Coordinator at extension 7265 for confidential individual counseling appointments. Watch for announcements about group meetings and special events on campus bulletin boards and in *The Splinter*, a newsletter published each Tuesday and Thursday during the fall and spring semesters.

ACC Bookstore

The ACC Bookstore, located in the Besser Technical Center 104, carries a wide variety of merchandise. It is owned and operated by Alpena Community College and offers the following:

- All required textbooks and course materials
- Computer software at educational pricing
- Art, drafting, & school supplies
- Eastpak & Timberland Backpacks
- Snacks, beverages, & candy
- Campus wear
- Insignia items
- Study aids
- Greeting cards
- Gift certificates
- Gift wrapping
- Phone & lunch cards
- Student copies

Normal operating hours are 9:00 a.m.-4:00 p.m. Extended hours will be posted for the beginning of each semester. Book buy-back is held during the final exam period at the end of each semester. Summer schedule may vary.

Drug Abuse Prevention Program

Drug abuse information is available to all students in the Student Services Office at Van Lare Hall. In addition, information about treatment programs and services are provided by the professional counseling staff. Treatment programs are provided by the following agencies:

- Au Sable Valley Community Mental Health Services (989) 362-8636
- Birchwood Center for Chemical Dependency (989) 356-7242
- Catholic Human Services (989) 356-6385
- Northeast Michigan Community Mental Health Services (989) 356-2161

Library

Located in CTR 111, the ACC Stephen Fletcher Library provides a full range of library services, including check-out privileges, inter-library loans, microform copies, coin-operated copier and computers for word processing.

Books, pamphlets, periodicals, microforms, computer indexes and reference materials are included in the academic, reference and research collection. Computerized (CD and on-line Internet) full-text access is available for over 13,000 periodicals, Michigan newspapers, and an assortment of national and local newspapers. Computer access to the Internet, websites and e-mail is also available in the ACC Library.

Operating schedule generally includes some evening and weekend hours. Times will be posted for each semester.

Registered ACC students of any age are eligible for library cards and borrowing privileges, and the ACC Library is also open to public use. Non-ACC students obtaining library cards must be at least 18 years of age.

Students must pay library fines, return overdue library materials and pay charges assessed for lost library materials before their grades or transcripts can be released. Students with unpaid library obligations cannot register for future classes.

The Lumberjack Shack

Cafeteria-style food service and meal plans are available on campus in the Lumberjack Shack, BTC 107. Food for Thought in the Van Lare Hall student lounge offers a limited menu in a snack bar setting.

The Wellness Center

Membership in the ACC Frederick T. Johnston Wellness Center is part of the Student Services Fee each registered credit student pays. This state-of-the-art health and wellness facility has over 60 pieces of exercise equipment, including treadmills, stair climbers, rowing machines, stationary bicycles, cross country ski machines and weight training pieces.

Other features include personalized programs, equipment check-out, open gym, incentive programs, locker rooms, shower facilities, towel service, and detailed orientation on correct use of each piece of equipment. Professional staff is on hand during all hours of operation. The Wellness Center is located adjacent to Park Arena.

Campus Life

Campus Committees

Students are appointed by Student Senate as full members of the following committees:

Curriculum Committee — Composed of five faculty, one student representative, and two administrators whose responsibility is to review changes, additions, and deletions in the course offerings and programs of the College.

Budget Review Board — Composed of two faculty, three students, and one administrator whose responsibility is to allocate that portion of the student services fee which is not already allocated to athletics and student activities.

Student Activities Board — Composed of three members appointed by the Student Senate President and a representative from each active, recognized student organization whose responsibility is to plan, coordinate and implement annual events.

Publications Board — Composed of three faculty, three students, and one administrator whose responsibility is to administer Alpena Community College policy concerning student publications, approve publication staffing and budgets, and arbitrate cases of disagreement about the content of student publications.

Student Judiciary Board — Composed of three faculty, five students, and one administrator whose responsibility is to provide appropriate due process, therefore providing a better environment for the entire ACC community.

Class Cancellation Due to Instructor's Absence

Alpena Campus — If an instructor's unavoidable absence requires cancellation of a class, "Class Cancellation" signs are posted in several campus locations:

- Van Lare Hall — in the main lobby next to the student lounge.
- Besser Technical Center in the front lobby and in the hall next to the Bookstore
- Center — in the corridor intersection at Room 108
- World Center for Concrete Technology — in the lobby
- Charles R. Donnelly Natural Resources Center — on first and second floors near the elevator.

Daily class cancellation information is also available on the College voice mail system to students using a touch tone phone. Call the College at (989) 356-9021 or 1-888-468-6222, and then press 8 to receive a daily message listing class cancellations.

Huron Shores Campus — A telephone pyramid notification process is used to notify Huron Shores Campus students of class cancellation due to an instructor's absence.

College Park Apartments

Student townhouses are located along Johnson Street at Woodward Avenue on the ACC Campus. The 16, four-person units are privately owned and managed.

For information, contact:

Stratford Group Ltd.,
442 W. Baldwin Street, Alpena
Phone (989) 354-2424.

For off-campus housing information, contact Yvonne White in VLH 107 (Ext. 7240).

House Phones and Pay Phones

House phones provide free access to all campus telephone extensions. They are located in:

- Van Lare Hall near the student lounge;
- Besser Technical Center in the hallway east of the Bookstore and in the small dining rooms (BTC 107D & E); and
- Natural Resources Center near the first floor elevator.

Pay phones are located in:

- Van Lare Hall near the student lounge;
- Besser Technical Center in the hallway east of the Bookstore; and
- Natural Resources Center in the west lobby beneath the stairs.

Severe Weather Situations

Alpena Community College draws students from a large geographic area, and has two campuses located 50 miles apart. The weather can vary dramatically in the region. Students are responsible for determining the advisability of travel during severe conditions.

In extreme situations, the College may alter its schedule of operation at the Alpena Campus or at the Huron Shores Campus in one of the following ways:

- Delay morning opening
- Cancel classes only
- Close the College (cancel classes & close all offices/services)

When this happens, area radio stations will be requested to assist in notifying students that:

- Classes at one or both campuses are being cancelled (for the entire day if the decision is being made prior to 6 a.m., or as of a specified time if the decision is being made during the day);
- The College is delaying morning opening at one or both campuses until a specified time (classes scheduled to begin at or after that time will be held); or
- The College at one or both campuses is closing (for the entire day if the decision is being made prior to 6 a.m., or as of a specified time if the decision is being made during the day). Closure means that no classes will be held and all College offices and services will be closed as well.

The ACC telephone system greeting at (989) 356-9021 or 1-888-468-6222 will also inform callers of delay in opening, College closing or cancellation of classes.

In the event of overnight storms, College administration tries to make the decision so that it can be broadcast and put on the telephone greeting not later than 6 a.m. In the event of worsening daytime storms, they try to make the decision regarding afternoon classes by 10 a.m., and for evening classes by 3 p.m. These are general guidelines; however, each situation is unique.

Be assured that every attempt is made to reach timely and wise decisions and to provide prompt notification of any changes to normal operations. It is important that you understand what the College means by the terms delay, closing and cancellation and that you listen carefully to your local radio station during severe weather for information about the campus you attend.

Alpena Community College classes held at local public schools are also subject to the situation existing in that school system. If the school district cancels its classes due to weather or other emergency conditions, the ACC classes will not be held. Because the College often remains in session when public schools do not, no additional announcement comes from ACC regarding those off-campus classes to avoid confusion with on-campus classes. Students attending ACC classes at other sites should listen for information about the local school district.

Student Lounges

There are student lounge areas in Van Lare Hall and in The Center. Restrooms, vending machines and house phones are nearby. The Center area includes a “quiet” lounge and an activities lounge.

Student Activities

There are a variety of social, academic, athletic, cultural and service opportunities available to students at Alpena Community College. Involvement in activities beyond the classroom help you meet new people, broaden your interests and have fun, which are three important aspects of the collegiate experience.

An overview of clubs and activities is presented in this section. Watch campus bulletin boards and The Splinter newsletter published on Tuesday and Thursday for announcements of things to do.

Athletics

Intercollegiate — Alpena Community College belongs to the Eastern Division Michigan Community College Athletic Association. Currently, the college fields basketball and golf teams for men and basketball, softball and volleyball for women. Men's soccer is currently a club sport. For information, contact the Dean of Student Affairs in VLH 107.

Intramural — The intramural program is operated for the benefit of all Alpena Community College students wishing to take part in team sports for fun and friendly competition. Activities include flag football, volleyball, basketball, bowling, floor hockey, softball, and others.

The intramural program intends to provide a competitive environment in a sportsmanlike and friendly atmosphere. Verbal abuse, aggressive behavior, and/or unsportsmanlike conduct are not consistent with this intent. Persons who participate in intercollegiate sports at Alpena Community College are not eligible to participate in the intramural program in that same sport for a period of one year.

Cultural Opportunities

The ACC Spotlight Series — This performing arts series offers registered students discounted tickets for the entire series of individual shows. Stop by CTR 108 or call Ext. 7272 for dates and performers scheduled.

An Evening with the Arts — Held on the last Friday of the fall and spring semesters, this exhibition showcases the work of ACC visual and performing arts students. It has also become rather popular for the great food made by art students and faculty and served throughout the evening. Admission is FREE. Watch for posters and Splinter announcements for details.

Fall Global Awareness Series — Each October, ACC presents a series of free programs focusing on the political, economic and cultural aspect of another country or region of the world. Watch the Splinter and for posters announcing details of this annual opportunity to broaden your world view.

Theatre — Watch for posters and Splinter announcement about plays being presented in Granum Theatre by the ACC Players.

Your ACC student identification card will also bring you discounts for tickets to live performances at Alpena Civic Theatre, 401 River Street, and Thunder Bay Theatre, 400 N. Second Avenue, both in Alpena.

Jesse Besser Museum and Planetarium — Adjacent to the campus, this community treasure offers changing arts and science programs and exhibits of general interest.

Student Newspaper: *The Lumberjack*

The student newspaper at ACC is *The Lumberjack*, with headquarters in BTC 106. Students with interest and some background in news or feature writing, publication design and layout, photography or desktop publishing are welcome to join the staff. Call Ext. 7264.

Student Organizations

Several active clubs are described below. Contact the Dean of Student Affairs (VLH 107) for information on current clubs.

ACC Players — A theatrical performance club open to students of all disciplines. The ACC Players present a minimum of one show a semester and meet on a regular basis to study improvisation. Watch for notices or contact Nan Hall in NRC 210A, Ext. 7392.

Industrial Technology Association — This organization fosters interest in manufacturing, machine tool, CAD-CAM, engineering, design and robotics. It promotes and encourages members to develop and achieve the highest academic, personal and professional standards. Watch for announcements.

Phi Theta Kappa (PTK) — An honor society which brings recognition to students who achieve academic excellence and demonstrate interest in their college and community. Chapter activities range from involvement in student government, volunteer work for community service organizations and sponsoring speakers on campus, to arranging social get-togethers and educational tours. For information, contact Doug Huizenga in NRC 303, Ext. 7362

Student Nurses Association — Members take part in campus and community services and social projects. The group maintains an alumni association for graduates from the associate degree nursing (ADN) program at ACC and promotes and maintains the high standards of the nursing profession.

Student Senate

Student Senate is the student body liaison with College administration and the Board of Trustees. Its office is inside the student activity lounge in CTR 118, Ext. 7287. Members gain leadership and group work experience while addressing issues of concern to students and planning a variety of events throughout the academic year.

Volunteer Center

The Alpena Volunteer Center in CTR 108 offers students and student groups an opportunity to do volunteer work in the community through special projects or on a regular basis. A service of the ACC Center for Economic and Human Resource Development, the Volunteer Center has a working relationship with over 120 clubs, agencies, schools and groups in the Alpena area.

A student can be placed in a volunteer job that matches his/her interests, which can be an excellent way to gain work experience and explore career possibilities. Internships for credit can be arranged through the Volunteer Center. Stop by CTR 108 or call (989) 358-7272, or (989) 358-7235.



Parking Regulations

Driving and parking on the ACC campus is a privilege which may be revoked if abused. All vehicles brought on campus are the responsibility of the driver. The campus includes all buildings and surrounding properties which are owned, leased, or operated by the College. Parking regulations apply to:

- ACC students, their spouses and children;
- ACC staff members, their spouses and children;
- Vendors and visitors to ACC.

Parking

The Parking Control Office, located in Besser Technical Center Room 101 is where you register your vehicle for a student parking permit and get a map showing designated parking areas.

Student vehicles may be parked only in areas designated for student parking, and staff vehicles may be parked only in areas designated for staff parking.

Vehicles parked in areas designated for ACC students must display a valid student parking permit.

Vehicles parked in areas designated for ACC staff must display a valid staff parking permit.

Vehicles parked in designated handicapped parking areas must display a valid state handicapped parking permit.

Vehicles must be parked so as to not obstruct College operations or damage lawns or shrubs.

No overnight parking is permitted without prior approval from the Parking Control Office.

Bicycles are not permitted inside buildings.

Speed Limit

Drivers at all times must operate vehicles in a safe manner with regard to traffic and road surface conditions. Vehicles must be operated in control and at a safe speed not to exceed a maximum limit of 15 miles per hour.

Violations

A \$10 fine will be assessed for:

1. Unregistered vehicles.
2. Parking in unauthorized parking areas.
3. Parking in undesignated parking areas.
4. Reckless driving or exceeding the college speed limit.

A \$25 fine will be assessed for:

1. Unauthorized parking in handicapped parking areas.

All fines are paid in Campus Services (VLH 108). Appeals of violation tickets must be filed with the Parking Control office (BTC 101) within five school days. Otherwise, the fine must be paid. Failure to pay fines can result in a hold on grades, transcripts and registration for classes. Student Senate hears appeals.

Vehicles will be towed (at the driver's expense) for:

1. Obstructing College operations.
2. Damaging lawns or shrubs.
3. Consistent disregard of College parking regulations.

Accidents

Accidents involving College property should be reported to Facilities Management in BTC 101.

Policies and Procedures

Students have a responsibility to be familiar with the policies, procedures and regulations in effect at Alpena Community College. Information in this section and in the catalog portion of this publication provides the basis for institutional decisions and actions and will be the reference when matters of dispute must be resolved.

Academic Rights of Students

Information about Course Content

A student has the right to be informed in reasonable detail in writing at the first or second class meeting with the assigned instructor about the nature of the course and to expect the course to correspond generally to its official description.

Academic Evaluation

A student has the right to receive a grade based only upon a fair and just evaluation of performance in a course as measured by the standards announced by the instructor at the first or second class meeting. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, religion, sex, national origin, political affiliation, or activities outside the classroom that are unrelated to the course work.

A student has the right to be informed in writing at the first or second class meeting with the assigned instructor about the criteria to be used in evaluating the student's performance and to expect that the grading system (as described in the Catalog section of this publication) will be followed. Whenever factors such as absences or late papers will be weighted heavily in determining grades, a student shall be so informed in writing at the first or second class meeting.

Grading Criteria

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

- A. **Is understandable by students** — All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
- B. **Is relevant to the course** — All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.

- C. **Uses a variety of evaluation methods** — The grading system must employ more than one method of evaluating student performance.
- D. **Provides feedback to students** — The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
- E. **Treats students consistently and fairly** — Students with identical results on each component of the grading system must receive the same course grade.

Academic Standards of Progress

A student enrolled in credit course work at Alpena Community College is responsible for maintaining certain academic standards of progress by earning a specified minimum grade point average (GPA) or higher after completing a certain number of semester hours. This shows that he/she is benefiting from enrollment and moving successfully toward completion of a program of study.

If the required GPA is not achieved, academic probation results to provide the student with counseling assistance and a specified time frame in which to reach the required GPA. Failing at this point to satisfy the academic standards of progress results in academic dismissal and the student cannot enroll in further credit course work at Alpena Community College.

Academic Probation

It is the academic policy of Alpena Community College that a student will be placed on academic probation when he/she:

- Fails to complete at least 50 percent of all credit hours attempted* during his/her first two semesters of enrollment;
- Completes 15 credit hours and his/her grade point average at ACC falls below 1.5;
- Completes 30 credit hours and his/her grade point average at ACC falls below 1.6;
- Completes 45 credit hours and his/her grade point average at ACC falls below 1.7;
- Completes 60 credit hours and his/her grade point average at ACC falls below 2.0.

* “hours attempted” does not include withdrawals

A student may be removed from academic probation by completing a minimum of six (6) credit hours in one semester or summer session and

- Earning a minimum GPA of 2.0 during that semester or summer session **OR**
- Achieving the required cumulative GPA that will maintain the minimum required grade point average for hours completed as specified above.

A student on academic probation must meet with a member of the counseling staff, by appointment, during the scheduled probational counseling period to develop an academic plan. This plan is required prior to the next semester registration and any previous preregistration will be invalid. The academic plan will specify the student’s current course selections and may include referrals for appropriate support services.

Academic Dismissal

It is the academic policy of Alpena Community College that a student who has been on academic probation for two successive semesters or combination of a semester and summer session is subject to academic dismissal if he/she:

- Fails to earn a minimum of six credits AND
- Fails to earn a minimum grade point average (GPA) of 2.0 in the second academic period (semester or summer session) of probation or fails to earn a cumulative GPA that will maintain the minimum required GPA for hours completed (see “Academic Probation” for minimum GPA requirements).

This applies to all students, even those not continuously enrolled one academic period after another.

Any student who has been dismissed may appeal that action to the Academic Standards Committee and may present any mitigating circumstances that may have contributed to the student’s failure to satisfy the academic standards of progress. Upon the recommendation of the Academic Standards Committee, a student who has been academically dismissed may be allowed to enroll for one additional semester or summer session on continued academic probation.

Access — Americans With Disabilities Act

Individual & Institutional Rights & Responsibilities

Each student with an identified disability (please see page 15) has the right to receive from Alpena Community College:

- Equal access to courses, programs, services, jobs, activities and facilities offered through Alpena Community College.
- Equal opportunity to work and learn and to receive reasonable, effective and appropriate accommodations, academic adjustments and/or auxiliary aids and services.
- Appropriate confidentiality of all information regarding their disability and to choose to whom information about their disability will be disclosed, except as required by law.

Alpena Community College has the right to:

- Identify and establish essential functions, abilities, skill, knowledge, standards and criteria for courses, programs, jobs and activities and to evaluate students based on their performance.
- Request and receive from an appropriate licensed professional source current documentation that supports requests for accommodations, academic adjustments and/or auxiliary aids and services.
- Deny a request for accommodations, academic adjustments and/or auxiliary aids or services if the documentation demonstrates that the request is not warranted, if the documentation presented fails to identify a specific disability or the student fails to provide appropriate documentation in a timely manner.
- Select among equally effective and appropriate accommodations, adjustments and/or auxiliary aids and services in consultation with students with documented disabilities and in collaboration with faculty and staff who have contact with them.

- Refuse to make available an accommodation, adjustment and/or auxiliary aid or service that is inappropriate, ineffective or unreasonable, including any that:
 - a. pose a direct threat to the health and safety of others,
 - b. impose a substantial change to an essential element of course curriculum, or
 - c. pose undue financial or administrative burden on Alpena Community College programs, activities, faculty or staff.

Each student with a disability has the responsibility to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs and activities, i.e., completing assigned work in courses taken.
- Identify themselves in a timely manner as an individual with a disability when an accommodation is needed and to seek information, counsel and assistance as necessary from appropriate sources designated by Alpena Community College, preferably prior to the start of classes.
- Provide documentation from an appropriate licensed professional source describing the nature of the disability and how the disability limits the student's participation in courses, programs, services, jobs, activities and facilities when accommodation is sought, and recommending the nature of an accommodation to provide the student with a disability equal access and opportunity.
- Follow published procedures for obtaining effective and appropriate accommodations, academic adjustments and/or auxiliary aids and services. Procedures are published within the Admissions section (page 15) of the Alpena Community College Catalog and Student Handbook.

Alpena Community College has the responsibility to:

- Provide information regarding policies and procedures to students with disabilities and assure that this information be provided in accessible formats upon request.
- Ensure that courses, programs, services, jobs, activities and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings.
- Evaluate students and applicants on their abilities and potential, not on their disabilities.
- Provide or arrange for effective, appropriate and reasonable accommodations, academic adjustments and/or auxiliary aids and services for students with identified disabilities in courses, programs, services, jobs and activities.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by the law or authorized by the student.

Affirmative Action Review Procedure

Alpena Community College is a nondiscriminatory and equal opportunity educational institution and employer. Staff and/or students who have a question and/or concern about this policy may initiate an informal and/or a formal request for review.

Informal Procedure — A student and/or community member may initiate an informal affirmative action complaint by making an appointment with the affirmative action officer, Richard Sutherland (VLH 110, Ext. 7368). After the meeting, the affirmative action officer will advise the individual regarding his/her

complaint. At that time, the individual may elect to drop the complaint or process a formal complaint.

Formal Procedure — A student and/or community member may process a formal affirmative action complaint by utilizing the following process.

1. Provide to the affirmative action officer a written statement outlining, in detail, the complaint. This statement should include supportive statements and as much information about the incident as the individual can provide. The affirmative action officer will review the statement with the individual at the time it is submitted for action.
2. The affirmative action officer will, within five working days of the receipt of the complaint, convene a meeting of the Affirmative Action Committee. This group (affirmative action officer, two administrators, and two staff members) will review the complaint. The committee subsequently may call in the individual initiating the complaint to clarify statements made in writing or to obtain additional information. Once satisfied that it has all pertinent information, the Affirmative Action Committee will, within 15 working days, make its findings and recommendations known to the individual and to the College President.
3. If the Affirmative Action Committee finds grounds for a complaint, the college will immediately take action to assure that the compliance with all affirmative action measures is guaranteed to each student and/or community member.
4. If the Affirmative Action Committee finds insufficient grounds for a complaint, the committee will, within 15 working days, notify the individual. At that time, the individual may elect to drop the complaint. If not, the complaint is submitted to the College President and Board of Trustees.
5. The Board of Trustees and College President will review the complaint and, within 20 working days, will issue a reaction and recommendations. If the President and Board of Trustees find insufficient grounds for a complaint, the individual may elect to drop the complaint.
6. If an individual decides to pursue the complaint beyond Step Five, he/she may use the courts or the Civil Rights Commission.

NOTE: Any individual may initiate an affirmative action complaint directly with the legal authorities or with the Michigan Civil Rights Commission.

Alcoholic Beverages Policy

Alcoholic beverages are not to be served or sold at any student event on campus.

Cheating and Plagiarism

Dishonest scholarly practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice.

A few examples would include (but are not limited to):

1. Work copied verbatim from an original author.
2. Work copied practically verbatim with only a few words altered from the original without proper credit being given.
3. Copying answers from another's test paper.
4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students.
5. Falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices — The course instructor will determine the appropriate penalty for proven cases of dishonest scholarly practice in his/her class.

Minimum penalties are as follows:

1. The first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc. on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, course, etc.; the grade will remain as "E."
2. The second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred.
3. Any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the college for one full academic semester.

The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the dean, at the same time informing the chairperson of the department in which the course is offered. The dean shall maintain a file consisting of all reports of incidents of dishonest academic practice. The student shall be notified in writing by the dean in all cases; the students should be notified of the consequences and his right to appeal.

The information will be placed in the student's official record. In all cases the dean shall see that the appropriate action is taken and shall notify the instructor and chairperson of the action taken.

Contrary Opinion

A student has the right to take reasoned exception to the data or views offered in the classroom without being penalized. The instructor has the right to limit discussion.

Drug-Free Campus Policy

It is the policy of Alpena Community College to maintain a campus free of drug and alcohol abuse. Alpena Community College further specifies that the institution supports federal and state laws which prohibit the manufacture, distribution, dispensing, possession, or illegal use of controlled substances on campus by officers, employees, or students of the college. Any student or employee found to be in violation of these laws and/or college policies and procedures and/or the Student Code of Conduct, which prohibit such use, possession, purchase, distribution, or dispensing of drugs and abuse of alcohol, will be subject to disciplinary procedures and/ or satisfactory participation in drug/alcohol abuse assistance or rehabilitation programs and/or may be subject to immediate discharge from employment or dismissal from the college.

A student asking for assistance on a drug problem will not jeopardize continued enrollment at the College. Referral to an appropriate agency may be made. If necessary, a medical withdrawal will be permitted.

Possible Disciplinary Actions — When a student has been found guilty of a violation of a College regulation, one of the following penalties may be used:

- A. **Warning:** An official reprimand which expresses College dissatisfaction with the student's conduct and which clarifies expected behavior in the future. Such action is recorded in the student's confidential file in the Student Services Office. Normally, a warning does not include any restrictions.
- B. **Probation:** An indication of further violation within the probationary period shall result in more severe disciplinary action against the student that could include suspension or dismissal from the institution. Usually, the probationary period extends for a specified period of time or until completion of a specific requirement. The action does not appear on the student's transcript but it is a part of the confidential file in the Student Services Office.

Probation in itself does not carry with it any restrictions; but, in addition to probation, it is possible for a student to be expected to complete a work assignment, pay a fine, or some other requirement, or to be prohibited from holding an office or representing the College in any activity.

- C. **Suspension:** An action that separates the student from the institution for a short period of time to be appropriate with the circumstances of the violation.
- D. **Dismissal:** An action that separates the student from the institution for an indefinite and relatively long period of time to be appropriate in the light of the circumstances in each case and which fall within their defined jurisdiction.

Financial Credit Policy

All tuition and fees are payable at registration except for those students who have approved financial aid.

Note: No student who owes a financial balance from any previous semester will be allowed to register for courses.

Fines

Fines assessed for parking violations or overdue library materials, as well as charges for lost library materials, must be paid before a student's grades or transcripts can be released and before the student can register for future classes.

Policy on Program Revisions

Changing Graduation Requirements

Alpena Community College continually revises courses, programs, and graduation requirements in order to provide students with quality educational experiences. Courses are updated to reflect new technology, new courses are added to programs to strengthen students' technical skills, and general education requirements are adjusted in order to more effectively meet students' needs.

Continuous Enrollment

The following guidelines govern those situations in which graduation requirements are changed for the program a student enrolled in the college is pursuing:

Students enrolled in a program and degree at Alpena Community College will have the option of completing the degree as specified under the requirements in place at the time of the student's initial enrollment in the program or the requirements in place at the time of graduation if the student has been continuously enrolled in the program.

Continuous enrollment is defined as enrollment in at least one course during the fall and spring semesters from the initial time of enrollment in the program until the time of graduation. Students who do not satisfy this definition of continuous enrollment must meet the program requirement in effect at the time of graduation.

Age of Course Work

In addition, a student in an associate in applied science degree or certificate program may not apply any course work (either transferred or completed at ACC) older than seven years toward the occupational specialty areas designated for the particular degree program or certificate. Exceptions can be granted by departmental

recommendation based on proficiency standards. This policy applies only to the AAS degree and certificate programs and has no bearing on any other degrees offered by Alpena Community College.

Policy on Reportable Communicable Diseases

Alpena Community College, in order to strike a balance between the right of a student or employee infected with a reportable communicable disease to continue his/her education or employment and the right of fellow students or employees to be free from the risk of exposure to communicable disease, will adhere to the following guidelines and procedures. Reportable communicable diseases defined by the Michigan Department of Public Health include, but are not limited to, Acquired Immunodeficiency Syndrome (AIDS), hepatitis, tuberculosis, and venereal diseases.

1. The Assistant Dean of Health Occupations will administer this policy through the office of the Vice President for Instruction, Student Services & Community Services. The College will analyze and respond humanely to each case as is appropriate to its particular circumstances.
2. Sensitivity to the student or employee involved and to the confidential nature of the situation will be practiced while the College takes action deemed necessary for the health, safety and welfare of others.
3. In the spirit of this policy, any student or employee who has been diagnosed as having a reportable communicable disease is urged to notify the Assistant Dean of Health Occupations. Any such person is also urged to consider the welfare of others and act in a responsible manner.
4. A student or employee who becomes aware that someone attending or employed by the College has a reportable communicable disease that poses a health hazard to others should report this to the Assistant Dean of Health Occupations directly or through the appropriate supervisor. All confidentiality and privacy rights are to be respected.
5. The Assistant Dean of Health Occupations will contact any person reported to have a serious communicable disease and attempt to verify the information.
6. If the information can be verified, or in cases when a student or employee has reported that he/she has a reportable communicable disease, the Assistant Dean of Health Occupations will notify the College President.
7. The President or his designee, acting under the guidelines of the Michigan Department of Public Health, is authorized to take action necessary to deal with a communicable disease that poses a serious threat to the College community. The President may appoint an advisory committee consisting of the Vice President for Instruction, Student Services & Community Services, the Assistant Dean of Health Occupations, a Student Services counselor, a faculty member appointed by the Faculty Council, and a representative from District Health Department 4. This committee may recommend a course of action following a review of the case and current materials regarding the disease. All persons involved in the review process will treat all proceedings, deliberations, and documents as strictly confidential.

8. The President will be the College spokesperson for public information about issues related to serious communicable diseases. In consultation with the College legal counsel and the Assistant Dean of Health Occupations, the President will determine information that is appropriate for public dissemination.
9. The Assistant Dean of Health Occupations will have available for students and employees current educational materials regarding reportable communicable diseases.

Privacy Act Statement

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records. The College has designated certain student information to be public or directory information, and at its discretion, may release this information without prior written consent of the student. Directory information is defined as name, home address, telephone number, place of birth, curriculum, dates of attendance, degrees, certificates and awards received, last educational institution attended, and participation in recognized activities and sports.

Students may request that all items identified as directory information be withheld and considered restricted information. To withhold public or directory information, written notification must be received by the Records Coordinator prior to the end of the second week of classes during the semester the withholding is to begin. Forms are available from the Records Coordinator, 110 Van Lare Hall.

Raffle Policy

Raffles are permitted as a means of raising funds for college-sponsored activities by college-approved organizations. The following conditions must be complied with:

1. Approval Process: a written request (memo) must be submitted by the faculty advisor to the Dean of Student Affairs. The request should include the State Lottery form, the raffle date and time, the prize(s), ticket price, and the purpose for which the funds raised will be used.
2. The written request must then be approved by the Controller or the Dean of Student Affairs.
3. Upon approval, the faculty advisor must submit the proper State Lottery forms as required by Public Act 382.

Additional information is available at the Student Services Office (VLH 107).

Residency Policy

Students enrolling at Alpena Community College shall be classified as in-district, in-state, or out-of-state for purposes of admissions, fees, and tuition charges. The

burden of registering in one of the three categories rests with the student. If a question arises regarding a student's residence, it is his or her responsibility to discuss it with the Dean of Student Affairs.

Procedure

It is the intent of Alpena Community College to make every reasonable effort to correctly classify students according to their residence. In this spirit, the following regulations, approved by the College Board of Trustees, will determine the student's residency status.

I. Regulations

- A. No one shall be deemed a resident of the Alpena Community College district for the purpose of admission to Alpena Community College unless he or she has resided in the district for six months immediately preceding their first enrollment.
- B. No one deemed a nonresident may gain residence or in-state status for tuition purposes without first obtaining approval by the Residency Committee or its designee.
- C. The residence of minors shall follow that of their legal guardian except where guardianship has been established in the district obviously to evade the non-resident tuition.
- D. Aliens who have secured the Declaration of Intent papers and have otherwise met the requirements for residence shall be considered residents.
- E. The residency of any person, other than a parent or legal guardian who may furnish funds for payment of college tuition, shall in no way affect the residency of the student.
- F. Persons from out of the college district assigned, referred, or housed at an in-district human resource service agency or facility shall not be deemed a resident until that person has lived in the facility or district for six continuous months.
- G. Discretion to adjust individual cases within the spirit of these regulations is vested in an officer (currently the dean of student affairs) appointed by the President of Alpena Community College who is responsible and accountable for the administration of the residency policy.

II. Guidelines

In an effort to assist individuals in interpreting the above regulations, the following guidelines should be of assistance in explaining the basis upon which the questions of residency and requests for waiver of out-of-district and out-of-state tuition are determined.

- A. No student is eligible for in-district classification unless he or she has been a bona fide domiciliary of the Alpena Community College district for at least six consecutive months immediately prior to his or her first enrollment. This requirement does not prejudice the ability of a student admitted on an out-of-

district, or out-of-state basis to be placed thereafter on an in-district basis provided he or she has acquired a bona fide domicile for a duration of at least six consecutive months within the district. Attendance at Alpena Community College neither constitutes nor necessarily precludes the acquisition of such a domicile. For these purposes, a person may acquire domicile in the Alpena Community College district when he or she has been here for at least six consecutive months, primarily as a permanent resident and not merely as a student; this involves the probability of the person remaining in the Alpena Community College district beyond the completion of his or her schooling.

- B. A student 18 years of age or older in the Alpena Community College district has reached the age of majority and is considered eligible for in-district fee classification if:
 - 1. The parent (or legal guardian) was a bona fide resident of the Alpena Community College district at the time the student reached age 18 and the student elects to maintain the Alpena Community College district as his or her residence.
 - 2. The student has maintained a bona fide residence in the Alpena Community College district for six consecutive months immediately preceding his or her first enrollment.
- C. If a student's family (defined as sponsoring parents or legal guardian) moves to the Alpena Community College district during the time he or she is a student, the student may request a reclassification to in-district.
 - 1. If a student's family moves out of the Alpena Community College district during the time he or she is a student, the student's in-district classification is maintained as long as he or she is continuously enrolled. Interruptions for a summer semester vacation will not affect the enrollment status of the student.
 - 2. If the father and mother have separate places of residence, the student's residence is that of the parent with whom the student is living or to whom he or she has been assigned by a court.
- D. Nonresident married persons may follow the procedure outlined in Section III to request a reclassification to in-district status for purposes of paying tuition and fees at Alpena Community College. Persons under this classification are considered by the Residency Committee as individuals independent of their spouses.
- E. A veteran of active United States military service (excluding reserve programs and National Guard) who, after being honorably separated, moved to the Alpena Community College district within 90 days after being separated from the service, and with the intent of becoming a resident of this district, may request to be classified as an in-district student for tuition and fee purposes.
- F. Students registered for Alpena Community College off-campus courses do not establish in-district status on the basis of their registration in those courses.
- G. A nonresident reaching the age of 18 years while a student at any educational or training institution in the Alpena Community College district does not, by virtue of said fact, qualify for reclassification to in-district status for purpose of paying tuition and fees at Alpena Community College.

- H. A nonresident student, after reaching the age of 18, may request to be reclassified to in-district status for purposes of paying tuition and fees at Alpena Community College in accordance with the procedure outlined in Section III.

III. Procedure for Reclassification to In-District Status

A student or prospective student requesting in-district classification shall complete the form labeled Request for Classification to In-District Status. The student shall list in detail the reasons that he or she is a bona fide domiciliary of the Alpena Community College district, primarily as a permanent resident and not merely as a student, and attach documentary data in support thereof including by way of illustration:

- A. Verification of legal voting residence in the Alpena Community College district.
- B. A notarized letter from the student's employer(s) verifying the dates of employment in the Alpena Community College district and verification of Michigan income tax withheld.
- C. The residence of minors shall follow that of their legal guardian except where the guardianship has been established in the district obviously to evade the fee.
- D. Aliens who have secured the Declaration of Intent papers and have otherwise met the requirements for residence shall be considered residents.
- E. The residence of any person, other than a parent or legal guardian who may furnish funds for payment of college tuition, shall in no way affect the residence of the student.

Students are advised to submit their Request for Classification to In-District Status with attached documentation to the office of the Dean of Student Affairs at least one month in advance of the semester for which they hope to qualify for in-district status.

In the event a Request for Classification to In-District Status is submitted with pending justification, the College reserves the right to withhold a decision until all evidence is clearly available. Normally, the change of status will be effective during the first semester after all evidence has been evaluated and approved.

IV. Appeal Procedure

Any student desiring to challenge his or her classification under the foregoing Regulation of the Board of Trustees shall have the right to petition an appeal of the determination. The petition should be addressed to the Residency Committee, which shall consist of the Vice President for Instruction, Student Services & Community Services, the Vice President for Administration and Finance, the Dean of Student Affairs and the Controller.

Sexual Harassment Policy

Sexual harassment is not acceptable behavior on the College campus or at College-sponsored events off the campus. Any violation by students or college

employees may result in disciplinary action. Alpena Community College forbids retaliating against anyone who reports sexual harassment, who assists in making a sexual harassment complaint, or anyone who cooperates in a sexual harassment investigation.

Definition of Sexual Harassment — Sexual harassment is defined in the Michigan Civil Rights Act as follows:

“...Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature” when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment, public accommodations or public services, education or housing.
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodations or public services, education or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.

For the purpose of the above regulation, the College interprets unwelcome to mean:

- A. Conduct or communication which a reasonable person in a similar circumstance would consider unwelcome.
- B. Conduct or communication which continues after notice is given that the conduct or communication is unwelcome.

Procedure for Reporting Sexual Harassment — Any student or college employee who feels that they have experienced or witnessed sexual harassment should immediately notify either Sandra Libka, Director of Human Resources, or Max Lindsay, Dean of Student Affairs.

Procedure for Reporting Sexual Assault — Any incident of sexual assault should be reported immediately to either Sandra Libka, Director of Human Resources, or Max Lindsay, Dean of Student Affairs. The following procedures will then be followed:

1. The College representative will take a statement from the alleged victim and file an incident report.
2. The accuser will be advised of the necessity to preserve all evidence including the possibility of a medical examination.
3. The institution will refer the alleged victim of any sexual assault to community agencies who provide personal counseling and support services.
4. The accuser will be advised of his/her right to notify the proper law enforcement authorities. The College staff will encourage the alleged victim to report any incident

to the appropriate law enforcement agency. The College will cooperate with law enforcement authorities in the investigation of any reported sexual assault.

5. Student judiciary bylaws and procedures will be followed in all cases involving sexual assault, including notification to both the accuser and the accused of the outcome of the judicial hearing. The College will assist the alleged victim of sexual assault in accommodations such as an alternative class schedule or housing. Students found guilty of rape, acquaintance rape or other sex offenses (forcible or non-forcible) will be dismissed from the College.

Smoking Policy

The Board of Trustees approved a resolution prohibiting smoking in all campus buildings. Smoking outside campus buildings shall not take place within 50 feet of any ACC building except in the following designated smoking areas:

- Besser Technical Center — outside the east entrance; outside the north entrance facing The Center (at the end of the north-south corridor near the Facilities Management Office, Room 101.
- The Center — outside the north entrance by the ACC Library; outside the west entrance near Park Arena.
- Natural Resources Center — outside the north entrance; outside the west entrance.
- Van Lare Hall — outside the east entrance; outside the west entrance; outside the south entrance off the student lounge.

The use of smokeless tobacco products is also prohibited in any College facility.

Persons wishing to report violations of this policy can file an Incident Report in the office of the Dean of Student Affairs (VLH 107) as follows:

1. Fill out an Incident Report giving the complete details of the incident.
2. Turn in the completed report to the office of the Dean of Student Affairs.
3. The Dean of Student Affairs will review the Incident Report and make a decision on whether to issue formal charges or take other action.
4. When formal charges are issued, the student will receive a written notice listing the charges. A meeting with the student will be scheduled at which time the student selects the formal or informal judicial process they wish to pursue. (The complete judicial process is published elsewhere in this Catalog and Student Handbook.)

Please Note: The person or persons issuing the complaint must appear as a witness if a formal hearing is scheduled.

5. Penalty:
 - a. First offense: verbal warning
 - b. Second offense: \$15 fine
 - c. Third offense: \$25 fine
 - d. Fourth offense: five days probation

Student Code of Conduct

College conduct expectations are essential to the establishment of an environment conducive to learning, to the protection of the educational purpose of Alpena Community College and to the maintenance of a reasonable level of order on the campus. The College strives to maintain these standards through educational programs, counseling and the promulgation of conduct standards.

An important objective in the area of student behavior is to create a climate that fosters self-control and observance of standards without great external direction. When this process fails, or when circumstances in a conduct situation are particularly serious, appropriate action must be taken. In such cases, an attempt is made to reach decisions that are consistent with the educational objectives of Alpena Community College and the developmental needs of the student.

Basically, disciplinary action is viewed as a part of the educational process. Although the educational development of the individual student is of major significance in conduct cases, the College also has the responsibility to act, protect its educational purpose and community and to maintain its standards. When suspension is a possibility, an effort is made to determine whether the student is profiting from educational work at the College and if it would be beneficial for the student and the College community for the student to remain on campus. These codes of conduct also apply to off-campus activities such as field trips, extension courses, and athletic events.

In reviewing conduct cases, standards of procedural due process are observed to assure that the fundamentals of fair play are followed in the adjudication of student conduct problems.

Certain behaviors are not consistent with the objectives of Alpena Community College. Specifically, students or student groups are subject to disciplinary action if they:

1. Furnish false information to or withhold requested academic, personal or organizational information from the college with intent to deceive, including incidents of embezzlement and fraud.
2. Forge, alter, or misuse College documents, records, identification cards, or write worthless checks.
3. Abuse another person (students found guilty of assault may be dismissed from the College).
4. Maliciously destruct, damage, vandalize, or misuse College property including fire alarm systems, and other safety devices; water, plumbing and lighting fixtures; library materials, or private property on campus. This includes dismantling and the removal or transfer of College furniture from one room to another or from one building to another without official permission.
5. Are involved in grand larceny, burglary, or petty larceny on the campus or in off-campus living quarters.

6. Carry or possess weapons, ammunition, fireworks, or explosives on campus. Campus is defined as any College building, College property, or any off-campus site used for instruction or other College activities.
7. Consume, sell, or possess illegal drugs (students found guilty of selling controlled substances may be dismissed from the College). (See Drug-Free Campus Policy.)
8. Are involved in disruptive or disorderly conduct.
9. Fail to comply with directions of or interfere with College officials acting in the performance of their duties.
10. Gain unauthorized entry to College facilities and/or possess keys or duplicate keys without proper authorization.
11. Violate College policies concerning the registration, scheduling and recognition of student organizations and activities, the use of College facilities, or the time, place, and manner of mass meetings.
12. Gamble on any College-owned or supervised property.
13. Initiate false fire alarms (students found guilty of initiating a false fire alarm may be dismissed from the College).
14. Have unauthorized pets in the facilities.
15. Smoke in College buildings (prohibited by State law).
16. Use smokeless tobacco products in College buildings.
17. Consume alcoholic beverages in any College building or on College property.

Alpena Community College nursing students should also refer to the “Nursing Student Handbook” for additional nursing codes of behavior.

The College will cooperate fully with law enforcement and other agencies in the enforcement of civil law and in programs for the rehabilitation of student violators. Although ordinarily the College will not impose further sanctions after law enforcement agencies have disposed of the case, the College reserves the right to do so. Also, the College has an obligation to take note of sanctions by civil authorities and to institute counseling or disciplinary action if the student’s conduct has interfered with the exercise of its educational objectives and responsibilities of the College to its members.

Disruptive Conduct

Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. Any behavior that could constitute a safety risk to the student or others will be deemed disruptive conduct and the student may be asked to leave the classroom or lab.

Students involved in disruptive conduct will be subject to disciplinary action as outlined in this handbook and which includes suspension or dismissal.

Student Complaint Procedure

Complaints on College Operations

Students with complaints about Alpena Community College operations should contact the Dean of Student Affairs. The following steps may be taken:

Step 1 — Verbal: The Dean will hear the student's verbal complaint and will forward the complaint to the appropriate college supervisor. The supervisor will consider the merit of the complaint and take any action considered appropriate or necessary. At this level, the student has the right to remain anonymous.

Step 2 — Written: If the student's verbal complaint is not resolved, and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be forwarded to the appropriate dean and a copy will be provided to the involved college personnel. At this level, the student no longer remains anonymous.

Complaints on Grading and Instruction

Student evaluation of instructors is provided for under the terms of the contract between the Alpena Community College Faculty Council and Alpena Community College. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation. Student requests to change/appeal a grade earned in a course must be requested no later than the end of the next semester (including the summer session) in which the course grade was earned.

Step 1 — Verbal: The appropriate department chair shall hear the initial verbal complaint of the student and shall notify the instructor of the complaint. If the complaint is against the department chair, the student is then referred to another department chair. At this level the student has the right to remain anonymous.

Step 2 — Meeting: If the complaint is not resolved, the student may request a meeting with the instructor and the department chair together to clarify further the nature and circumstances of the complaint and to outline plans for its solution. The student or department chair may request a representative from the Student Services Department to be present at the meeting. Every attempt will be made to resolve the complaint at the department level.

Step 3 — Written: If the student's verbal complaint cannot be resolved at the department level and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be submitted to the Vice President for Instruction, Student Services & Community Services, and a copy will be provided to the involved faculty member. The vice president will discuss the complaint with the instructor

and provide an opportunity for both parties involved to present their sides of the issue. Every attempt will be made to resolve the complaint.

Student complaints under this policy shall not be the basis for any discipline of the instructor involved as long as there is no evidence of unfair treatment of the student or discriminatory practice against the student on the part of the instructor.

Complaints on Inappropriate Behavior of Faculty or Staff

Students with complaints about inappropriate behavior of Alpena Community College faculty or staff members should contact the Dean of Student Affairs. For the purposes of this policy, inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment.

It is understood that harassment would include sexual harassment, including unsolicited sexual advances or persistent and unwanted physical contact. The following steps may be taken:

Step 1 — Verbal: The Dean will consider the basis for the complaint and attempt to resolve the issue. Complaints will be heard only from student(s) directly involved with the alleged inappropriate behavior. At this level, the student has the right to remain anonymous.

Step 2 — Written: If the verbal complaint cannot be resolved, and the student wants to continue to pursue the complaint, the student must submit the complaint in writing and specify the relief sought. The written complaint will be forwarded to the appropriate dean or college supervisor. At this level, the student no longer remains anonymous.

Student Travel Policy

Students who travel on College-related activities **MUST** have advance written approval from the appropriate college official to do so. An “Application for Travel Approval” form must be completed and approved by the group advisor and appropriate dean. Travel advances of up to 90 percent of the estimated total are available. Upon completion of the trip, the actual expenses must be documented on the “Application for Travel Approval” form and resubmitted to the Campus Services Office. All expenses must be verified by receipts which are submitted with the form.

Visitor Policy

Alpena Community College welcomes visitors to the campus and the use of its facilities by the community. Individuals or groups who are not faculty, staff, or students must request permission of the College administration in order to use facilities.

Regulations:

1. College staff will provide assistance to visitors so that their business can be completed in an expeditious manner.
2. Non-staff members and organized groups (including minor children) may be invited as resource people or for instructional purposes to classes or meetings; non-staff members may not perform the duties of College employees nor may they operate College equipment or apparatus on College premises.
3. The College reserves the right to prohibit access to or occupancy of any or all of its facilities by faculty, staff, students, and the general public as deemed necessary and prudent.
4. The use of College facilities by individuals who are not members of the College community is expressly prohibited except for those facilities obviously designed for public use.
5. Minor children shall be in the company and care of a responsible adult at all times, and may not be present in classrooms, laboratories, or other instructional or work areas during class session or work hours unless authorized in an organized group.
6. Although relatives and family members may find it necessary to visit during working hours, their presence should be limited to occasional short periods of time.
7. Violation of this policy and the attendant rules will result in disciplinary or legal action.

Student Judiciary Bylaws

Purpose of the Student Judiciary

The purpose of the Student Judiciary shall always be to serve the best interests of the collective entity of Alpena Community College by adjudicating promptly and equitably on all matters brought before it. The unity and all matters presented to the Judiciary shall be acted upon with expedience and equity. Whether acting upon the case of an individual or a group, the court shall always determine a course of action consistent with the healthy operation of the entire College body and consideration shall be given the harmonious integration of that individual or group into the collective College body. The Student Judiciary is organized to provide a means for students to express themselves so as to ensure appropriate due process, therefore providing a better environment for the entire Alpena Community College community.

Due process at Alpena Community College means that a student is assured that his/her rights as a citizen and student will be protected. Further, and specifically, a student has the right:

1. To be present at the hearing if desired;
2. To have a chosen advisor or counselor appear with the student for advice during, before, and after the hearing;
3. To hear or examine evidence presented to the Board and to present evidence by witnesses or affidavit of any defense the student desires;
4. To be informed in writing of the charge and subsequently of the findings of the Student Judiciary and any disciplinary action it recommends;
5. To appeal the decision of the Student Judiciary as herein provided for;
6. To waive the right of a formal hearing before the Student Judiciary and to have the case heard by the Dean of Student Affairs.

ARTICLE I

SECTION I: The organization shall be called “The Student Judiciary.”

SECTION II: The members of the Student Judiciary shall be appointed by the Student Government, the Faculty Council, and Administration of Alpena Community College. Five (5) students shall be appointed by the Student Government, three (3) faculty members shall be appointed by the Faculty Council, and one (1) nonteaching staff member shall be appointed by Administration. All members of the Student Judiciary shall be appointed as soon as the Student Judiciary is adopted by the Student Government. An alternate may be appointed by each group (student, faculty, and administration) and will serve as a full-voting member when necessary to complete a quorum.

SECTION III: All members of the Student Judiciary shall serve for a term of one year.

SECTION IV: A member of the Student Judiciary may be removed by a majority vote of the Student Judiciary if the requirements of office have not been lived up to. An appeal may be made on this decision directly to the appropriate appointing body as defined in Article I, Section II. This appeal must be in writing within 72 hours of receiving written notification from the Student Judiciary.

SECTION V: If a vacancy should occur on the Student Judiciary, a new member shall be selected by the group (Student Government, Faculty Council, or Administration) represented.

ARTICLE II

SECTION I: The Student Judiciary shall consist of nine (9) members with one (1) acting as a voting chairperson with full participatory status.

SECTION II: The chairperson shall be appointed by the panel and shall perform duties usually associated with this office; i.e., be responsible for the orderly and efficient conduct of business and shall serve as primary spokesperson for the collective decisions of the Judiciary.

SECTION III: The chairperson shall have the interests of the student body in mind at all times. The chairperson must maintain a good record of attendance and citizenship in office. The chairperson shall, while in office, retain these requirements.

SECTION IV: Until such time as a chairperson is selected, the administrator (nonteaching staff member) may assume the position of chairperson.

SECTION V: The Student Judiciary shall have a vice-chairperson who shall be an active member of the Student Judiciary. In the absence of the chairperson, the vice-chairperson shall assume duties as stated in Article II, Section III.

SECTION VI: The vice-chairperson shall be appointed under the same conditions as the chairperson.

SECTION VII: The vice-chairperson shall assume office if a vacancy occurs in the office of chairperson.

ARTICLE III

SECTION I: The Student Judiciary shall appoint a secretary whose duties shall be to be present at all meetings and to record, in the strictest confidence, all cases presented before the Student Judiciary. These cases shall be filed in the Student Services Office. In case of absence, a member of the Judiciary shall be delegated secretarial duties for that session.

SECTION II: The secretary shall work with the Student Services Office in scheduling cases to be presented to the Student Judiciary.

SECTION III: If not a member of the Student Judiciary, as defined in Article I, the secretary does not have deliberative status as mentioned in Article VII, Section II, or voting power.

ARTICLE IV

SECTION I: The Student Judiciary shall have the power as delegated by Alpena Community College to adjudicate on all matters in which violations of the rules and regulations of Alpena Community College occur.

SECTION II: The Executive Dean shall have jurisdiction over all appeals.

Section III: The Student Judiciary shall have jurisdiction during the regular school year (first and second semester) excluding registration period, exam period, orientation, and summer school.

ARTICLE V

SECTION I: All appeals must be based on one of the following conditions:

1. Introduction of new evidence.
2. Inappropriate due process.
3. The decision handed down is without (not consistent with) precedence.

SECTION II: The student may appeal the ruling of the Student Judiciary or disciplinary actions concerning the student. The institution may appeal any action of the Student Judiciary (refer to addendum item 7a and b).

SECTION III: The appeal must be initiated by the student or the institution through the Student Services Office and must be initiated in writing (stating the grounds for appeal) within 72 hours of the previous decision.

SECTION IV: The route of Appeal in Judicial Procedure is as follows:

1. Appeals from the Student Judiciary Board must be made through the Student Services Office to the Executive Dean.
2. Appeals from the designated administrator must be made through the Student Services Office to the Office of the President.
3. Final appeal, on Dismissals only, from the Office of the President to the Alpena Community College Board of Trustees.

ARTICLE VI

SECTION I: The student may choose to have the case heard in an informal hearing conducted by the Dean of Student Affairs. The Dean of Student Affairs will determine the guilt or innocence of the student and if guilty, will determine the punishment.

SECTION II: The appeal process will follow the route of any decision made by the Student Judiciary (See Article V, Section IV).

ARTICLE VII

SECTION I: A quorum for carrying on business shall consist of the chairperson or vice-chairperson and two (2) students, two (2) faculty members or one (1) faculty member and one (1) nonteaching staff member.

ARTICLE VIII

SECTION I: Regular meeting dates shall be determined by the Student Judiciary during the first meeting in the fall.

SECTION II: The deliberation of all cases shall be restricted to members of the Student Judiciary except in cases where the Judiciary shall so choose that valuable insight may be obtained and the cause of justice be better served.

ARTICLE IX

SECTION I: The Student Judiciary shall be conducted according to Robert's Rules of Order and the Decision-Making Process (as found in Addendum item I.1).

ARTICLE X

SECTION I: The Bylaws and Procedures (and addendum) of the Student Judiciary and any amendments to be made therein in the future, shall be presented for discussion before the Executive Committee of the Faculty Council, the Student Senate, and the Administration. The final form of this document and any amendment in the future shall be agreed upon by all parties (Student Senate, Faculty Council, and Administration).

Addendum to Bylaws & Procedures of the Student Judiciary

The following rules of procedure shall be followed in any disciplinary proceedings and subject to the inherent right of the Board of Trustees and the delegated right of the President of the College to exercise supervision over all or any disciplinary matters of the College.

1. **Dean of Student Affairs:** The Dean of Student Affairs is designated the primary officer for administration of discipline for unacceptable conduct or infraction of college rules and regulations and will initiate disciplinary action in accordance with these regulations.
2. **Preliminary Procedures:** The Dean of Student Affairs shall advise, consult, and discuss with any student whose conduct is called to question and shall make the student aware of his/her rights. The Dean shall also allow the student the opportunity to present a personal version of the incident or occurrence before initiating judicial procedures. Students shall attend such consultations as requested by the Dean of Student Affairs. Students shall have the right to have their case heard by the Dean of Student Affairs.

3. **Formal Disposition:** The student shall have the rights of notice, hearing, and formal procedures.
4. **Temporary Suspension:** The Dean of Student Affairs may at any time temporarily suspend a student from the college pending formal procedures when it is found and believed that the presence of a student on campus, because of allegations or facts coming to the Dean's attention, would seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College.
5. **Formal Procedures and Dispositions:**
 - A. *General Statement of Procedures:* A student charged with unacceptable conduct or breach of College rules or regulations is entitled to a written notice and a fair hearing. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as adversary proceedings or judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The legal advisor to the Board of Trustees shall be the legal advisor to the Student Judiciary.
 - B. *Notice:* The Dean of Student Affairs shall initiate disciplinary actions by arranging with the Chairperson to call a meeting of the Student Judiciary Board and by giving written notice, by mail or personal delivery, to the student charged with misconduct. This notice which shall set forth the date, time and place of the alleged violation, the charge constituting the alleged violation and the date, time and place of hearing before the Judiciary Board.
 - C. *Student Rights Upon Hearing:* A student appearing before the Student Judiciary pursuant to formal notice of charges and disciplinary hearing shall have the right:
 - (1) to be present at the hearing;
 - (2) to have a chosen advisor or counselor to appear with the student and to consult with such advisor or counselor at any time for the purpose of securing advice and counsel during the hearing;
 - (3) to hear or examine evidence presented to the Board against the student charged;
 - (4) to present evidence by witness or affidavit of any defense the student desires;
 - (5) to be informed in writing of the findings of the Judiciary Board and any disciplinary action it recommends; and
 - (6) to petition for review or appeal as herein provided.
 - D. *Order of Hearing.* Following is the organization of a hearing:
 - (1) *Conduct of Hearing* — The Chairperson of the Student Judicial Board shall preside at the hearing, call the meeting to order, call the roll of the Judiciary in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notice to charges by the student, establish the presence of any advisor or counselor of the student, if any, and call to the attention of the student charged and the advisor any special or extraordinary procedures to be employed during the hearing and permit the student to make formal objections to any procedure for the Student Judiciary Board to consider.

- (2) *Opening Statement* — The Dean of Student Affairs may make opening remarks outlining the general nature of the case. If the Dean cannot be present, the statement may be made in writing.
 - (3) *Presentation of College Evidence* — Evidence shall be presented in the matter under consideration by witnesses or reports.
 - (4) *Student's Opening Statement* — The student charged shall have an opportunity to make a statement to the Judiciary about the charge. Such statement may be made following the opening statement of the Dean of Student Affairs or at the conclusion of the presentation of the College's case, at the election of the student.
 - (5) *Student's Evidence* — The student may then present his evidence through witnesses, in written form, or other memorandum that will assist the Board in reaching a decision in the case.
 - (6) *Rebuttal Evidence* — The Judiciary may permit the College or the student to clarify their respective positions as jeopardized by adverse testimony, but no debates between opposing factions are to be allowed.
- E. *Determination by Judiciary:* The Student Judiciary Board shall then make its findings and determinations in executive session out of the presence of the student charged and/or the counsel. No discipline shall be assessed against a student by the Judiciary unless a majority of the Board is reasonably convinced by the evidence that the student has committed the violation charged.
- F. *Official Report of Findings and Determination:* The Judiciary shall promptly consider the case and make its findings and determination and transmit them to the Dean of Student Affairs and the student charged forthwith.
- G. *Rights of Student Judiciary Board:* The Student Judiciary Board shall have the right to permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired to be incorporated in the record by the College or the student charged; to question witnesses or other evidence introduced by either the College or the student at any time; to call additional witnesses or require additional investigation; to dismiss any action at any time; to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chairperson or the Committee on request; and to summarily suspend students from the College who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chairperson or Committee on any procedural question.
- H. *Other Procedural Questions:* Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chairperson, whose ruling shall be final unless the Chairperson shall present the questions to the Board at the request of a member of the Board, in which event the ruling of the Board by majority vote shall be final.
- I. *General Rules of Decorum:* The following general rules of decorum shall be adhered to:
- (1) The Chairperson may, at any time, incorporate Robert's Rules of Order (latest edition) to aid the speedy expedition of any matter before the Judiciary. A more formal proceeding may also be elected. In either case, the

decision must aid the efficient and cohesive operation of the Student Judiciary. The success of the Student Judiciary in fulfilling its purpose must ultimately depend upon its ability to make decisions and reach a consensus of opinion. Following are the five steps of the Decision-Making Process:

- a. Ascertainment and agreement on facts;
- b. Determination and agreement on the ethical, legal and/or administrative principle involved;
- c. Complete and frank consultation;
- d. Offering alternative resolutions;
- e. Voting or reaching a consensus.

When the Student Judiciary comes together for consultation, every member present must freely and openly express the views in the most courteous manner, without fear of what others may think. Once a view is expressed, it is the property of the Judiciary. It may be attacked or adopted with no hurt feelings. All views shall be integrated, in effect, to form a unified “group consciousness.” This group consciousness must transcend any feelings of attachment to personal ideas or opinions. Members of the Judiciary shall disregard personal likes and dislikes, interests and inclinations, and concentrate their minds upon those measures that will conduce to the welfare and unity of the College body. The members of the Student Judiciary must, then, strive first to act as a united body, and, secondly, must endeavor to express their views with courtesy, dignity, care and moderation in every matter seeking out truth and not insisting upon their own opinion. It is then through the Student Judiciary, as a unified and harmonious body, that justice will be administered.

- (2) The Chairperson will rule on all requests and points of order and may consult the Board’s legal advisor prior to any ruling. The Chairperson’s ruling shall be final and all participants shall abide thereby, unless the Chairperson shall present the question to the Board at the request of a member of the Board in which event the ruling of the Board by majority vote shall be final.
- (3) Rules of common courtesy and decency shall be respected at all times.
- (4) Advisors and counselors shall not be permitted to address the Board except by permission of the Chairperson, except that advisors or counselors may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the Chairperson after recognition.
- (5) All persons in attendance at the Board hearing shall come to order on the request of the Chairperson.
- (6) Record of Hearing: A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept until the final disposition of any review or appeal of the action of the Student Judiciary Board. The notice, exhibits, hearing record and the findings and determination of the Board shall become the “Record” of the case and shall be filed in the office of the Dean of Student Affairs and be accessible at reasonable times and places to both the College and student.
- (7) Right to Appeal:

- a. The student may appeal the decision of the Student Judiciary (in cases of disciplinary action). The appeal must be initiated by the student through the Student Services Office and must be initiated in writing (stating grounds for appeal) within 72 hours of notification of the previous decision. All appeal routes are stated in the Bylaws and Procedures of the Student Judiciary.
 - b. The institution may appeal any decision of the Alpena Community College Student Judiciary in like manner. Appeal by the institution shall be relegated to the next appropriate body on the appeal route.
- (8) Status During Appeal: In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, a student may petition authority (Student Services) in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit, upon such conditions as it may impose, a student to continue in school pending completion of appellate procedures provided such continuance will not seriously disrupt the College or constitute a danger to the health, safety or welfare of the College community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Judiciary Board.



Student Senate Constitution

Preamble

We the students of Alpena Community College, in order to form a representative government; to bring about a closer cooperation between the administration, the faculty, student clubs and organizations, and the student body; and to maintain the highest academic standards; do ordain and establish this Constitution of the Student Senate of Alpena Community College.

ARTICLE I: NAME, MEMBERSHIP, PURPOSE

SECTION A: Name

The general representative agency of the student body of Alpena Community College (hereafter referred to as ACC) shall be titled the Student Senate.

SECTION B: Membership.

The membership of the Student Senate shall consist of 14 elected members, and college staff member(s) selected by the Senate for the position of Advisor. Five of the elected members will constitute the Executive Board, one member will be principal of student activities, one member will be principal of campus facilities; the remaining will consist of four sophomore representatives and four freshmen representatives. Non-elected members will consist of one representative from each active student club or organization.

The following titles will be used for the four Executive Board Officers:

- The presiding executive officer will be termed President.
- The assistant to the President will be termed Vice-President.
- The Secretary.
- The Treasurer.

SECTION C: Purpose.

The purpose of the Student Senate of ACC shall be to provide a line of communication between the Institution, student clubs and organizations, and the student body. It shall also faithfully represent the views and concerns of the college, student clubs and organizations, the student body, the community, the state, and the nation; here, home, and abroad.

ARTICLE II: DUTIES, POWERS AND RESPONSIBILITIES

SECTION A: The President

It shall be the duty of the President to manage the Student Senate, including planning, organizing, leading, and controlling the daily and long-term operations. It is the responsibility of the President to organize and chair the general meetings of the Student Senate as part of this responsibility. The President will have the power to initiate changes in the Bylaws for a more efficient day to day operation. All proposals, additions, changes, or deletions to the Bylaws must be approved by the Senate majority. The President shall have the responsibility and authority to execute the Articles of the Constitution and to enforce the Bylaws and decisions

of the Senate majority. The President shall have the power to create any ad hoc committees as necessary. A Senate member must chair each committee, but the remainder of the individuals on the committee may include other Senate members, college staff or students.

SECTION B: The Vice-President.

It shall be the duty of the Vice-President to assist the President in any and all of his/her duties. In his or her temporary absence, the duties of the President will be performed by the Vice-President. The Vice-President will have all the necessary powers and restrictions of the President while acting in this function.

SECTION C: The Secretary.

It shall be the duty of the Secretary to perform all secretarial functions within the Senate. It is the responsibility of the Secretary to record the minutes and attendance of all Student Senate general meetings, formal or informal. A copy of these records may be made available at the request of any student or college staff member.

SECTION D: The Treasurer.

It shall be the duty of the Treasurer to perform all accounting functions within the Senate. It is the responsibility of the Treasurer to maintain a record of all the financial transactions of the Senate. A copy of this record may be made available at the request of any student or college staff member.

SECTION E: The Advisor.

It shall be the duty of the Advisor to serve as a liaison between the Student Senate and the institution. He/she will faithfully represent the views and concerns of the Senate at all staff level functions as required by the College and those required by the public. The Advisor does not have the power to vote in any Senate election and will remain impartial and objective at all times. The Advisor reserves the right to approve or disapprove with a valid reason all Senate expenditures.

SECTION F: Chairpersons.

It shall be the responsibility of the chairpersons of student activities and campus facilities to perform functions within their assigned student interest area as directed by the Bylaws of the Student Senate. The chairpersons will be responsible for the report of activities within their particular area at the general meetings of the Student Senate.

SECTION G: Sophomore and Freshman Representatives.

It shall be the duty of the Representatives to serve as liaison between the student body and the Student Senate. It is the duty of the Representatives to faithfully express and uphold the sentiments of the students.

SECTION H: Club and Organization Representatives.

Club and Organization Representatives will be bound by the rules and policies of the club or organization which they represent.

ARTICLE III: VOTING AND VOTING QUALIFICATIONS

SECTION A: Elections.

Any person who is a student will have the right to vote in any general election conducted by the Student Senate.

Absentee ballots will not be allowed in Student Senate elections.

SECTION B: General Meetings.

All elected and appointed Student Senate members have the right to vote on issues before the Senate. Each member must be present and may cast only one vote. The President is allowed to vote only when his/her vote is necessary to break ties. The President also doesn't move or second issues. He/she can only suggest that issues be presented and seconded.

All recognized and active clubs have the right to vote. Each club shall be recognized as constituting one vote.

A recognized club is defined as having a Constitution on record with the Student Senate which has been approved by the Student Services Department and an advisor or liaison who is a member of the College staff.

A club or organization will be classified as active during the current semester when a membership roster containing at minimum 10 signatures of currently participating students is presented to the Student Senate as proof of functioning. This requirement may be waived for individual organizations if approved by the Student Services Department.

ARTICLE IV: ELECTIVE PROCEDURES

SECTION A: Initiation.

The general election procedure of the Student Senate will be initiated in the spring semester by the present assembled Senate with the notification of the student body that nominations are being accepted for Student Senate positions for the next academic year, with the exception of Freshman Representatives.

The general election procedure of Student Senate Freshman Representatives will be initiation by the present assembled Senate at the beginning of the fall semester with the notification of the student body that nominations are being accepted for the position of Freshman Representative.

All other elections are initiated with the notification of the concerned nominating groups.

SECTION B: Qualifications for Elections.

All students currently enrolled at ACC may run for office in any Student Senate general election. Students running for the positions of Sophomore or Freshman

Representative must be of sophomore or freshman status respectively, as defined by ACC, for at least the first 50 percent of their term.

All general election applicants must submit a nomination petition containing the signatures of the applicant, three staff members, the applicant's academic advisor, and 50 currently enrolled students. This petition must state the position the applicant is being nominated for.

Candidates may not change the position nominated for after any student or staff member has signed the petition. Candidates may be nominated for more than one office, by separate petitions, but may only be placed on the ballot for one position.

General election nominees must be approved by the Student Services Department, if mandated by same, in order to be placed on the ballot.

Qualifications for non-general elections will be determined by the majority vote of the Senate.

SECTION C: Procedure.

After all nomination or registration procedures have been completed, the voting interest groups are to be notified of the date, time, location, and subject of the election. Notification must be made at least one week before the date of the election. The voting interest group for the Senate's general election is the student body. Voting locations are to be easily accessible and clearly marked. A list of ballot items is to be displayed at the voting site. Polls may not be supervised by candidates. During the time of the election, candidates may only be present to cast their ballot. Candidates cannot take ballots to class or other areas to pass them out for student use or in any other way handle ballots at election locations, other than their own. After the close of the polls, votes are to be validated and counted in the presence of the Senate Advisor and one administrator. All voting and tabulation materials are to be placed in the possession of the Student Services Department for a minimum of two weeks after which they may be dealt with at the discretion of the Department. The Student Senate and Student Services Department will take all additional steps deemed necessary to ensure a fair election.

To be elected to office in the general election, candidates must receive a majority of the votes cast for that office. For other elections, the requirements for a win by a candidate or the passing of a ballot item will be determined by the majority vote of the Senate.

Advertisements promoting a particular candidate or ballot item may not be placed within 10 feet of the voting site. No candidate may use Senate property or materials to advertise or advocate their campaign.

After the start of the election, voting sites may not be added, moved, or removed

until the close of the polls in accordance with the pre-election schedule as set by a majority vote of the Senate and as advertised to the voting interest groups. Ballots must be completed by the voter at the voting site and cannot be distributed to other locations. Candidates cannot be placed on the ballot for more than one position in the Senate general election.

SECTION D: Succession.

All members successfully elected in the general election, with the exception of Freshman Representatives, will begin their term of office on the first day of summer semester. Freshman Representatives will begin their term of office immediately upon being successfully elected.

Succession procedures for winning candidates of non-general elections will be determined by the majority vote of the Senate.

ARTICLE V: STANDARDS FOR HOLDING OFFICE

All elected and appointed members of the Student Senate must not be on academic or social probation. Members must be an Alpena Community College student as defined by the College (excluding the summer session) and also maintain a 2.0 Grade Point Average each session. Members who fail the above standards at any time during their term of office will be removed from office.

All Senate members must maintain a minimum standard of attendance. Unless specified otherwise by the Bylaws, members must not be absent from more than two consecutive general meetings without prior notice. If two meetings are missed, the member in question is to be notified in writing of their pending violation of minimum attendance standards. If a third consecutive meeting is missed without prior notice, the member may be considered for dismissal as outlined below.

Club representatives are not under the jurisdiction of Student Senate Constitution. If a club representative is behaving in a manner that the Student Senate majority feels is detrimental to the Senate or club, the club Advisor and chief executive will be notified. If this fails to correct the situation, the Student Services Department will be notified.

ARTICLE VI: END OF TERM OF OFFICE

The end of the term of office for all Senate members, excluding freshman and club representatives, will be the first day of the summer semester.

ARTICLE VII: PROCEDURES FOR VACANCY, DISMISSAL, AND RECALL

SECTION A: Procedures for Dismissal of Senate Officers.

The procedure for the dismissal of Student Senate officers is initiated by a motion from the floor. Upon the successful majority vote of the Senate, the member(s) facing dismissal are granted one week to seek witnesses and prepare a defense, while a dismissal procedure meeting is scheduled. The Advisor facilitates the dismissal procedure meeting, but does not vote. At the meeting, the initiators of the dismissal proceedings present their case. Then, each member facing recall is allowed the opportunity to present their defense. After the close of the debate, a vote by secret ballot is conducted by the Advisor/Chairperson with a two-thirds majority of the Senate members present required for dismissal.

If the members facing dismissal fail to attend the dismissal proceedings, without prior notice or good reason, they will be considered as resigned from their post. Replacements will be found according to the procedure for vacancy as stated below.

SECTION B: Procedures for Recall.

Recall of elected officials is initiated by the student body with the completion of a petition containing signatures representing at least five percent of the total student enrollment count based on the last semester, excluding the summer session. The petition must state the names of the members being recalled and the reasons for the recall. This petition must be submitted to the Student Services Department. Upon the approval of the petition by the Student Services Department, the Student Senate then initiates the recall election following the standard election procedures with a two-thirds majority vote required for recall. A replacement is then found according to Section D below.

SECTION C: Dismissal Procedures for the Advisor.

The Senate Advisor may be dismissed by a two-thirds majority vote of the Senate. A replacement is then installed according to procedures for vacancy, Section D below. Upon Senate action to dismiss the Advisor, the Dean of Student Affairs will be notified of the Senate's action.

SECTION D: Procedures for Vacancy.

If during the academic year, a vacancy occurs in the office of the President, the Vice-President may assume the position along with all duties and powers. A new Vice-President is installed as outlined below. If the Vice President waives his/her right to succeed as President, a new President is installed according to the normal procedures for vacancy stated below.

If during the academic year a vacancy occurs in any position and the full term cannot be served, or if the Vice-president relinquishes his/her right to fulfill a vacant President position, then the vacancy is filled by a majority vote within the Senate. Any Senate member who wishes to run for the open position must first

be nominated by another member. A vote by secret ballot is then taken by the Advisor with a majority vote needed to be elected. The elected member assumes all duties and powers for the office they are elected to and relinquish all previous power and duties associated with their former position.

If no nominations are made or accepted, then a replacement is found through an application process. This process is initiated by the notification of the student body that applications are being accepted for the vacant position. Applications will be provided by the Senate and must include a description of all duties and powers associated with the office. Applications must be signed by the student, their academic advisor, and 10 students. After all applications are reviewed by the Senate, the vacant position is filled by a majority vote. Students may apply for a vacant Representative position that they would normally not qualify for, based on class status, if no other qualified persons apply.

If a vacancy occurs in the position of Advisor, a replacement will be installed by a majority vote of the Senate from among interested college staff who apply.

ARTICLE VIII: BUSINESS PROCEDURES

SECTION A: Quorum Standards.

A quorum must be present at all general meetings before any voting decision can be made. A quorum is defined as two-thirds of the currently elected members.

SECTION B: Meetings.

Meetings must have prepared agendas in accordance with the Bylaws, if specified, and must include items for the questioning of the accuracy of the minutes of past meetings, opportunities for visitors to speak, and an item to end the meeting at the end of the agenda.

The rules of order for all general meetings of the Student Senate will be those outlined in the latest edition of the book titled Robert's Rules of Order.

Any changes to the procedure or agenda of general meetings must be approved by a majority vote of the Senate.

In the event that a quorum is not present at a scheduled general meeting, the acting chairperson will declare the meeting as either cancelled or informal. If the meeting is cancelled, all agenda items will be postponed until the next general meeting. If the meeting is declared informal, the meeting will be held according to the prepared agenda, but all voting decisions will be tabled until the next general meeting. The Senate will appoint a Parliamentarian whose duty will be to rule on parliamentary issues during meetings. A new Parliamentarian will be appointed at the beginning of the school year.

SECTION C: Financial Transactions.

All transactions of funds must be approved by the majority vote of the Senate and a requisition must be filled out in advance and signed by the President or Vice-president, and the Advisor.

SECTION D: Other Powers, Responsibilities, Restrictions.

All appointments to committees or other representative functions must be approved by the majority vote of the Senate.

All Senate records will be kept for a minimum of two years.

The President shall be responsible for scheduling meetings of the Executive Board.

ARTICLE IX: STUDENT SENATE CONSTITUTION

SECTION A: Amendments.

Amendments to the Constitution of the Student Senate of Alpena Community College will be approved by a two-thirds majority vote of the Senate members present.

INDEX

– A –

Academic Advising..... 46, 217
 Academic Advisor.....217
 Academic Calendar216
 Academic Dismissal.....234
 Academic Information 46-55
 Academic Probation233
 Academic Renewal46
 Academic Rights of Students.....232
 Academic Transcript Requests52
 Academic Standards of Progress233
 ACC Players.....228
 Access (Americans with
 Disabilities Act).....234
 Accidents.....231
 Accommodations Procedures15
 Accreditations and Affiliations.....3
 Additional Associate Degree.....52
 Administration 204-205
 Admissions15
 Admissions Policy.....15
 Advanced Credit47
 Advanced Placement47
 Affirmative Action.....235
 Alcoholic Beverages Policy.....236
 Americans with Disabilities Act.. 15, 234
 Apartments..... 11, 17, 225
 Application Process16
 Associate in Applied Science Degree ...63
 Associate in Applied Science
 Distribution Requirements.....64
 Associate in Arts Degree.....62
 Associate in Arts Distribution
 Requirements62
 Associate in General Studies Degree....64
 Associate in General Studies
 Distribution Requirements.....64
 Associate in Science Degree63
 Associate in Science Distribution
 Requirements63
 Associate Degrees (Additional)52
 Athletics227
 Attendance218
 Audio-Visual Services56
 Auditing Courses.....48

– B –

Bachelor's Degree
 Cooperative Programs 128-134
 University Center135
 Board of Trusteesi
 Bookstore 56, 222
 Budget Review Board.....224
 Buildings..... 10-13

– C –

Calendar216
 Campus Committees.....224
 Campus Crimes Statistics.....19
 Campus Life..... 224-226
 Campus Maps 8-9
 Cancelled Classes 224, 225
 Career Center220
 Center for Economic & Human
 Resource Development58
 Certificate Programs (Occupational) ...64
 Cheating and Plagiarism236
 Classes, Canceled 224, 225
 Classification of Students48
 Code of Conduct247
 Cohort Completion Rate20
 College Park Apartments..... 11, 17, 225
 Communicable Diseases.....240
 Community Services56
 Complaint Procedures.....249
 Contrary Opinion238
 Cooperative Programs 128-134
 Core Competencies48
 Costs23
 Counseling Services.....219
 Course Descriptions.....138
 Cultural Opportunities227
 Curriculum Committee224
 Customized Training Center59

– D –

Dean's List48
 Degrees and Certificates 62-64
 Disbursement (Financial Aid)28
 Disruptive Conduct248
 Drop/Add Fees24

Drop/Add Procedure.....46
 Drug Abuse Prevention222
 Drug-Free Campus Policy238
 Dual Enrollment16

– E –

Educational Talent Search57
 Emeriti..... 210-212
 Employment Services220

– F –

Faculty 205-208
 Family Educational Rights
 Protection Act (FERPA)..... 53, 241
 Federal Financial Aid Programs28
 Fees24
 Financial Aid..... 27-30, 219
 Financial Credit Policy239
 Fines.....239
 Former Students.....17

– G –

General Education Courses65
 Goals of the College.....4
 Grade Point Average.....49
 Grading System..... 49-50, 232
 Graduation Honors.....52
 Graduation Requirements50
 Guest Students17

– H –

History of ACC 6-7
 House Phones225
 Housing 11, 17, 225
 Huron Shores Campus..... 8, 13

– I –

Institutional Profile2
 Instructor Absence224
 Internships181
 Intramural Athletics227

– L –

Learning Resource Center
 (LRC, Library) 56, 223
 Library (LRC) 56, 223
 Lounges, Student226

Lumberjack, The
 (student newspaper)228
 Lumberjack Shack..... 56, 223

– M –

MACRAO Agreement54
 Madeline Briggs University Center....135
 Map, Alpena Campus9
 Map, Huron Shores Campus.....8
 Maximum Time Frame28
 Meeting Facilities57
 Microsoft Office User Specialist
 Program (MOUS)57
 Minimum Academic Progress.....27
 Mission of the College5

– N –

Newspaper, Student228
 Non-payment.....27
 Nondiscrimination Notice18

– O –

Off-campus Courses18
 Organizations, Student.....228
 Orientation18

– P –

Parking Regulations..... 230-231
 Personnel..... 204-212
 Phi Theta Kappa228
 Philosophy of the College5
 Placement Testing18
 Planning for Success.....217
 Privacy Act (FERPA)..... 53, 241
 Program Revisions Policy239
 Programs of Study Index61
 Publications Board224

– Q –

Quality Assurance53

– R –

Raffle Policy241
 Refunds26
 Registration 46, 217
 Repetitive Course Enrollment54
 Reportable Communicable
 Diseases Policy240
 Residency Policy 18, 241

- S -

Satisfactory Completion of Prerequisite Courses	54
Scholarships	31-41
Security, Campus	19
Senior Citizen Tuition Waiver	27
Services Directory	214-215
Severe Weather	225
Sexual Harassment Policy.....	244
Small Business Development Center (SBDC).....	58
Smokeless Tobacco	246
Smoking Policy	246
Special Awards (Scholarships).....	41
Speed Limit on Campus.....	230
Spotlight Series.....	227
Staff (ACC Personnel)	204-212
State Financial Aid Programs.....	30
Student Activities	227
Student Activities Board	224
Student Code of Conduct.....	247
Student Complaint Procedure.....	249
Student Grants	28-30
Student Handbook	19, 213-267
Student Judiciary.....	252
Student Judiciary Bylaws.....	252
Student Loans	29
Student Lounges	226
Student Organizations.....	228
Student Right-to-Know.....	19
Student Senate	228, 260
Student Services Directory	214
Student Services	219
Student Travel Policy.....	250
Studying.....	218

- T -

The Learning Center	57, 220
The Small Business Development Center (SBDC).....	58
Transcript Requests	52
Transfer Grants	30
Transfer Information	54
Transfer Students.....	17
Travel Policy, Student.....	250
Tuition	23
Tutoring	218, 221

- U -

Understanding Course Descriptions..	137
Unit of Credit	55
University Center	135
University Center Scholarships	41
Upward Bound	57

- V -

Veterans Certification Guidelines	43
Veterans Educational Benefits	42-45
Visitor Policy.....	250
Vocational Support Services Grant.....	221
Volunteer Center	59, 229

- W -

Weather, Severe	225
Wellness Center	58, 223
Withdrawal	55
Women's Resource Center	222
Work Study	29, 30, 219

Alpena Community College

666 Johnson Street
Alpena, Michigan 49707-1495

Phone: 989.356.9021

Toll free in Michigan:
1.888.468.6222

Huron Shores Campus

5800 Skeel Avenue
Oscoda, Michigan 48750-1587

Phone: 989.739.1445 Ext. 295

Toll free in Michigan:
1.888.468.6222 – Press 9 and after
you're connected, press 295

Check us out on the web!

www.alpenacc.edu



Alpena Community College policies and practices for admission and employment comply with requirement of the Civil Rights Act of 1964; Title IX of the Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

Alpena Community College is accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education, 30 North LaSalle St. / Ste. 2400 / Chicago, IL 60602-2504. Phone: 1.800.621.7440