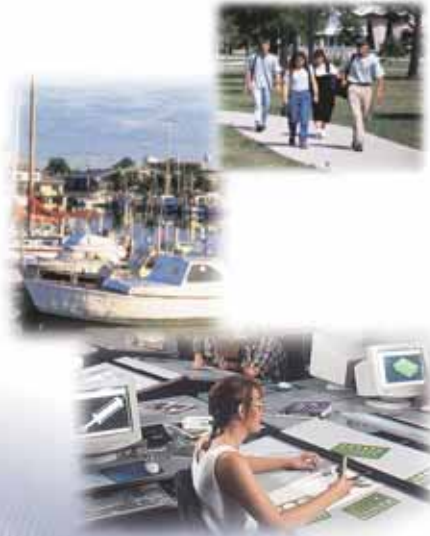


2007-08 CATALOG AND STUDENT HANDBOOK

Alpena Community College



Discover the Value of an ACC Education

2007-08 Catalog and Student Handbook

Catalog Volume 52 — February 2007

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 June 2006 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:

John Briggs, Chairperson
Paul Wegmeyer, Vice Chairperson
Thomas Townsend, Treasurer
Marc Ferguson

Joseph Gentry II
Dr. Judith Grenkowitz
Florence Stibitz

TABLE OF CONTENTS

Catalog

A Message from the President.....	1
Institutional Profile	2
Accreditations and Affiliations.....	3
College Mission and Goals	4
College Philosophy.....	5
College History	6
Campus Maps	8
Campus Buildings	10
Admissions.....	15
Costs	25
Financial Aid.....	29
Scholarships	32
Veterans Educational Benefits.....	33
Academic Information.....	37
Community Services	51
Degrees and Requirements	55
Programs of Study	60
Cooperative Programs	126
Madeline Briggs University Center Programs	138
Course Descriptions	143
Personnel List.....	208
Student Handbook.....	217
Index.....	270

Student Handbook

Services Directory.....	218
Academic Calendar	220
Planning for Success.....	221
Services for Students.....	223
Campus Life.....	227
Student Activities	231
Parking Regulations.....	234
Policies and Procedures.....	236
Student Judiciary Bylaws	255
Student Senate Constitution	263

A Message from the President

Welcome to Alpena Community College, where you can discover the value of higher education and training within your own community.

Whether you are:

- still in high school or just out of high school
- unable to find work without further education
- tired of working dead-end jobs and seeking a real career
- ready to train for the next step in a flourishing career
- eager to return to school after raising children
- searching for custom training for your employees
- laid off and looking for work in an emerging industry
- retired and itching to try a new career
- in love with knowledge for its own sake
- ready for non-credit leisure and personal interest classes



you will find a positive environment for learning at ACC. Our faculty and staff bring energy, qualifications, can-do attitude, experience, and inventiveness to the project of your success, whatever your educational goal. On a regular basis former students who have continued their education elsewhere tell us that the best instruction they ever received was at ACC.

Tuition and fees at ACC are only about one-third of that borne by students at public universities. Over the last three years ACC tuition increases have been in the 4-5% range, while public university increases have been in the 12-19% range. We do our best to keep the cost of education low while maintaining high-quality services. In addition, multiple forms of financial aid are accessible with the help of our friendly and capable staff. The low cost of living in Alpena and the opportunity to stay with family are also worth mentioning.

ACC's value really shines when a person realizes the long-range benefits of higher education. Lifetime earnings for associate degree holders average \$500,000 more than those of high school graduates; for holders of bachelor's degrees, the average is \$1 million more.

Finally, it is well documented that college-educated people are more likely to remain employed and less likely to need public assistance, are more likely to remain fit and healthy and less likely to abuse alcohol and other substances, and are less likely to commit crimes.

Supported by these components of the value proposition, we stand on solid ground when we say: "Discover the value of an ACC education."

Sincerely,

A handwritten signature in black ink that reads "Olin Joynton". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Olin Joynton
President

Institutional Profile 2005-06

- FUNDING: Property taxes (20%), state appropriations (43%), tuition and fees (35%), and other sources (2%).
- ENROLLMENT: 2,589 credit and 926 non-credit students during the 2005-06 year.
- GRADUATES: 313 for 2005-06.
- COST: The average full-time cost for a resident of the College's district for tuition and fees was \$2,800 plus an estimated \$4,100 for books and living expenses for a total of approximately \$6,900.
- 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 principal buildings. The Huron Shores Campus is located at the former Wurtsmith Air Force Base in Oscoda, Michigan.
- LAND: Approximately 700 acres.
- BUILDING AREA: Approximately 407,138 square feet.
- ASSETS: \$18,727,582 (physical properties ending balance as of June 30, 2006)

STAFF:	<i>Full-Time*</i>	<i>Part-Time*</i>
Faculty	55	96
Admin. Technician	6	20
Administration	25	2
Clerical/Classified	20	3
Custodial/Maint.	10	1
Others	<u>0</u>	<u>2</u>
Total Employees	116	124

*As of September 1, 2006

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 Information Systems (including the Administrative Assistant, Medical Information Specialist, Office Information Technology Specialist, and Office Manager programs), Business Management, and Network Administration.

The Alpena Community College Medical Assisting Program is accredited by the **Commission on Accreditation of Allied Health Education Programs** (www.caahep.org), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs

35 East Wacker Drive, Suite 1970

Chicago, IL 60601-2208

(312) 553-9355

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 Mission

The mission of Alpena Community College is to meet lifelong learning needs by providing educational opportunities through effective stewardship of resources.

College Goals

1. Marketing
 - Present and position ACC as a compelling, attractive institution of choice for all learners
2. Program Development
 - Achieve excellence in program areas of transfer, occupational/technical, developmental, community and continuing education
3. Community Involvement
 - Serve as a primary center for regional economic development, diverse programming, recreational/wellness opportunities, and cultural enrichment
4. Culture Change
 - Foster an environment of learning that embraces change, cultural diversity, personal accountability, and global thinking
5. Partnerships and Alliances
 - Conduct college business with a view to developing partnerships and alliances to expand learning opportunities

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 Lower Michigan. Its student population — numbering approximately 4,345 credit and non-credit students during 2004-05 — 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 school 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 Schools. 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, 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)

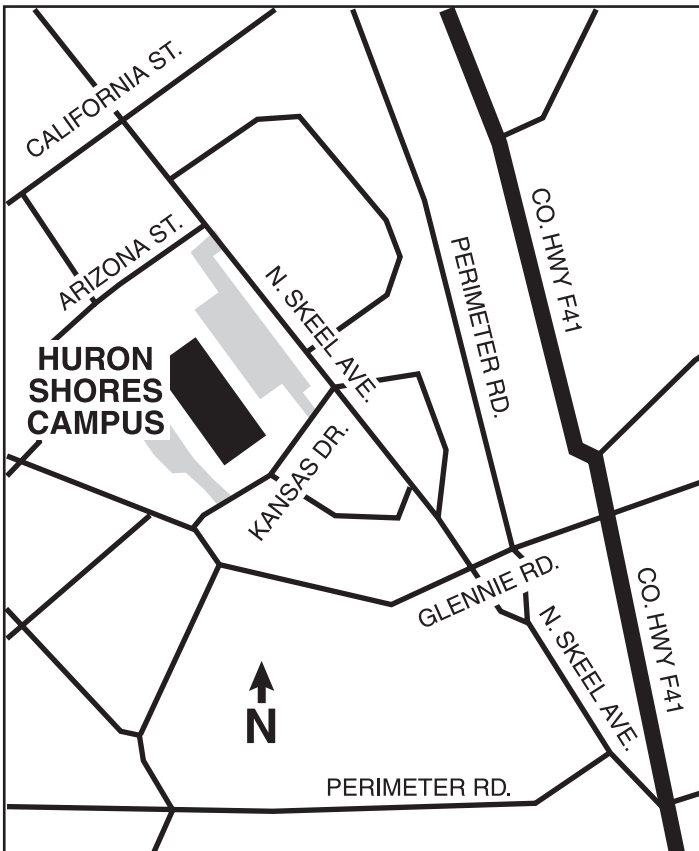
Located in the Huron Shores Educational Center, just off F-41, minutes from US-23 in the renovated Headquarters Building at the former Wurtsmith Air Force Base.

Huron Shores Campus (HUSH) Contacts

Coordinator (989) 739-1445, ext. 442..... HUSH, Second Floor

Secretary..... (989) 739-1445, ext. 295..... HUSH, Second Floor

Learning Center (989) 739-1445, ext. 445.....HUSH, First Floor



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 Professional,
Community and Volunteer
Services (CPCVS)..... 358-7234
- Volunteer Center..... 358-7335

East Campus (EAC)

- Art Classrooms..... 358-7343

Natural Resources Ctr. (NRC)

- Health Occupations 358-7226

University Center (MBUC)

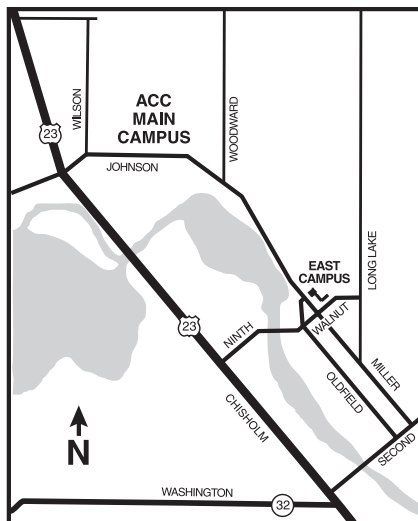
- Northwood University 358-7302
- Spring Arbor University 358-7337

Van Lare Hall (VLH)

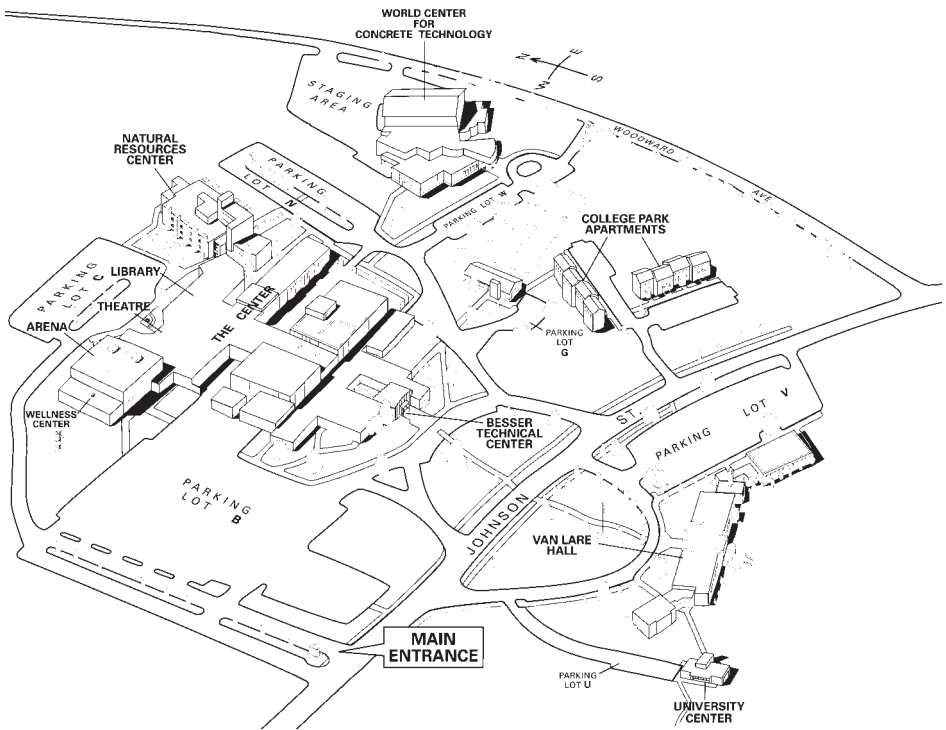
- Admissions..... 358-7339
- Counseling Office 358-7286
- Dean of Instruction..... 358-7443
- Dean of Student Affairs..... 358-7200
- Financial Aid..... 358-7205
- Registration, Records..... 358-7353
- The Learning Center..... 358-7342
- Tutoring..... 358-7270
- Veterans Counselor 358-7265
- VP for Administration &
Finance..... 358-7368

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.

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 Technical Center houses specially equipped instructional areas and labs 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.



Besser Technical Center main lobby.

The Donald L. Newport 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 the Center for Professional, Community and Volunteer Services, which includes workforce training, Alpena Volunteer Center, industrial testing services and the Small Business and Technology Development Center (SBTDC).

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.



College Park Apartments.

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)

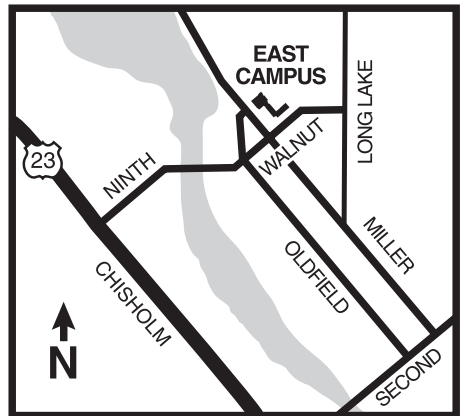
The East Campus building is located one-half mile east of the main campus at Miller and Walnut streets. It contains classroom studios for the ACC art and photography classes as well as a gymnasium.

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, Northwood University and Spring Arbor University have offices in MBUC. For details of programs available, please see page 138-141.

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 Dean of Instruction and the Dean of Student Affairs are also located in VLH. The Women's Resource Center, The Learning Center and most administrative offices are housed here: Vice President of Finance and Administration, Controller, accounting, personnel/payroll, cashier, telephone switchboard, word processing, and management information systems.



Van Lare Hall.

Van Lare Hall is also the location of offices for instructors of developmental education, business administration, computer information, business information, mathematics and criminal justice classes. There are 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 World Center for Concrete Technology.

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

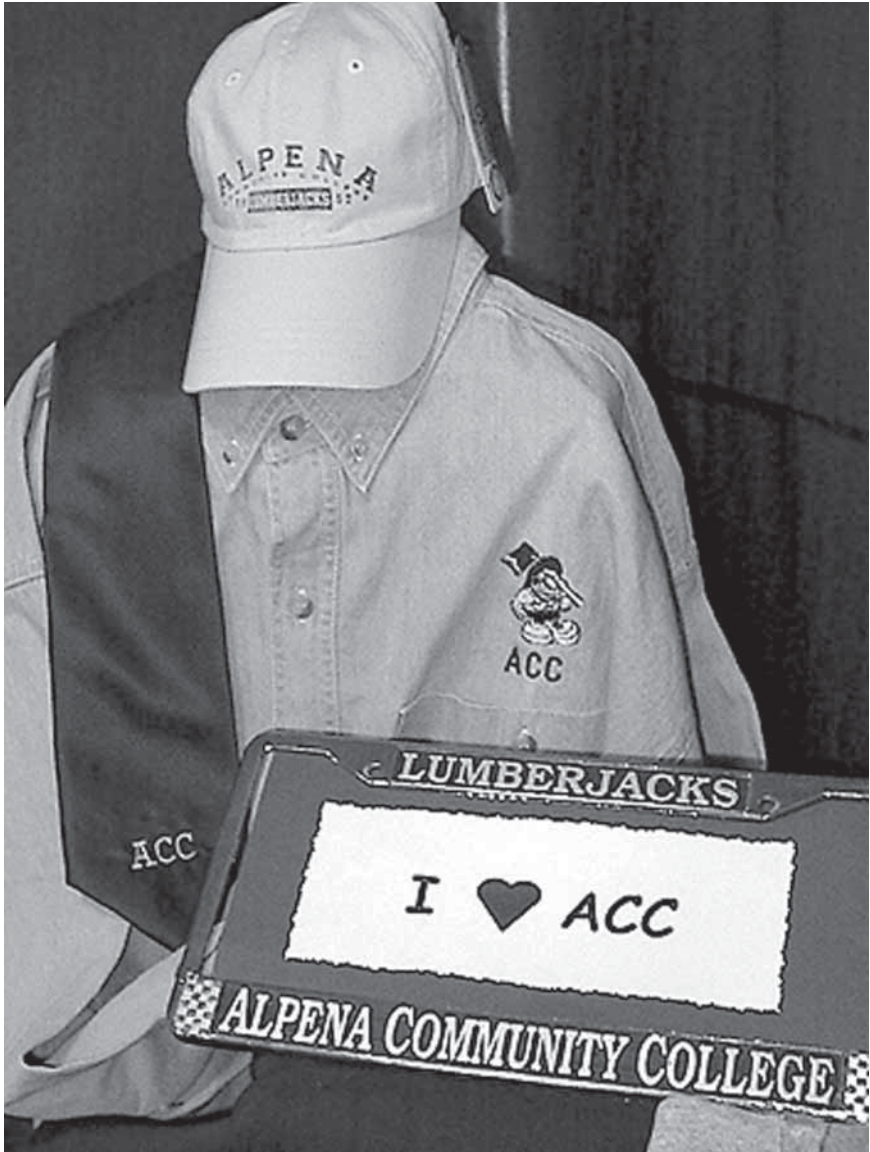
Alpena Community College has operated a full service extension center in Iosco County since 1969. The Huron Shores Campus serves area residents with classes in Oscoda, Tawas, and Whittemore.

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. Courses in 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 in educational activities, programs, and facilities for students with disabilities.

Any student denied accommodations may appeal the decision in writing to the ADA Grievance Committee. To initiate this process, contact the Dean of Student Affairs in Van Lare Hall 107. 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 of Finance and Administration, the Director of The Learning Center, and the Student Services Department Chairperson.

Disability Accommodations Procedures

Disability documentation is required before accommodation services can be provided. Students requesting accommodations services 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 contacts The Learning Center (Van Lare Hall 101; phone (989) 358-7270) and completes the Accommodations Intake process.
2. Student provides documentation of disability to The Learning Center.
3. Accommodations Facilitator contacts the student. If appropriate, an appointment is made.
4. Student contacts instructor.

More detailed information on Alpena Community College's disability accommodation services policies and procedures is available in the Access for Students with Disabilities publication available in The Learning Center or on the Alpena Community College website.

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 placement testing 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 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 Admissions Office (Van Lare Hall 111) or Campus Services Office (Van Lare Hall 108) 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. 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.

For a number of years Alpena Community College has also accepted enrollment by high school seniors who have a recommendation from the school principal or counselor but do not qualify for dual enrollment. Concurrently enrolled high school students are responsible for payment of all tuition and fees.

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 37).

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) 358-7286.

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 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

Placement testing evaluates the student's basic skills in reading, writing, and mathematics in relation to the prerequisite requirements for college-level coursework. Results are used to make recommendations concerning course placement and the possible need for additional skills instruction. Placement dates and times for the main campus in Alpena and the Huron Shores campus in Oscoda are published in the semester course schedule and are available on the Alpena Community College website.

Placement testing is required for:

1. All new Alpena Community College students who do not have a high school diploma or G.E.D.
2. All new students who register for nine or more credits per semester.
3. All students who enroll for the first time in an English or mathematics course.
4. All students who enroll in a course with a prerequisite of "eligibility for placement in ENG 111 English or higher."

Testing is waived for all students who have an A.C.T. composite score of 20 or higher.

Alpena Community College Assessment and Placement Grid

Reading Skills

<u>COMPASS Score</u>	<u>Placement Course</u>
0-38	Reading 095/Decision Zone
39-64	Reading 095
65-80	Reading 098
81-100	No reading course required

E-Write Skills

<u>COMPASS Score</u>	<u>Sub Score</u>	<u>Reading Score</u>	<u>Placement Course</u>
2-3	0-9		Decision Zone
3	8-9	65 or above	ENG 102
4-5	8-11		ENG 102
5	8-11	81 or above	ENG 111 or ENG 120*
5	12-14		ENG 111 or ENG 120*
6	13-15		ENG 111 or ENG 120*
6-7	10-12		ENG 111 or ENG 120*
7	12-14	91 or higher	ENG 121
7-8	15-20		ENG 121

* Students whose placement scores require concurrent enrollment in RDG 095 or 098 and ENG 111, 121 or 120 must fulfill the minimum RDG requirements to remain enrolled in the ENG course. Those students co-enrolled will be offered the opportunity to re-test on COMPASS within the first two weeks of class.

Math Skills

<u>COMPASS Scores</u>	<u>Placement Course</u>
Pre-Algebra Score:	0-28 MTH 090
	29-35 Decision Zone
	36-100 MTH 102, MTH 110, MTH 115 or BUS 125
Algebra Score:	0-36 MTH 102, MTH 110, MTH 115 or BUS 125
	37-100 MTH 113
College Algebra Score:	0-49 Use Algebra score for placement
	50-100 MTH 121, MTH 122, MTH 123
Trigonometry Score:	0-49 Use College Algebra Score for placement
	50-100 See Math Department for placement

20 Admissions

ACT Placement Guidelines

ACT Composite score of 20 and above No COMPASS needed

English

ACT Composite score of 20-23 ENG 111 English Placement

ACT Composite score of 24 and above ENG 121 English Placement

Math

ACT math score below 20 Base on COMPASS score

ACT math score of 20-24 MTH 113 Intermediate Algebra

ACT math score of 24-27 MTH 121 College Algebra, MTH 122 Plane Trigonometry, or MTH 123 College Algebra and Analytic Trigonometry, based on academic program and trigonometry background

ACT math score of 27 and above Consult math instructor

Biology Placement Guidelines

No high school biology, or high school biology with “C,” or high school biology over five years ago	BIO 114 Introduction to Biology with co-requisite of ENG 102 Basic English or eligibility placement in ENG 111 English
One year of high school biology and one year of high school chemistry, both with a “C” or higher within the last five years, or advanced placement score of 3 in biology, or BIO 114 Introduction to Biological Science with a “C” or higher	BIO 150 General Biology placement with prerequisite of CEM 100 Introductory Chemistry (or higher) and eligibility placement in ENG 111 English
Two years of high school biology with a “C” or higher within the last five years, or Advanced Placement score of 4 or 5 in biology, or BIO 150 General Biology with a “C” or higher	BIO 201 Human Anatomy placement or BIO 227 Microbiology placement with prerequisite of CEM 111 General Chemistry (or higher)
BIO 201 Human Anatomy with a “C” or higher and CEM 111 General Chemistry (or higher) with a “C” or higher	BIO 203 Human Physiology placement

Chemistry Placement Guidelines

One year of high school algebra with a “C” or MTH 102 Elementary Algebra	CEM 100 Introductory Chemistry
One year of high school chemistry with a “C” or higher or CEM 100 Introductory Chemistry	CEM 111 General Chemistry
Two years of high school chemistry with a “C” or higher or permission from instructor	CEM 121 General and Inorganic Chemistry
Advanced Placement (AP)	3 = CEM 121 General and Inorganic Chemistry; 4 = CEM 121 General and Inorganic Chemistry and CEM 122 Inorganic Chemistry and Qualitative Analysis

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 of at least six months in the Alpena Public Schools District prior to initial enrollment), 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 Student Affairs 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 Affairs Office when a possible criminal action has occurred. The Dean of Student Affairs 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 Affairs 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 expanded 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:	'02-'03*	'03-'04*	'04-'05*	'05-'06*
a. Murder	0	0	0	0
b. Sex offenses - forcible	0	0	0	0
c. Sex offenses - non forcible	0	0	1	0
d. Robbery	0	0	0	0
e. Aggravated assault	1	1	0	0
Simple assault (intimidation)	3	1	0	0
f. Burglary	1	4	1	3
Larceny/theft	5	7	6	2
g. Motor vehicle theft	0	0	1	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	'02-'03*	'03-'04*	'04-'05*	'05-'06*
a. Liquor law violations	6	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 (located in the Student Handbook section). 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.

Cohort Completion Rates

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. The completion figures reported here are for 292 students who began attending ACC during Fall Semester 2000, 436 students who began during Fall Semester 2001, and 377 students who began during Fall Semester 2002. 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 2002

	<u>'01-'02</u>	<u>'02-'03</u>	<u>'03-'04</u>
A. Students	436	377	299
Completers	174 (40%)	148 (39%)	61 (20%)
B. Male Students	242	206	158
Completers	101 (42%)	79 (38%)	35 (22%)
Female Students	194	171	141
Completers	73 (38%)	69 (40%)	26 (18%)
C. Ethnic Breakdown			
White Students	417	353	289
Completers	171 (41%)	141 (40%)	58 (20%)
Black Students	12	9	4
Completers	2 (17%)	2 (22%)	1 (25%)
Other Students	6	2	5
Completers	1 (17%)	0 (0%)	2 (40%)
Native American Students	1	1	1
Completers	0 (0%)	0 (0%)	0 (0%)

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

24 Admissions

Cohort Completion Rates — Athletics

	'01-'02	'02-'03	'03-'04
A. Scholarship Athletics	51*	44*	38*
Male	24	13	13
Female	27	21	25
Program Completers	26 (51%)	24 (55%)	19 (50%)
New Students Athletes	38	31	24
Completers	18 (49%)	11 (35%)	9 (38%)
B. Men's Basketball			
Athletes	16	15	13
Completers	10 (63%)	9 (60%)	5 (38%)
Caucasian	6	8	6
Completers	4 (66%)	5 (63%)	4 (66%)
Black	10	7	7
Completers	6 (63%)	4 (57%)	1 (14%)
Native American	0	0	0
Completers	0	0	0
C. Women's Basketball			
Athletes	11	15	10
Completers	7 (64%)	6 (40%)	6 (60%)
Caucasian	11	13	8
Completers	7 (64%)	6 (46%)	5 (63%)
Black	0	2	2
Completers	0	0 (0%)	1 (50%)
D. Men's Golf			
Athletes	8	6	6
Completers	1 (13%)	4 (66%)	3 (50%)
Caucasian	8	6	6
Completers	1 (13%)	4 (66%)	3 (50%)
E. Women's Softball			
Athletes	13	14	14
Completers	6 (46%)	8 (57%)	9 (64%)
Caucasian	13	14	14
Completers	6 (46%)	8 (57%)	9 (64%)
F. Men's Cross Country			
Athletes	Discontinued		
G. Women's Volleyball			
Athletes	10	11	10
Completers	7 (70%)	5 (45%)	6 (60%)
Caucasian	10	11	10
Completers	7 (70%)	5 (45%)	6 (60%)

* 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” on page 29 of this catalog.)

Tuition

Tuition at Alpena Community College is based upon residence (see page 21 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.

2006-07 Tuition Costs

The following rates are for the 2006-07 academic year and are subject to change for the 2007-08 year.

In-District (Alpena Public Schools District)	\$76.00 per contact hr.*
In-State	\$114.00 per contact hr.*
Out-of-State	\$152.00 per contact hr.*

* *The maximum number of contact hours per semester for which a student will be charged during the regular semester enrollment period is 23 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 16 contact hours.*

Fees

The following fees are for the 2006-07 academic year and are subject to change for the 2007-08 year.

Student Services Fee

A Student Services Fee of \$6 per contact hour will be assessed for all enrollments on campus. The Student Services Fee is used to fund the Student Services Program through the Campus Activities Board of the Student Senate, to defray some costs of the Wellness Center and allow

26 Costs and Financial Aid

all credit students to use the Wellness Center, and to support the intercollegiate athletics program.

- a. The fee is assessed to each “Add” of a course or courses.
- b. No student will be assessed for more than 23 contact hours per semester.
- c. During summer session, the fee is assessed on no more than 16 contact hours.

Facilities Maintenance Fee

A Facilities Maintenance Fee of \$6 per contact hour will be assessed for all enrollments on and off campus. The Facilities Maintenance Fee is used for major repairs, replacements, and improvements to the College’s buildings, equipment, and grounds to enhance the student’s learning environment.

- a. The fee is assessed to each “Add” of a course or courses.
- b. No student will be assessed for more than 23 contact hours per semester.
- c. During summer session, the fee is assessed on no more than 16 contact hours.

Technology Fee

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. The Technology Fee is used to expand, improve, and maintain the utilization of technology in the fulfillment of the overall mission of the College.

- a. The fee is assessed to each “Add” of a course or courses.
- b. No student will be assessed for more than 23 contact hours per semester.
- c. During summer session, the fee is assessed on no more than 16 contact hours.

Online Courses Fee

An Online Courses Fee of \$10 per contact hour will be assessed on all online classes provided by Alpena Community College. The Online Courses Fee is used to cover the special costs of developing new online courses, limiting online class size, and providing extra faculty preparation compensation for online courses.

- a. The fee is assessed to each “Add” of a course or courses.
- b. No student will be assessed for more than 23 contact hours per semester.
- c. During summer session, the fee is assessed on no more than 16 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.

Records/Registration Fee

A fee of \$20 will be assessed when a student enrolls in Fall, Spring, or Summer Semester credit courses. Please note: drop/add fees, the graduation fee, and the fee for regular official transcripts have been dropped.

Transcript Fee

Transcripts are provided at no cost. For rush service, please see the following fee.

Transcript Rush Service Charge

Ordinarily, transcripts are processed in one to three days upon receipt of the written request. Rush service is available for a \$10.00 charge. The Records Assistant or Registrar will determine if this charge is necessary. Rush mailed transcripts will be prepared in time for the next outgoing mail. Rush transcripts to be picked up in person will be prepared immediately. If express mailing is requested, this fee will be added to the \$10 charge. Rush service requests made by FAX will need to be charged to a credit card.

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.

The following estimates are based on 2006-07 tuition and fee rates, which are subject to change for the 2007-08 academic year.

<u>Expenses</u>	<u>In-District</u>	<u>In-State</u>	<u>Out-of-State</u>
Tuition	\$2,280	\$3,420	\$4,560
Fees	520	520	520
Books and Supplies	500	500	500
Room and Board	2,500	4,750	4,750
Personal	600	600	600
Transportation	<u>500</u>	<u>750</u>	<u>750</u>
Total	\$6,900	\$10,520	\$11,660

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 paid tuition and fees (with the exception of the registration fee) will be issued providing a Drop/Add form is processed and in the possession of the Campus Services Office (Van Lare Hall 108) 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 for Instruction.

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 federal 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 aid 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) and the Huron Shores Campus office.

Non-Payment

Grades, transcripts, 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 65 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 Financial Aid Office.

To be considered for financial aid, an applicant must be entering a degree or certificate program and also have completed the ACC 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' 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. Students must then successfully complete at least 50 percent of credit hours attempted each subsequent semester. In addition, students must have the following:

<u>Hours Completed</u>	<u>G.P.A.</u>
15	1.5
30	1.6
45	1.7
60	2.0

If students fall below this standing and wish to regain good standing, students must successfully complete at least 50 percent of credit hours attempted (six credit hours minimum per semester) 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 the semester(s) needed to regain good standing.

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; a grade of W is counted as a failing grade for financial aid purposes. 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.

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:

<u>Status</u>	<u>Associate Degree</u>	<u>Certificate</u>
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. Students may be required to appear before the committee.

Disbursement

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

Federal Financial Aid 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 \$4,050 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 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. 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

The aggregate loan limit using both the subsidized and unsubsidized program is \$23,000 or dependent students, \$46,000 for independent students.

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 of Michigan Financial Aid Programs**Michigan Competitive Scholarship**

This scholarship is available to Michigan residents 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

This grant available to independent students who have not been enrolled in high school for at least two years. Students 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

This grant provides a maximum of \$1,000 per year 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 is available in the Campus Services Office in Van Lare Hall 108 or at your local Michigan Works! office.

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.

Scholarships

A variety of scholarships have been established at Alpena Community College through the generosity of individuals, businesses, service clubs, organizations and foundations. These scholarships reward student achievement, encourage leadership, recognize accomplishments, and provide needed financial assistance to many ACC students. Some scholarships honor or memorialize family members, friends, or organizations. For whatever reason, financial assistance helps students receive the necessary education to compete in today's world.

The ACC Scholarship Brochure includes information on over 100 different scholarship opportunities totaling over \$100,000 in awards and is available after the second week in January. You can pick up a copy in the Campus Services Office (Van Lare Hall 108), the Foundation Office (Besser Technical Center 125A), the Huron Shores Campus Office in Oscoda and in area high school counseling offices. Before applying for a scholarship students must have submitted an application for admission and a student financial aid report must be on file in the Campus Services Office.

Applicants must have a high school diploma or GED or demonstrate the ability to benefit from a particular program of study. Some scholarships require letters of recommendation and/or essays and may be renewable for a second year provided all requirements are met. A student who wishes to be considered for specific scholarships must meet the specified qualifications and complete the ACC scholarship application form by the second Monday

in April in order to be considered for the next fall semester scholarship awards.

Financial need is not always a requirement when applying for a scholarship. However, if you are applying for a scholarship where financial need must be demonstrated, results of the Free Application for Federal Student Aid (FAFSA) must be received by the Campus Services Office prior to the scholarship application deadline. The Financial Aid office will do everything possible to help students find scholarships for which they are eligible.

Students will receive notification in May if they have been awarded a scholarship and the funds will be distributed into the student's account in equal amounts over the fall and spring semesters. If the scholarship recipient does not attend the fall semester, the scholarship award will be forfeited.

In addition to those scholarships listed in the ACC Scholarship Brochure, 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.

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

34 Veterans Educational Benefits

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 and Chapter 1607
- 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 USDVA 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 Registrar immediately upon dropping any classes or completely withdrawing from the institution.

The veteran's last date of attendance shall be reported to the USDVA based on the date of drop or withdrawal as recorded by the Registrar. In those instances where the veteran

did not report his/her change of status to the Registrar, 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 USDVA. Non-attendance of classes may result in an over-payment of benefits from the USDVA.
 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 USDVA 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 USDVA.
 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 USDVA must satisfy the Academic Standards of Progress of Alpena Community College as listed on page 237 of this publication.

If a VA student is on probation with ACC they are also on probation with the VA. If a VA student is dismissed from the College, the VA will be notified and benefits will terminate.

Children of Veterans Tuition Grant Act 248, PA 2006

This program will provide up to \$2,800 in tuition assistance per academic year to Michigan resident children of certain deceased or disabled members of the armed forces of the United States attending college in Michigan. Fulltime and certain parttime students are eligible. Information about the Children of Veterans Tuition Grant Act is available from the Coordinator of Veterans Affairs or:

Michigan Department of Treasury
Office of Scholarships and Grants – MHEAA
P.O. Box 30462
Lansing, MI 48909-7962

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 (VLH 108) in Alpena or the Huron Shores Campus Office in 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 (Withdrawn) 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 50 for details.)

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.

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.

Academic Renewal Procedure

1. A student seeking to request academic renewal must obtain a Request for Academic Renewal from the Registrar (VLH 108).
2. Upon completion by the student, the Request for Academic Renewal is returned to the Registrar 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 administers the CLEP examination.

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 prerequisites 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 prerequisite 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 Dean of Instruction. 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.

Core Competencies and Outcomes Mission Areas in Detail

A. Core Competencies

The Alpena Community College has identified a general core curriculum. Within the core curriculum is a set of five core competencies, which involves the cumulative effect of the college curriculum. The curriculum is the vehicle used to achieve mastery of the core competencies. Thus, achievement of the core competencies is a shared responsibility of all faculty. Not every core competency is expected to be incorporated into each course. Within the associate degree program of study in its entirety, all core competencies will ultimately be addressed. Each course, therefore, contributes to a larger learning outcome.

Students who receive an associate degree from Alpena Community College are expected to have mastered the following:

1. Effective Learning (How to learn effectively):

- a. They will possess effective learning skills.
- b. They will know how to access learning resources and information sources.
- c. They will understand learning as a life-long process.

Standard:

- i. recognize and accommodate his/her learning style preference,
 - ii. utilize the services provided by a library,
 - iii. utilize learning support when needed, including: tutoring, supplemental instruction, videos, etc., and
 - iv. identify outdated information and acquire the most recent data.
2. Problem Solving Skills (How to solve problems):
- a. They will be able to identify a problem, collect and analyze information, develop and apply strategies, and evaluate outcomes.

Standard:

- i. identify and define problems,
 - ii. select approaches to solve problems,
 - iii. generate possible solutions, hypotheses, or propositions,
 - iv. collect information regarding proposed solutions,
 - v. propose procedures to evaluate the appropriateness of the solution, and
 - vi. recognize steps or factors overlooked, faults in logic, and information not used in the problem-solving process.
3. Mathematical Concepts (How to use mathematical concepts):
- a. They will be able to understand and use concepts of mathematics appropriate to their chosen program of study.
 - b. They will be able to use mathematical knowledge as a component of problem-solving in everyday life.

Standard:

- i. accurately perform arithmetic operations,
 - ii. utilize fractions, decimals and percentages,
 - iii. convert basic units of measurements,
 - iv. interpret bar, line and circle graph data, and
 - v. perform basic algebraic operations.
4. Effective Communication Skills (How to communicate effectively):
- a. They will be able to read and write with sufficient skill to achieve their educational and personal goals.
 - b. They can speak and listen with sufficient skill to achieve their educational and personal goals.

Standard:

- i. obtain information from oral and written presentations and from non-verbal cues,
 - ii. send information through oral and written materials and through non-verbal presentations, and
 - iii. send and interpret information from numeric and graphic presentations.
5. Effective World Interaction Knowledge (How to interact with the world):
- a. They will have an understanding of the rights and responsibilities of the individual in society.

Standard:

- i. identify the reciprocal relationships between society, social institutions, and individuals, and
 - ii. identify restraints and freedoms within social institutions.
- b. They will have an understanding of historical, social, and geographical forces which shape the world.

Standard:

- i. Identify social institutions and describe their structure and function, and
 - ii. identify the principles of development and change of social institutions, nations, and society.
- c. They will have an understanding of aesthetic principles.

Standard:

- i. identify activities and products, which constitute the artistic/humanistic aspects of a culture,
 - ii. identify the impact of artistic/humanistic expressions, and
 - iii. judge which artistic/humanistic expressions would be most congruent with the characteristics of a given culture.
- d. They will have an understanding of the nature of scientific inquiry and its technological application.

Standard:

- i. identify activities and products, which constitute the scientific/technological aspects of the world, and
 - ii. describe and utilize scientific concepts, laws or principles that underlie scientific/technological activities and products.
- e. They will have an understanding of the effect of technology on their lives.

Standard:

- i. explain the impact of technology on the natural environment, the individual,

and society.

- f. They will be able to function effectively as an individual and as a member of a group.

Standard:

- i. explain the importance and impact of integrity and respect for others in the workplace and society,
 - ii. distinguish between opportunities to lead and time to follow the help of others,
 - iii. understand how the skills of others contribute to the success of team projects,
 - iv. demonstrate acceptable work standards, and
 - v. complete tasks cooperatively and efficiently.
- g. They will have an understanding of factors important to mental and physical health and well-being.

Standard:

- i. identify the life-long practices related to good health and fitness, and
 - ii. understand the relationship between physical and mental health.
- h. They will be able to clarify values and ethical issues.

Standard:

- i. identify major values and ethical issues faced in adult life in one's own culture and other cultures,
- ii. distinguish values in contrast to facts,
- iii. understand biological, environmental, and economic influences on values,
- iv. identify reasons and/or circumstances people use to justify value choices, and
- v. recognize the complexity of situations that bring values into conflict.

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	D-.....0.7
C+.....	2.3	E Failure0.0
C Fair.....	2.0	
C-.....	1.7	
D+.....	1.3	
D.....	1.0	

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	<u>4</u>	C (2)	<u>8.0</u>
	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 — Withdraw

The grade of W (Withdraw) 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” (page 37) and “Withdrawal” (page 50).

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.

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.
8. A waiver of specific requirements does not reduce the total hours required for graduation.

See the “Programs of Study” section of this catalog (beginning on page 60) 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 at least 8 credits for graduation at Alpena Community College.
4. Complete the “Intent to Graduate” form.
5. A waiver of specific requirements does not reduce the total hours required for graduation from the student’s program.

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 55-59) 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. Rush transcript requests are subject to a \$10 fee plus any shipping charges, if necessary. Grades for the current semester are available on transcripts approximately one week after the end of the semester.

Ordinarily, transcripts are processed in one to three days upon receipt of the request. Rush service is available by request and paying the \$10 rush charge. Rush service requests are prepared in time for the next outgoing mail delivery. Rush transcripts requested in person are prepared immediately. If express mailing is requested, this fee is added to the charge. Rush service requests made by FAX need to be charged to a credit card.

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 Registrar prior to the end of the second week of classes during the semester the withholding is to begin. Forms are available from the Registrar, 108 Van Lare Hall.

Social Security Number Privacy Policy

Alpena Community College protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the College.

Social security numbers are currently used as the student's identification number and are collected from all students. The social security number is required for financial aid and specific reporting functions as required by the state and federal government. Social security numbers are required for the mailing of transcripts and reporting to the National Student Clearinghouse, which is used for enrollment verifications, degree reporting and loan tracking.

Procedures

Except as permitted by law, the College will not:

1. Publicly display all or more than 4 sequential digits of a person's social security number.
2. Visibly print all or more than 4 sequential digits of a social security number on any identification badge or card, membership card, permit or license.

The College expects each student, employee, and any other person who may use the facilities or resources of the College to protect the privacy of its students and employees, and to bring to the attention of an appropriate responsible person any privacy violation they may observe. In addition:

1. Each person who uses or has access to any ACC record which contains any person's social security number, or who has access to the social security number of any student or employee, will keep this information confidential.
2. Disclosure of such information will be only to those with a specific need to know for a legitimate College purpose, or in response to a legitimate and lawful request.
3. The College will permit access to such information only to those with a need to know. Access and permission for access will be reviewed not less than once a year.
4. All documents or other records which contain such information shall be kept in a secure environment accessible only to those who have been specifically authorized to have access, and will be disposed of only by shredding or other appropriate means which renders a social security number illegible and as difficult as possible to reconstruct.
5. Violations of this policy and procedure will be cause for discipline up to and including dismissal or termination, and may give rise to further legal proceedings.

Faculty and staff will be notified annually of privacy procedures and FERPA requirements for any form of communications, printed or verbally.

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 58 for courses that meet these areas).

- a. English Composition (six semester hours). (See Group I listing, page 58.)
- 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 58.)
- c. Social Science (eight semester hours). Courses will be taken in more than one academic discipline. (See Group III listing, page 58.)
- 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 58.)

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. Requests can be made to the Registrar, 108 Van Lare Hall.

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 duration 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 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) 358-7299.

Learning Resources Center — Library

Alpena Community College Learning Resources Center consists of the Stephen H. 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 which is consistent with the present and anticipated teaching and research responsibilities of Alpena Community College. Insofar as possible, these resources are shared with the community and other institutions. The academic library collection is generally suitable for adult use. Non-ACC students 18 years of age and older are invited to obtain an ACC library card at no cost.

The Library consists of books, e-books, 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 approximately 13,000 unique periodical titles, 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 8:30 a.m. to 1:30 p.m. It is located in Besser Technical Center Room 107 and is operated by Fremont Catering, through contractual arrangements with ACC.

Special food service for community groups using ACC facilities is also available. Contact Fremont Catering 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 to for-profit organizations. A fee chart and printable facility use form can be obtained from the College website at www.alpenacc.edu or by calling (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 Specialist Authorized Test Center

Microsoft Office Specialist (MOS) certification, the premier Microsoft desktop certification, is a globally recognized standard for demonstrating desktop computer skills. ACC is an authorized testing center for MOS certification. Details on the benefits of certification and preparation for exams are located on the Internet at <http://www.microsoft.com/learning/mcp/officespecialist>. To register for an exam, call the ACC Authorized Testing Center at (989) 358-7406.

The Learning Center (TLC)

The Learning Center (TLC) is located in Van Lare Hall 101 and houses many of the academic support services for students (details are in the 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 qualified persons 11 years of age or older (including adults) who 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, a summer program, Career Pathways nights, and college application fee waivers.

The program director and staff at Alpena Community College are located in Besser Technical Center Room 108; phone (989) 358-7283. Educational Talent Search, Upward Bound and ACC Student Support Services are funded by U.S. Department of Education TRiO grants.

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 is open to the public with special senior citizen rates available for College district residents. Registered credit students may utilize the Wellness Center free of charge.

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 Professional, Community and Volunteer Services

The Center for Professional, Community and Volunteer Services (CPCVS), 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 CPCVS is the single administrative unit and point of contact for:

1. The Small Business and Technology Development Center (SBTDC)
2. The Volunteer Center
3. Industrial Testing
4. Customized Training

The Small Business and Technology Development Center

Alpena Community College is a regional site of the Michigan Small Business and Technology Development Center, which offers support services to the business and professional community. These services include assisting with the development of business plans; conducting demographic 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 and Technology 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 and Technology Development Center call (989) 358-7375.

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 Donald L. Newport Center on the ACC campus.

The many services include:

- Coordinating community outreach programs such as the Christmas Wish List, Association for Lifelong Learners (ALL@ ACC), Community Education classes, annual A College Day event, service-learning opportunities for ACC credit classes, and the ACC Ropes Course
- Matching volunteers with requests for volunteer help
- Providing community information and directories; networking and consulting

For more information contact the Volunteer Center at (989) 358-7335.

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 Customized Training program director in Newport Center 108, at (989) 358-7301.

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 58).

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

Group II General Education Courses — Sciences and Mathematics (see page 58).

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 58).

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 58).

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 58).

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

Group II General Education Courses — Sciences and Mathematics (see page 58).

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 58).

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

chair via the student's academic advisor. The variations will be effective when authorized by the Dean of Instruction.

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 speciality.

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 58).

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

Group II General Education Courses — Sciences and Mathematics (see page 58).

Four semester credits required.

Group III General Education Courses — Social Science (see page 58).

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 58).

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 (pages 55-57).

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 111, 121, 122, 123, 124, 221, 222
- C. Mathematics/Computer Science
MTH — Mathematics courses 102, 111, 113, 115, 116, 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

Substitution/Waiver

Substitutions or waivers for degree or certificate specific course requirements must be approved by the appropriate department and the Dean of Instruction. **A waiver of specific requirements does not reduce the total hours required for graduation from the student's program.**

Programs of Study

Page Index to Programs of Study

Program of Study (Degree)	Page	
Accounting † (AAS)	62	Electrical Maintenance Tech (AAS)
Anthropology (AA)	63	English (AA)
Apprentice — Electrical (C)	64	Fine Arts (AA)
Apprentice — Millwright (C)	65	General Sciences † (AS)
Auto Body Repair (C)	66	General Studies (AGS)
Auto Service & Repair (C or AAS)	67	Geography (AA)
Biology (AS)	68	Graphic Design (AA)
Business Admin. — General (AA)	97	Graphic Design (C)
Business Information Systems		History (AA)
Admin. Assistant (AAS)	69	Industrial Sales (AAS)
Executive Assistant (AA)	70	Journalism (AA)
Medical Info. Specialist (AAS)	71	Liberal Arts — General (AA)
Office Assistant (C)	72	Licensed Practical Nursing ‡ (C)
Office Information Technology		Manufacturing Technology, Basic (C) ...
Specialist (AAS)	73	Manufacturing Technology (AAS)
Business Management (AAS)	74	Marketing † (AAS)
CAD (see Computer-Aided Drafting &		Mathematics (AS)
Design Engineering Technology)		Medical Assistant (AAS)
CAD/CAM, Advanced (C or AAS)	75	Millwright Technician (AAS)
Chemistry (AS)	76	Natural Sciences † (AS)
Child Development (AA)	77	Network Administration (AAS)
CNC Manufacturing Technology (AAS) ...	78	Network Administration (C)
Computer Info Systems (AA)	79	Nursing Program
Computer Science — Gen. (AS)	80	Pre-Nursing Curriculum
Computer-Aided Drafting & Design		LPN (Level One, C) ‡
Engineering Technology (AAS)	81	Registered (Level Two, AAS) ‡
Concrete Technology (AAS)	82	Physical & Health Education (AA)
Corrections Officer Academic		Physics (AS)
Program (C)	83	Political Science (AA)
Criminal Justice — Corr. (AAS)	84	Pre-Dental (AS)
Criminal Justice — Law Enf. (AAS)	85	Pre-Engineering (AS)
Criminal Justice (AA)	86	Pre-Law (AA)
Customer Energy Service (C, AAS)	87	Pre-Medical Technology (AS)
Dental Hygiene (A.A.S.) (co-op		Pre-Medicine (AS)
program with Delta College	125	Pre-Occupational Therapy (AS)
Economics (AA)	88	Pre-Pharmacy (AS)
Education — Elementary (AA)	89	Pre-Physical Therapy (AS)
Education — Secondary (AA)	97	Pre-Radiology Technology (AS)
Education — Secondary, Vocational (AA) ...	90	Pre-Veterinary (AS)
		Psychology (AA)

Radiography (AAS) (Co-op program
with Mid Michigan CC) 131
 Small Bus. Management (AAS or C) 121
 Social Sciences (AA) 99
 Social Work (AA) 122
 Utility Technician (C) 123
 Utility Technician (AAS) 124
 Water Resource Management (1+1
with Bay de Noc C.C.)..... 126
 Welding Fabrication (C)..... 125

† Courses for these programs are regularly offered at the Huron Shores Campus. Students may have to travel to the Alpena campus for some courses.

‡ Application deadline May 15.

Cooperative Programs

Bay de Noc Community College..... 126
 Delta College 127
 Ferris State University..... 129
 Lake Superior State University 130
 Mid Michigan Community College 131
 Northwood University 132
 Spring Arbor University 134
 University of Detroit Mercy 136
 Western Michigan University 137
 Madeline Briggs University Center 138



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 Communications.....	3
BUS 121 Introduction to Business ^B	3	SPE 121 Speech Communications	3
BUS 123 Principles of Accounting I ^B	4	BUS 124 Principles of Accounting II ^B	4
MTH 121 College Algebra or MTH 123 College Algebra & Analytical Trig.....	4	American Government Requirement ^A	3
CIS 120 Intro to Microcomputers ^B or		BUS 255 Business Application Software ^B	3
MTH 119 Intro to Computers-Prog.....	3		16
	17		

SECOND YEAR

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

^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.

ACC students can earn a Bachelor of Business Administration — Accounting degree through Northwood University and the Madeline Briggs University Center. This is a degree completion program, meaning that all the courses required for your degree are offered in Alpena. Course work consists of a combination of courses from ACC and Northwood. It is extremely important that you consult your ACC and Northwood academic advisors for help planning your bachelor's program. For more information see the Northwood description on page 132 and the MBUC section on pages 138-141.

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 44) and degree distribution requirements (page 55) 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	3.0	ENG 112 English or ENG 122 English	3.0
Math ¹	4.0-5.0	Laboratory Science Course	4.0
ANP 121 Cultural Anthropology	3.0	SOC 123 Sociology	3.0
GEO 125 Geography	3.0	GEO 126 Cultural Geography	3.0
HST 121 History of Western Civilization	3.0	HST 122 History of Western Civilization	3.0
	-----		-----
	16.0-17.0		16.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ECN 231 Economics (Micro)	3.0	ECN 232 Economics (Macro).....	3.0
PSY 101 General Psychology.....	3.0	SOC 227 Marriage and the Family.....	3.0
PLS 221 Political Science ²	3.0	Social Science Elective ³	3.0
Humanities/Fine Arts Elective.....	3.0-4.0	Electives	6.0-7.0
Elective ⁴	3.0		-----
	-----		15.0-16.0
	15.0-16.0		

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 45).

³ Social Science Electives:

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

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 “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 110 Technical Math I.....	3.0
	7.5

BASIC COURSES

Courses	Cr Hrs
APP 102E Residential Wiring & Blueprint Reading...3.0	3.0
APP 103E Commercial and Industrial Wiring	3.0
APP 104E AC/DC Fundamentals.....	3.0
APP 107E Specialty Wiring.....	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 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 ^B	1.0	MTH 101A Apprentice Math I ^A	1.0
APP 106M Industrial Safety.....	0.5	MTH 101B Apprentice Math II ^A	1.5
APP 100E Electrical Studies for Trades.....	3.0	MTH 101C Apprentice Math III ^A	1.5

Total Credit Hours Core Courses = 8.5

BASIC COURSES

Courses	Cr Hrs	Courses	Cr Hrs
APP 107M App. Blueprint Reading I ^C	1.5	APP 115M Mach. Repair/Mill. App. III.....	1.0
APP 108M App. Blueprint Reading II ^C	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 ^B	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	Plus three courses from the following list:
APP 102E Residential Wiring & Blueprint Reading.....	3.0	APP 111E Electric Motor Control
APP 103E Commercial & Ind. Wiring	3.0	APP 114E Programmable Controllers
MFG 100 Machinery’s Handbook	3.0	MFG 102 Metal Cutting II
	9.0	MFG 201 Intro to CNC
		An additional welding (MET) course.

^A Will be waived if student successfully completes MTH 110 or higher.
^B Will be waived if student successfully completes MFG 101.
^C Will be waived if student successfully completes MFG 120.

Certificate (C) in
AUTO BODY REPAIR

Program Number: 47.0603

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



Certificate (C) in
AUTOMOTIVE SERVICE & REPAIR

Program Number: 47.0604

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 and/or earn an associate degree^B (Program Number 47.0604).

FIRST SEMESTER

Course	Cr Hrs
AUT 118 Automotive Fundamentals	4.0
AUT 119 Automotive Brake Systems	5.0
AUT 123 Automotive Suspension, Steering & Alignment	5.0
AUT 124 Automotive Electrical & Electronics Systems I	5.0
	19.0

SECOND SEMESTER

Course	Cr Hrs
AUT 122 Automotive Air, Fuel & Emissions Systems.....	4.0
AUT 125 Automotive Electrical & Electronics Systems II.....	5.0
AUT 201 Computerized Eng. Controls.....	4.0
AUT 202 Engine Performance Diagnosis & Tune-Up.....	5.0
	18.0

SUMMER SESSION

Course	Cr Hrs
AUT 151 Automotive Summer Co-Op.....	6.0

^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 221 Engine Repair & Overhaul.....	5.0	AUT 205 Auto. Climate Control	3.0
AUT 203 Auto. Manual Transmission and Drive Lines.....	4.0	AUT 206 Automatic Transmissions.....	5.0

^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 ENG 111 English.....	3.0	MTH 115 Applied Algebra & Trig.....	5.0
ENG 123 Technical Communications or ENG 112 English.....	3.0	PLS 221 Political Science	3.0

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 44) and degree distribution requirements (page 56) 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 Chemistry	4-5	CEM 122 Inorganic Chemistry & Qualitative Analysis	4
BIO 210 Introduction to Botany.....	4	BIO 211 General Zoology.....	4
MTH 122 Plane Trigonometry	3	MTH 123 College Algebra & Analytic Geometry.....	4
	————		15
	14-15		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CEM 221 Organic Chemistry.....	4	CEM 222 Organic Chemistry.....	4
Math/Science Elective	4	American Government Requirement ^{A B}	3
MTH 119 Introduction to Computers.....	3	BIO 227 Microbiology.....	4
Humanities/Fine Arts Requirement ^B	3-4	Humanities/Fine Arts & Social Sciences 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)

^B See page 56. 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	CIS 151 Word Proc. I ^{†B}	1
BIS 140 Proofreading & Editing for Business Professionals.....	3	CIS 152 Word Proc. II ^{†B}	1
BUS 121 Intro. to Business ^B	3	CIS 153 Word Proc III ^{†B}	1
BUS 125 Business Math, MTH 102 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
ENG 111 English or ENG 121 English.....	3	CIS 240 Multimedia Presentations ^B	3
	15-17	American Government Requirement ^A	3
		ENG 112 English or ENG 122 English.....	3
		15	15

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 178 Machine Transcription ^B	3	BIS 230 Business Office Procedures ^B	3
BUS 123 Principles of Accounting I ^{B C} or BUS 131 Applied Accounting ^B	4 or 3	BUS 124 Principles of Accounting II ^B or BUS 132 App. Accounting ^B	4 or 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 Proc. I ^{†B}	1	CIS 241 Intro to Web Design & Management ^B	3
CIS 282 Adv. Word Proc. II ^{†B}	1	Recommended Business Elective ^D	1-3
CIS 283 Adv. Word Proc. III ^{†B}	1	16-19	16-19
	15-16		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in United States 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 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 127 Principles of Management, BUS 221 Business Law, BUS 235 Personnel Management, CIS 140 PC Operating System Customization, or BIS 290 Internship or CIS 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 44) and degree distribution requirements (page 55) 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
BIS 101 Keyboard Skillbuilding ^{*B}	1	CIS 151 Word Proc. I ^{†B}	1
BIS 140 Proofreading & Editing for Business Professionals ^B	3	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	CIS 171 Spreadsheets I ^{†B}	1
ENG 111 English or ENG 121 English	3	CIS 172 Spreadsheets II ^{†B}	1
Laboratory Science Requirement	4	CIS 173 Spreadsheets III ^{†B}	1
Social Science Requirement	3	ENG 112 English or ENG 122 English	3
—————	16	American Government Requirement ^A	3
		Science or Math Requirement	4
		—————	16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 123 Principles of Accounting I ^{B C}	4	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	CIS 241 Intro to Web Design and Management ^B	3
CIS 282 Advanced Word Proc. II ^{†B}	1	Humanities/Fine Arts Requirement	4
CIS 283 Advanced Word Proc. III ^{†B}	1	—————	16
Humanities/Fine Arts Requirement	4		
—————	17		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in United States 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 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 —
Medical Information Specialist

Program Number: 51.0716

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 110 Essentials of Anatomy/Physiology or	
BIS 140 Proofreading & Editing for Business		BIO 201 Human Anatomy.....	4
Professionals ^B	3	BUS 248 Business Communications ^B	3
BIS 160 Medical Terminology ^B	4	CIS 151 Word Processing I ^{†B}	1
BUS 125 Business Mathematics, MTH 102		CIS 152 Word Processing II ^{†B}	1
Elementary Algebra or higher ^B	3 or 5	CIS 153 Word Processing III ^{†B}	1
CIS 110 Computer Essentials ^B	1	ENG 112 English or ENG 122 English.....	3
CIS 111 Computer Operating Systems ^B	1	American Government Requirement ^A	3
ENG 111 English or ENG 121 English.....	3		16
	16-18		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIS 163 Medical Office Coding ^B	3	BIS 161 Medical Transcription ^B	4
BIS 165 Medical Office Procedures ^B	4	BIS 162 Medical Office Computer App. ^B	1
BIS 178 Machine Transcription ^B	3	BIS 164 Medical Office Insurance Billing ^B	3
BUS 131 Applied Accounting ^B or BUS 123		Recommended Business Electives ^D	6
Principles of Accounting I ^{B C}	3 or 4		14
CIS 281 Advanced Word Processing I ^{†B}	1		
CIS 282 Advanced Word Processing II ^{†B}	1		
CIS 283 Advanced Word Processing III ^{†B}	1		
	16-17		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in United States 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 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, CIS 241, or BIS 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 178 Machine Transcription ^B	3
BIS 140 Proofreading & Editing for Business Professionals ^B	3	BIS 230 Business Office Procedures ^B	3
BUS 125 Business Math, MTH 102 Elementary Algebra, or higher ^B	3 or 5	CIS 171 Spreadsheets I ^{†B}	1
BUS 131 App. Accounting b or BUS 123 Principles of Accounting I ^{B,C}	3 or 4	CIS 172 Spreadsheets II ^{†B}	1
CIS 110 Computer Essentials ^B	1	CIS 173 Spreadsheets III ^{†B}	1
CIS 111 Computer Operating Systems ^B	1	CIS 281 Advanced Word Processing I ^{†B}	1
CIS 151 Word Processing I ^{†B}	1	CIS 282 Advanced Word Processing II ^{†B}	1
CIS 152 Word Processing II ^{†B}	1	CIS 283 Advanced Word Processing III ^{†B}	1
CIS 153 Word Processing III ^{†B}	1	ENG 111 English or ENG 121 English	3
	15-18		15

[†] 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 248 Business Communications ^B	3
BIS 140 Proofreading & Editing for Business Professionals ^B	3	CIS 140 PC Operating System Customization ^B	3
BUS 125 Bus. Mathematics, MTH 102 Elementary Algebra or higher ^B	3 or 5	CIS 151 Word Proc. I ^{†B}	1
CIS 110 Computer Essentials ^B	1	CIS 152 Word Proc. II ^{†B}	1
CIS 111 Computer Operating Systems ^B	1	CIS 153 Word Processing III ^{†B}	1
ENG 111 English or ENG 121 English.....	3	CIS 171 Spreadsheets I ^{†B}	1
American Government Requirement ^A	3	CIS 172 Spreadsheets II ^{†B}	1
	15-17	CIS 173 Spreadsheets III ^{†B}	1
		ENG 112 English or ENG 122 English.....	3
		15	

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 123 Principles of Accounting I ^{B C} or BUS 131 Appl. Accounting ^B	4 or 3	BIS 230 Business Office Procedures ^B	3
CIS 160 Intro to Computer Networks ^B	3	BUS 124 Principles of Accounting II ^B or BUS 132 Applied Accounting ^B	4 or 3
CIS 205 PC Hardware, Maintenance & Upgrading ^B	3	BUS 234 Mgt. of Information Systems ^B	3
CIS 250 Desktop Publishing ^B	3	CIS 240 Multimedia Presentations ^B	3
CIS 260 Data Base ^B	3	CIS 241 Web Design & Management ^B	3
CIS 281 Advanced Word Processing I ^{†B}	1	15-16	
CIS 282 Advanced Word Processing II ^{†B}	1		
CIS 283 Advanced Word Processing III ^{†B}	1		
	18-19		

^A Choose either three credits in Political Science (PLS 221 or 222) or six credits in United States 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 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 Microcomputers or MTH 119 Intro to Computers — 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 101 General Psychology	3
Business Elective ^{B,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.

Certificate (C) in
CAD/CAM, ADVANCED

Program Number: 48.0101

This certificate program develops student skills in the operation of computer aided drafting (CAD) software and extensive focus on setup, programming and operation of computer numerical control (CNC), CNC lathes, milling machines, and wire EDM plus advanced inspection equipment. Completion of this certificate will qualify the student for entry-level employment as CNC machine operators, setup personnel, and programmers.

A prerequisite for this program is the completion of the Basic Manufacturing Technology certificate program OR the Welding Fabrication certificate plus MTH 112 Technical Math II, OR the CAD Engineering associate degree.

First Semester	Cr Hrs	Second Semester	Cr Hrs
CAD 130 Advanced Multiview Drawing.....	1.5	CAD 140 3D Modeling.....	1.5
CAD 220 Machine Drawing *	3.5	CAD 141 Integrated CAD Applications.....	1.5
MFG 201 Introduction to CNC.....	5.0	MFG 101 Machinery's Handbook	3.0
MFG 204 Computer Aided Manufacturing	3.0	MFG 202 Advanced CNC.....	6.0
	_____	Elective.....	3.0
	13.0		_____
			15.0

* Prerequisite: CAD 102 Introduction to AutoCAD or CAD 132 AutoCAD Fundamentals or instructor's permission.

With additional coursework, Advanced CAD/CAM graduates can earn an AAS degree in CNC Manufacturing Technology. Please see page 78 for more information.

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 44) and degree distribution requirements (page 56) 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	CEM 122 Inorganic Chemistry & Qualitative Analysis	4
MTH 131 Analytic Geometry & Calculus	5	MTH 132 Analytical Geom. & Calculus	5
Humanities/Fine Arts Requirement ^B	3-4		12
	15-17		

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 56. 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: 19.0708

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 44) and degree distribution requirements (page 55). 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	3.0	ENG 112 English or ENG 122 English	3.0
CDA 101 Intro to Child Care	3.0	CDA 227 Child Mgt. in Early Childhood.....	3.0
CDA 109 Caring for Children w/Special Needs	3.0	CDA 210 Final Assessment	3.0
PSY 101 General Psychology	3.0	Lab Science ^B	4.0
Math ^A	4.0 or 5.0	SOC 123 Sociology.....	3.0
	16.0 or 17.0		16.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MUS 228 Music for the Classroom or CDA 136 Parent Education.....	3.0	ART 245 Art for the Classroom or another Humanities/Fine Arts Elective ^C	3.0
PEH 115 Nutrition	3.0	PLS 221 or 222 Political Science ^D	3.0
PSY 226 Developmental Psychology	3.0	PEH 262 Red Cross First Aid.....	3.0
SOC 227 Marriage and the Family.....	3.0	Elective.....	3.0
SPE 121 Speech Communication.....	3.0	SPE 123 Public Communication.....	3.0
	15.0		15.0

^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 It is strongly recommended that students take BIO 113 Introduction to Biological Sciences.

^C Humanities/Fine Arts electives (see page 58).

^D Fulfills American Government Requirement (see page 45).

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 210 Final Assessment Preparation |
| CDA 109 Caring for Children with Special Needs | CDA 227 Child Mgt. in Early Childhood |

Associate in Applied Science Degree (AAS) in
CNC MANUFACTURING TECHNOLOGY

Program Number:

This associate degree program familiarizes the student with machine tools and manufacturing processes, develops skills in the operation of computer aided drafting software, and provides hands-on experience setting up, programming and operating computer numerical control (CNC) machines and advanced inspection equipment. 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. 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.

A prerequisite for this program is completion of the Advanced CAD/CAM certificate (which includes completion of the Basic Manufacturing Technology certificate or the Welding Fabrication certificate plus MTH 112). Please see the Advanced CAD/CAM Certificate description for more information.

FIRST YEAR

Completion of the Basic Manufacturing Technology certificate program OR Welding Fabrication certificate program (plus MTH 112).

SECOND YEAR

Completion of the Advanced CAD/CAM certificate program.

In addition to the above, the following classes are needed for completion of the CNC Manufacturing Technology associate degree. Students need to work these classes into their first and second year studies if possible. Please see an advisor for scheduling details.

Class	Cr Hrs
ENG 120 Applied Communications or	
ENG 111 English.....	3.0
ENG 123 Technical Communications or	
ENG 112 English.....	3.0
PHY 111 Applied Physics.....	3.0
PLS 221 Political Science	3.0
	12.0

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 45)

^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 56 for distribution requirements) and 24 semester credits selected in the area of concentration. Requirements for graduation are on page 44. Please consult your academic advisor before registering for any course work.

Associate in Applied Science Degree (AAS) in
**COMPUTER-AIDED DRAFTING AND
 DESIGN ENGINEERING TECHNOLOGY**

Program Number: 15.1302

Computer graphics for engineering technology are emphasized in this program as students are prepared for a wide variety of occupations in design and drafting. A CAD (computer-aided drafting and design) lab is utilized, fully equipped with software recommended by industry. While foundations in traditional drafting methods are included, the use of computers gives students the opportunity to participate in the paradigm shift into high-tech subjects such as 3D solid modeling. In addition to specialized CAD courses, related subjects are covered to give students the background they need to perform well in the workplace. Scientific and mathematical principles and theories serve as a basis for the research and development of products and structures. Communication skills and knowledge of manufacturing processes are required in the workplace and are also important parts of this program. Graduates are qualified to secure technical positions such as engineering technician, computer drafter, and designer in both mechanical and architectural fields.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CAD 101 Intro to CAD Careers ^B	0.5	CAD 130 Adv. Multiview Drawing ^{B C}	1.5
CAD 110 Geometric Constructions and 2D Drafting ^{B C}	1.5	CAD 131 Pict. Drawing & Sketching ^{B C}	1.5
CAD 111 Multiview Drawing ^{B C}	1.5	CAD 140 3D Solid Modeling ^{B C}	1.5
CAD 132 AutoCAD Fundamentals ^{B C}	1.5	CAD 141 Integrated CAD Apps. ^{B C}	1.5
CAD 135 Intermediate AutoCAD ^{B C}	1.5	ENG 112 English or ENG 123 Technical Communications.....	3.0
ENG 111 English or ENG 120 Applied Communications.....	3.0	MTH 112 Technical Math II ^D	3.0
MFG 101 Metal Cutting I ^B	4.0	American Government Requirement ^A	3.0
MTH 110 Technical Math I ^D	3.0		15.0
	16.5		

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CAD 134 Arch. Design (Residential) ^B	3.5	CAD 222 Kinematic Design of Mech. ^B	3.5
CAD 220 Machine Drawing ^B	3.5	CAD 224 Arch. Design (Commercial) ^B	3.5
CAD 225 Schematic Diagrams ^{B C}	1.5	CAD 226 Industrial Design ^B	3.5
IND 225 Strength of Materials ^B	4.0	CAD 229 Descriptive Geometry ^B	3.5
IND 227 Principles of Fluid Power ^{B C}	1.5	Technical Elective ^F	2.0-3.0
PHY 111 Applied Physics ^E	3.0		16.0-17.0
	17.0		

^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 These courses are normally offered in sequence during a semester.
^D Will be waived if student successfully completes MTH 122 or higher. Students who plan on transferring to a 4-year institution should complete MTH 113 and MTH 122 or higher. Please see academic advisor for details.
^E Will be waived if student successfully completes PHY 121 or higher.
^F Select from the following technical electives: APP 100E, CAD 114; CST 214; MFG 122; MFG 123.

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

Alpena Community College's Concrete Technology associate of applied science (AAS) program is the only of its kind in the nation. Students in this two-year program learn about all aspects of the concrete industry through a specialized curriculum featuring hands-on experience in material sciences, communications, computation, computer use, and a summer construction internship. Students use state-of-the-art equipment housed in the World Center for Concrete Technology, one of the premier facilities in the world. The successful Concrete Tech student is prepared for a variety of career opportunities throughout the concrete industry and receives a number of job offers upon graduation. The Concrete Technology program was developed in the late 1960s as one of the original associate degree curriculums offered by the Portland Cement Association. Since then, hundreds of men and women have gone through the program and currently fill many diverse positions throughout the global industry. This program also allows students to continue higher education endeavors at various universities.

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.....	3.0
MTH 115 Applied Algebra & Trig. I or MTH 113 Intermediate Algebra	5.0-4.0	MTH 116 Applied Algebra & Trig II or MTH 122 Plane Trig.....	5.0-3.0
CON 110 Intro to Concrete Tech ^B	1.0	CON 122 Concrete Admixtures ^B	1.0
CON 121 Aggregates ^B	3.5	CON 124 Concrete Mix Proportioning ^B	4.0
CON 123 Cementitious Materials ^B	1.5	CST 112 Building Construction ^B	3.0
Computer Elective	3.0		14.0-16.0
	16.0-17.0		

Summer Session	Cr Hrs
CST 151 Construction Summer Co-Op	6.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
CON 221 Placed Concrete I ^B	4.0	CON 222 Placed Concrete II ^B	4.0
CON 223 Concrete Masonry Prod. ^B	4.0	CON 224 Prestress/Precast Concrete ^B	3.0
CON 227 Construction Inspection ^B	2.0	CON 226 Concrete Troubleshooting & Repair ^B	2.0
CON 231 Concrete Project Lab ^B	1.0	CON 232 Project Lab ^B	2.0
PLS 221 Political Science ^A	3.0	Program Elective [*]	3.0
PHY 111 Applied Physics.....	3.0		14.0
	17.0		

^A Fulfills American Government Requirement (see page 45).

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

^{*} Program elective must be approved by the Concrete Technology Department advisor.

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 236 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

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 86).

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 101 General Psychology.....	3
SOC 123 Sociology.....	3	SPE 121 Speech Communications.....	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. ^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
CJ 238 Legal Issues in Corrections ^{B,C}	3	CJ 237 Correctional Inst./Facilities ^{B,C}	3
	15	PLS 221 Political Science or PLS 222 Political Science ^A	3
			16

^A Fulfills American Government Requirement (see page 45).

^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: 43.0103

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		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 Semester	Cr Hrs		

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 101 General Psychology.....	3
			17

^A Fulfills American Government Requirement (see page 45).

^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 Michael Roy, Criminal Justice Program Director.

Associate in Arts Degree (AA) Concentration in

CRIMINAL JUSTICE

Program Number: 43.0107

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 101 General Psychology.....	3
Elective.....	3	Science or Math Requirement ^B	4
	16		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	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 of 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) 15.0503 (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
APP 100E Electrical Studies for Trades ^B	3.0	ENG 123 Technical Communications.....	3.0
CAD 110 Geometric Constructions & 2D Drafting ^B	1.5	APP 104E AC/DC Fundamentals ^B	3.0
CAD 111 Multiview Drawing ^B	1.5	CAD 130 Adv. Multiview Drawing ^B	2.0
CAD 132 AutoCAD Fundamentals ^B	1.5	CAD 140 3D Modeling ^B	1.5
CAD 135 Intermediate AutoCAD ^B	1.5	CAD 141 Integrated CAD Apps ^B	1.5
ENG 120 Applied Communications.....	3.0	CIS 120 Intro to Microcomputers ^B	3.0
MTH 115 Applied Algebra & Trig. I	5.0	PHY 111 Applied Physics.....	3.0
	17.0		17.0

CERTIFICATE OR AAS SECOND YEAR

First Semester	Cr Hrs
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
Electrical Elective ^A	3.0
	18.0

TOTAL CERTIFICATE PROGRAM CREDITS: 52

^A Select from the following electrical electives to complete requirements:

- | | |
|---|---|
| APP 102E Residential Wiring/Blueprint Reading | APP 115E National Electric Code Application |
| APP 103E Commercial/Industrial Wiring | APP 122E Digital Electronics for Electricians |
| APP 107E Specialty Wiring | APP 123E Linear Electronics for Electricians |
| APP 111E Electric Motor Control | |

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

An associate in applied science (AAS) degree can be earned by completing the above Certificate program and adding either three Political Science credit hours (PLS 221 Political Science or PLS 222 Political Science) or six credits in U.S. History (HST 221 and HST 222) AND five credits of general electives. Sixty total credit hours needed for an AAS.

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 101 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 45).

^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 44) and degree distribution requirements (page 55) 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	4	Social Sciences Elective (see below).....	3
PSY 101 General Psychology.....	3	Elective (see below)	3
-----		-----	
17		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 58. 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 134.)

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 101 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 Applied Science Degree (AAS) in
ELECTRICAL MAINTENANCE TECHNICIAN

Program Number: 46.9302

This program meets industry standards for this skilled trade. The occupational specialty courses meet requirements for local electrical apprenticeship programs. Students are prepared to work in residential, commercial, and industrial environments. The program includes training in the fundamentals of electricity, electric motor controls and programmable controllers as well as digital and linear electronics.

BASIC CORE COURSES

Courses	Cr Hrs
APP 131 Measuring Instruments ^B	1.0
APP 106M Industrial Safety ^B	0.5
APP 100E Electrical Studies for Trades ^B	3.0
MTH 110 Technical Math I or MTH 115 Applied Algebra and Trigonometry	3.0-5.0
Total Core Course Credit Hours	7.5-9.5

BASIC TECHNICAL COURSES

Courses	Cr Hrs	Courses	Cr Hrs
APP 102E Residential Wiring & Blueprint Reading ^B	3.0	APP 122E Digital Electronics for Electricians ^B	3.0
APP 103E Comm. & Ind. Wiring.....	3.0	APP 123E Linear Electronics for Electricians ^B	3.0
APP 104E AC/DC Fundamentals ^B	3.0	BIS 100 Computer Keyboarding.....	1.0
APP 107E Specialty Wiring ^B	3.0	CIS 120 Intro to Microcomputers.....	3.0
APP 111E Electric Motor Control ^B	3.0	Technical/Business Elective ^B	3.0
APP 114E Programmable Controllers ^B	3.0	Total Technical Course Credit Hours	34.0
APP 115E National Electric Code App. ^B	3.0		

GENERAL EDUCATION COURSES

Courses	Cr Hrs	Courses	Cr Hrs
ENG 111 English or ENG 120 Applied Communications.....	3.0	American Government Requirement ^A	3.0
ENG 112 English or ENG 123 Technical Communications.....	3.0	General Electives	7.0
SPE 121 Speech Communication.....	3.0	Total General Education Credit Hours	19.0

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

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

Associate in Science (AS) Concentration in

GENERAL SCIENCES

Program Number: 30.0101

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 44 of this catalog, as well as the Associate in Science degree distribution requirements listed on page 56 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. With the addition of general study classes, students may also earn an associate of science degree in Pre-Nursing.

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); and Pre-Radiology Technology (Program Number 51.0907).

See also page 131 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 57 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 44) and degree distribution requirements (page 55) 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-Pgrmrng.....	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 45).

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: 10.0305

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 44) and degree distribution requirements (page 55).

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 or	
Science/Math Requirement ^A	4-5	ENG 123 Technical Comm.....	3
HUM 241 Humanities or HST 121 History of		Laboratory Science	4
Western Civ.....	3-4	HUM 242 Humanities or HST 122	
GRA 125 Graphic Design I.....	3	History of Western Civ.....	3-4
ART 127 Basic Drawing.....	3	GRA 126 Graphic Design II	3
	—	ART 123 Design I.....	3
	16-18		—
			16-17

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
PLS 221 Political Science or PLS 222 Political		Social Sciences Requirement.....	3
Science ^B	3	GRA 111 Photography.....	3
Social Sciences Requirement.....	3	ART 223 Painting	3
CIS 250 Desktop Publishing.....	3	ART 226 Ceramics II or ART 229 Sculpture	
ART 225 Ceramics I or ART 229 Sculpture or		or ART 128 Basic Drawing II or	
ART 223 Painting I.....	3	ART 224 Painting II.....	3
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 45).

Certificate (C) in
GRAPHIC DESIGN

Program: 10.0305

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
- BUS 122 Personal Selling
- BUS 127 Principles of Management
- BUS 128 Small Business Management
- BUS 229 Advertising
- BUS 238 Sales Management
- BUS 241 Principles of Marketing
- BUS 248 Business Communications

Associate in Arts Degree (AA) Concentration in
HISTORY

Program Number: 54.0101

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 44) and degree distribution requirements (page 55) 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 | PLS Political Science |
| ECN Economics | PSY Psychology |
| GEO Geography | SOC Sociology |
| HST History | |

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) Concentration in
INDUSTRIAL SALES

Program Number:

This program equips successful students with the foundational skills to pursue a career in industrial sales, which differs significantly from retail sales. The successful industrial salesperson must identify and understand the needs of potential customers, determine if their product will add value, and then appropriately communicate with the customer, developing long term partnerships. Several area employers are structuring mentorship experiences for select students while they pursue their degree. These mentorships may lead to entry-level careers after completion of the degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 120 Applied Communications or ENG 111 English or ENG 121 English	3.0	ENG 123 Technical Communications or ENG 112 English or ENG 122 English	3.0
APP 106M Industrial Safety	0.5	ECN 232 Economics (Macro).....	3.0
APP 107M Apprentice Blueprint I.....	1.5	CIS 120 Intro to Microcomputers.....	3.0
BUS 121 Introduction to Business	3.0	PSY 101 General Psychology.....	3.0
BUS 122 Personal Selling.....	3.0	SPE 121 Speech Communications	3.0
ECN 231 Economics ((Micro).....	3.0	MTH 115 Appl. Algebra & Trig	5.0
	14.0		20.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 123 Principles of Accounting I.....	4.0	PLS 221 Political Science or PLS 222 Political Science	3.0
BUS 221 Business Law.....	3.0	BUS 127 Principles of Management.....	3.0
BUS 241 Principles of Marketing.....	3.0	BUS 222 Business Law	3.0
BUS 249 Principles of Negotiation.....	3.0	CIS 240 Multimedia Presentations	3.0
BUS 255 Business Application Software.....	3.0	Elective.....	3.0
	16.0		15.0

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 44) and degree distribution requirements (page 55) 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 221 Political Science
- PSY 101 General Psychology
- BIS 100/101 Computer Keyboarding / Keyboard Skillbuilding
- SOC 123 Sociology
- SPE 122 Speech Communication

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 44) and degree distribution requirements (page 55) 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 Science	4
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 ^A	3	Social Science Requirement	3
Social Science Requirement	3	Electives	9
Electives	6	—————	15-16
—————	15-16		

^A Fulfills American Government Requirement (see page 45).

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)

Certificate (C) in
MANUFACTURING TECHNOLOGY, BASIC
 Program Number: 15.0613

This Certificate program develops student skills in the operation of lathes, milling machines and surface grinders. The student will also become proficient in applied mathematics and blueprint reading and will understand the theory of machine shop practices. There will also be an introduction to the operation 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	Second Semester	Cr Hrs
MFG 101 Metal Cutting I	4.0	MFG 100 Machinery's Handbook	3.0
MFG 120 Applied Mfg. Print Reading I	3.0	MFG 102 Metal Cutting II	6.0
MTH 110 Technical Math I	3.0	MTH 112 Technical Math II	3.0
MET 200 Metallurgy/Heat Treatment Fundamentals	3.0	Technical Elective *	2.0-4.0
	13.0		14.0-16.0

* Technical electives will consist of manufacturing-related courses such as, but not limited to: AutoCAD and Welding Manufacturing Process, Summer Co-op. See your program advisor to determine an applicable course.

An Associate in Applied Science Degree (AAS) in CNC Manufacturing Technology can be earned by completing the above program and the Advanced CAD/CAM certificate program and the following courses:

Course	Cr Hrs
ENG 120 Applied Communications or ENG 111 English	3.0
ENG 123 Technical Communications or ENG 112 English	3.0
PHY 111 Applied Physics	3.0
PLS 221 Political Science	3.0
	12.0

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	4.0	MFG 100 Machinery's Handbook ^B	3.0
MFG 120 Applied Mfg. Print Read. I ^B	3.0	MFG 102 Metal Cutting II ^B	6.0
MTH 110 Technical Math I ^B	3.0	MFG 123 Fundamentals of GD&T ^B	3.0
ENG 111 English or ENG 120 Applied Communications.....	3.0	MTH 112 Technical Math II ^B	3.0
PLS 221 Political Science or PLS 222 Political Science ^A	3.0	ENG 112 English or ENG 123 Technical Communications.....	3.0
	16.0		18.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
MFG 201 Introduction to CNC ^B	5.0	MFG 202 Advanced CNC ^B	6.0
MFG 203 Metal Cutting III.....	6.0	MFG 220 Jigs & Fixture Fundamentals.....	4.0
MFG 204 Computer-Aided Mfg. (CAM).....	3.0	PHY 111 Applied Physics.....	3.0
MET 200 Metallurgy/Heat Treatment Fundamentals ^B	3.0	Technical Elective *.....	2.0-4.0
	17.0		15.0-17.0

* Choose from the following Technical Electives:

- CAD 102 Intro. to AutoCAD
- MFG 122 Manufacturing Processes
- MET 123 Welding Processes
- MET 124 Welding Processes
- IND 225 Strength of Materials

^A Fulfills American Government Requirement (see page 45).

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

Associate in Applied Science Degree (AAS) in
MARKETING
 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
BUS 121 Introduction to Business ^B	3	BUS 124 Principles of Accounting II ^B	4
BUS 123 Principles of Accounting I ^B	4	BUS 241 Principles of Marketing ^B	3
BUS 125 Business Mathematics or Mathematics Elective ^B	3-5	CIS 120 Intro to Microcomputers ^B or MTH 119 Intro to Computers — Programming.....	3
ENG 111 English or ENG 121 English.....	3	ENG 112 English or ENG 122 English.....	3
SPE 121 Speech Communications.....	3	American Government Requirement ^A	3
	16-18		16

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 122 Personal Selling ^B	3	BUS 222 Business Law ^B	3
BUS 221 Business Law ^B	3	BUS 255 Business Application Software ^B	3
BUS 229 Advertising ^B	3	CIS 240 Multimedia Presentations ^B	3
ECN 231 Economics (Micro).....	3	CIS 241 Intro to Web Design & Management ^B	3
PSY 101 General Psychology.....	3	ECN 232 Economics (Macro).....	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.

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 44) and degree distribution requirements (page 56) 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.

^B See page 58. 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
BIS 101 Keyboard Skillbuilding	1.0	BIO 110 Essentials of Anatomy and Physiology	4.0
BIS 160 Medical Terminology ^B	4.0	BIS 161 Medical Transcription ^B	4.0
BIS 163 Medical Office Coding ^B	4.0	BIS 162 Med. Office Computer Apps ^B	1.0
BIS 165 Medical Office Procedures ^B	4.0	BIS 164 Medical Office Ins. Billing ^B	3.0
BIS 167 Medical Ethics and Law for Health Professionals ^B	1.0	CIS 120 Intro to Microcomputers ^B	3.0
	14.0		15.0
Summer Internship		Cr Hrs	
BIS 220 Med. Asst. Admin. Practicum		2.0	

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ENG 111 English	3.0	ENG 112 English	3.0
HEA 223 Medication Administration ^B	3.0	HEA 222 Medical Assistant Clinical Practice ^B	4.0
HEA 224 Medical Asst. Clinical Lab ^B	7.0	PSY 101 General Psychology	3.0
Elective	3.0 or 4.0	American Government Requirement ^A	3.0
	16.0-17.0		13.0

^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.

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

Associate in Applied Science Degree (AAS) Concentration in MILLWRIGHT TECHNICIAN

Program Number: 48.0507

This program meets industry standards for this skilled trade, preparing students to work in an industrial setting with installation and maintenance of hydraulics, pneumatic equipment, power trains, belts, gears, and chains. The program also includes course work in industrial electrical maintenance to allow for cross training as a millwright/electrical maintenance technician. Students will also earn a basic and advanced millwright certification upon successful completion of the program.

BASIC CORE COURSES

Course	Cr Hrs	Course	Cr Hrs
APP 131 Measuring Instruments ^B	1.0	APP 100E Electrical Studies for Trades.....	3.0
APP 106M Industrial Safety.....	0.5	MTH 110 Technical Math I.....	3.0
Total Core Course Credit Hours			7.5

BASIC TECHNICAL COURSES

Course	Cr Hrs	Course	Cr Hrs
APP 107M App. Blueprint Reading I ^C	1.5	APP 118M Mach. Rep./Mill. App. VI.....	1.0
APP 108M App. Blueprint Reading II ^C	1.5	APP 120M Apprentice Machine Shop ^B	2.5
APP 109M App. Hydraulics I	1.0	APP 128M Rigging & Weight Estimating.....	1.5
APP 110M App. Hydraulics II	0.5	MET 123 Welding Processes or MET 124 Welding Processes.....	4.0
APP 111M App. Hydraulics III.....	1.0	APP 102E Residential Wiring and Blueprint Reading	3.0
APP 112M App. Hydraulics IV.....	1.0	APP 103E Comm. and Ind. Wiring.....	3.0
APP 113M Mach. Rep./Mill. App. I	1.0	MFG 100 Machinery's Handbook	3.0
APP 114M Mach. Rep./Mill. App. II.....	1.0	BIS 100 Computer Keyboarding.....	1.0
APP 115M Mach. Rep./Mill. App. III.....	1.0	CIS 120 Intro to Microcomputers.....	3.0
APP 116M Mach. Rep./Mill. App. IV.....	1.0	Total Technical Course Credit Hours 33.5	
APP 117M Mach. Rep./Mill. App. V.....	1.0		

TECHNICAL SPECIALTY ELECTIVES

Course	Cr Hrs	Course	Cr Hrs
APP 111E Electric Motor Control	3.0	MFG 201 Intro to Computer Numerical Control....	5.0
APP 114E Programmable Controllers	3.0	Total Minimum Tech Specialty Credit Hours 5.0	
MFG 102 Metal Cutting II.....	6.0		

GENERAL EDUCATION COURSES

Course	Cr Hrs	Course	Cr Hrs
ENG 111 English or ENG 120 Applied Communication	3.0	SPE 121 Speech Communication.....	3.0
ENG 112 English or ENG 123 Technical Communication	3.0	PLS 221 Poli. Sci. or PLS 222 Poli. Sci.....	3.0
		General Elective	3.0
Total General Education Credit Hours			15.0

^A Will be waived if student successfully completes MTH 110 Technical Math I.

^B Will be waived if student successfully completes MFG 101 Metal Cutting I.

^C Will be waived if student successfully completes MFG 120 Applied Manufacturing Print Reading I.

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 44) and degree distribution requirements (page 56) 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).

^B See page 58. 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: 11.1001

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 database. Students may further enhance employability by seeking additional certifications through Novell, Microsoft, and CompTia.

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		BUS 121 Intro to Business ^B	3
College Algebra ^C	3 or 4	BUS 132 Applied Accounting ^B or BUS 124	
BUS 131 Applied Accounting or BUS 123		Principles of Accounting II ^{B,C}	3 or 4
Principles of Accounting I ^C	3 or 4	CIS 160 Intro to Computer Networks ^B	3
CIS 120 Intro to Microcomputers or MTH 119		ENG 112 English ^C or ENG 123 Technical	
Intro to Computers — Prog. ^B	3	Communications.....	3
CIS 140 PC Operating System Customization ^B	3	Program Elective ^D	3
ENG 111 English ^C or ENG 120.....	3		15-16
	15-17		

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 Hardware 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 58, Groups II,	
American Government Requirement ^A	3	III, IV).....	6
	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 the American Government requirement.

^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:

- | | |
|--|---|
| <ul style="list-style-type: none"> 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 241 Intro to Web Design & Management | <ul style="list-style-type: none"> 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: 11.1001

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 database. Students may further enhance employability by seeking additional certifications through Novell, Microsoft, and CompTia.

First Semester	Cr Hrs	Second Semester	Cr Hrs
CIS 120 Intro to Microcomp. or MTH 119		CIS 171, CIS 172, CIS 173 Spreadsheets I, II, III †...3	
Intro to Computer — Programming	3	CIS 241 Intro to Web Design & Management.....	3
CIS 140 PC Operating System Customization.....	3	CIS 256 PC Data Base Programming.....	3
CIS 160 Intro to Computer Networks	3	CIS 280 Network Theory, Design & Installation	4
CIS 205 PC Hardware Maintenance & Upgrading ...	3	ENG 123 Tech. Communications or BUS 248	
ENG 111 English or ENG 120 Applied		Business Communications.....	3
Communications.....	3		16
	15		

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

Nursing Program Information

Alpena Community College offers two nursing program options: a one-year certificate program (Level I), and an Associate of Applied Science (AAS) degree (Level II). Both programs have full approval by the State of Michigan State Board of Nursing. Upon successful completion of Level I, graduates are eligible to take the NCLEX-PN for LPN licensure. Upon successful completion of Level II, graduates are eligible to take the NCLEX-RN for RN licensure.

Level I of the Nursing Program has 40 openings for students each fall semester. Level II of the Nursing Program has 30 openings for students each fall semester.

Students entering at either level must have a high school diploma or General Education Degree (GED) diploma. Nursing Program applicants who will be new students at Alpena Community College must apply to Alpena Community College prior to applying to the Nursing Program. A full-time student starting college would take prerequisite courses according to the following schedule, if eligible to be placed in courses at this level:

PRE-NURSING CURRICULUM

First Semester	CrHrs	Second Semester	CrHrs
BIO 201 Human Anatomy	4.0	BIO 203 Human Physiology	4.0
ENG 111 or ENG 121 English	3.0	BIO 227 Microbiology	4.0
PSY 101 General Psychology	3.0	PSY 226 Developmental Psychology	3.0
CEM 111 General Chemistry	5.0	ENG 112 or ENG 122 English	3.0
	15.0		14.0
Summer Semester		CrHrs	
PLS 221 or PLS 222 Political		3.0	
Science or HST 221 and HST 222 U.S. History			

If any courses were taken at another college or university, the ACC Records Office determines whether an equivalent course receives transfer credit. All prerequisite courses must have a grade of “C” or higher, with a combined grade point average of 2.8 in prerequisite courses to be eligible for consideration for a Nursing Program opening in Level I. (LPN applicants for Level II of the Nursing Program must also meet this prerequisite grade point average requirement and complete the same prerequisite courses.) Please be aware that meeting minimum requirements does not guarantee an opening in either level. Admission is competitive, and is based on prerequisite grade point average and meeting deadlines. Late applications will only be considered if all requirements are met, and openings remain after placing eligible applicants who met deadlines. Students selected for Nursing Program openings are required to bring proof of immunizations and clearance from a healthcare provider that verifies physical and emotional fitness, and proof of current CPR training at the level of Healthcare Provider from the American Heart Association or Professional Rescuer/AED from the American Red Cross, to a mandatory scheduled orientation session that occurs prior to the start of the fall semester.

Background checks are part of the Nursing Program application process. Applicants are required to submit criminal background check information from the Michigan State Police and child abuse/neglect central registry clearance from the State of Michigan Family Independence Agency with the application to the Nursing Program. This is a legal requirement, and students will not be admitted to the Nursing Program or be allowed to continue in the Nursing Program, if clinical requirements of the Nursing Program cannot be met.

LEVEL I — LICENSED PRACTICAL NURSING 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 Theory II	3.0
NUR 121 Parent/Child Nursing Theory I.....	2.0	NUR 129 Pharmacology II	1.5
NUR 123 Medical/Surgical Nursing Theory I.....	3.0	NUR 134 Parent/Child Nursing Theory II	3.0
NUR 127 Gerontological Nursing	2.0		12.5
NUR 128 Pharmacology I.....	1.5		
NUR 133 Dosage Calculations	0.5		
	15.0		

Summer Term	Cr Hrs
NUR 103 Nutrition.....	3.0
NUR 107 Nursing Clinical Practice III	1.5
	4.5

LEVEL II — REGISTERED NURSING CURRICULUM

First Semester	Cr Hrs	Second Semester	Cr Hrs
NUR 201 Nursing Role Transition.....	3.0	NUR 205A Mental Health Nursing Theory.....	3.0
NUR 203A Adv. Parent/Child Nursing Theory.....	3.0	NUR 205B Mental Health Nursing Clinical Practice V	1.5
NUR 203B Advanced Parent/Child Nursing Clinical Practice IV.....	1.5	NUR 212 Advanced Medical/Surgical Nursing Theory II.....	2.0
NUR 204 Home Health Nursing Clinical Practice VII	1.5	NUR 213 Advanced Medical/Surgical Nursing Clinical Practice II.....	2.5
NUR 210 Advanced Medical/Surgical Nursing Theory I.....	3.0	NUR 230 Diagnostic Readiness	1.0
NUR 211 Advanced Medical/Surgical Nursing Clinical Practice I	1.5		10.0
	13.5		

A grade of “C” or higher is necessary to pass NUR courses; 90% must be achieved in NUR 230. The Nursing Program uses the following grading scale:

A	95-100	C	75-79
A-	92-94	C-	72-74
B+	89-91	D+	69-71
B	86-88	D	65-68
B-	83-85	D-	61-64
C+	80-82	E	<60

The grading scale is an absolute percentage, not a curve. Students who fail a nursing course may repeat it one time only and within two calendar years.

Students apply to Level II of the Nursing Program while nearing completion of Level I at ACC, or as LPN’s who obtained practical nurse education at ACC or another school or college. Eligibility to progress directly to Level II from Level I requires a grade point average of 3.0 or higher in Level I nursing courses and completion of all Level I courses prior to starting Level II. It is to be understood that application for LPN licensure and scheduling the NCLEX-PN are to be undertaken promptly upon completion of summer semester courses. LPN applicants for Level II openings are required to

have a current, unrestricted Michigan license and current clinical experience. LPN applicants take the HESI-PN test; a score of 900 or higher is required for eligibility to be considered for a Nursing Program Level II opening.

The Nursing Program has its own application forms and processes. Forms are available in the Nursing Office, NRC 202. Application deadlines are mid-April for Level I and for LPN's applying to Level II. Application deadline for Level I students applying for Level II the semester following completion of Level I is the end of May. Actual dates depend on how the calendar falls. For 2007, the mid-April deadline is 4:00 p.m. on April 12. The end of May deadline is 4:00 p.m. on May 29. Required forms are to be submitted to the Nursing Office, NRC 202.

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 44) and degree distribution requirements (page 56) 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 Chemistry	4	CEM 122 Inorganic Chemistry & Qualitative Analysis	4
MTH 131 Analytic Geometry/Calculus	5	MTH 132 Analytic Geometry & Calculus	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 & Calculus.....	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 58. 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 44) and degree distribution requirements (page 55) 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 | PLS Political Science |
| ECN Economics | PSY Psychology |
| GEO Geography | SOC Sociology |
| HST History | |

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 44) and degree distribution requirements (page 56) 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 Chemistry	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 58. 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 44) and degree distribution requirements (page 56) 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	MTH 221 C++ Programming	3
EGR 122 Introduction to Engineering	1	EGR 125 Engineering Graphics	4
Humanities/Fine Arts Requirement ^B	3	PLS 221 Political Science ^A	3
	16		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
HUM 241 Humanities	4	EGR 222 Mechanics of Materials	4
EGR 221 Statics	3	EGR 231 Dynamics	4
	17		17

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

Students entering college who have already completed MTH 131 and/or MTH 132 should take more Humanities and Social Science courses.

^A Fulfills American Government Requirement.

^B See page 58. 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: 22.0001

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 44) and degree distribution requirements (page 56) 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 101 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 | PLS Political Science |
| ECN Economics | PSY Psychology |
| GEO Geography | SOC Sociology |
| HST History | |

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 44) and degree distribution requirements (page 56) 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 Chemistry	4-5	MTH 123 College Algebra.....	4
BIO 210 Intro to Botany	4	BIO 211 General Zoology.....	4
MTH 122 Plane Trigonometry	3	CEM 122 General and Inorganic Chemistry.....	4
	14-15		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 58. 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 129 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 44) and degree distribution requirements (page 56) 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 Chemistry	5-4	CEM 122 Inorganic Chemistry & Qualitative Analysis	4
MTH 131 Analytic Geometry & Calculus.....	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
	16-17		14

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 101 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-lvl elective ^	3-4
	14	Elective.....	3
			16-17

^A See page 58. 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 44) and degree distribution requirements (page 56) 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 Chemistry	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 58. 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 44) and degree distribution requirements (page 55) and consult with an academic advisor concerning specific course selection. A minimum total of 60 credits is required for the AA degree.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
BIO 114 Intro to Biological Science.....	4.0	ENG 112 English or ENG 122 English.....	3.0
ENG 111 English or ENG 121 English.....	3.0	MTH 223 Statistical Methods.....	4.0
PSY 101 General Psychology.....	3.0	PLS 221 Political Science ^B	3.0
Math ^A	4.0-5.0	PSY 241 Social Psychology.....	3.0
	14.0-15.0	SOC 123 Sociology.....	3.0
			16.0

SECOND YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
ANP 121 Cultural Anthropology.....	3.0	HUM 242 Humanities (or Humanities/Fine Arts elective outside of Psychology) ^C	4.0
HUM 241 Humanities (or Humanities/Fine Arts elective outside of Psychology) ^C	4.0	PSY 242 Abnormal Psychology.....	3.0
PSY 226 Developmental Psychology.....	3.0	SOC 225 Gender in Society.....	3.0
SOC 227 Marriage and the Family.....	3.0	Elective ^E	3.0 or 4.0
Social Science Elective ^D	3.0	Elective ^F	3.0
	16.0		16.0-17.0

^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.

^C Humanities/Fine Arts electives (see page 58).

^D Social Science 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 | |

^E It is recommended that students choose BIO 201 Human Anatomy for this general elective.

^F 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: 52.0701 (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 PLS 221 Political Science, plus electives to total 62 hours.

First Semester	Cr Hrs	Second Semester	Cr Hrs
BUS 121 Introduction to Business ^A	3	BUS 131 Applied Accounting ^A	3
BUS 122 Personal Selling ^A	3	BUS 125 Business Math ^A	3
BUS 128 Small Business Management ^A	3	Computer Elective ^C	3
BUS 221 Business Law ^A	3	Electives ^D	6
CIS 151, 152, 153 Word Processing I, II, III ^B	3		15
ECN 231 Economics (Micro)	3		

18

^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 44) and degree distribution requirements (page 55) 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 101 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 58)	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.

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.....	0.5	UTT 201 Test Equip./Troubleshooting.....	2.0
APP 100E Electrical Studies for Trades.....	3.0	UTT 202 Transformer Fundamentals.....	2.0
MTH 115 Applied Algebra and Trig. I.....	5.0	UTT 204 System Design and Operation.....	4.0
UTT 101 Intro to the Utility Industry.....	0.5	UTT 206 Equipment/Vehicle Operation.....	2.0
UTT 102 Climbing Elevated Work Sites.....	3.0	UTT 207 Environmental Concerns of the	
UTT 103 Overhead Construction.....	4.0	Utility Industry.....	1.0
UTT 203 Underground Construction.....	3.0	UTT 208 Climbing & Working in Elevated	
	19.0	Work Sites.....	4.0
		PEH 262 American Red Cross First Aid.....	3.0
			18.0

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: \$900

Associate in Applied Science Degree (AAS) in
UTILITY TECHNOLOGY
 Program Number: 46.0302

This Associate Degree program familiarizes students with utility industry tools, construction techniques, electrical theory and equipment. Graduates meet the utility industry's need for trained, entry-level employees. It is the only Associate Degree program offered in Michigan designed specifically to prepare men and women to install and repair business and residential electrical, telephone, and CATV transmission systems.

FIRST YEAR

First Semester	Cr Hrs	Second Semester	Cr Hrs
APP 100E Electrical Studies for Trades ^B	3.0	PEH 262 American Red Cross First Aid.....	3.0
APP 106M Industrial Safety ^B	0.5	UTT 201 Test Equip./Troubleshooting ^B	2.0
MTH 115 Applied Algebra and Trig. I.....	5.0	UTT 202 Transformer Fundamentals ^B	2.0
SDE 201 Job Search Strategies	1.0	UTT 204 System Design and Operation ^B	4.0
UTT 101 Intro to the Utility Industry ^B	0.5	UTT 206 Equipment/Vehicle Operation ^B	2.0
UTT 102 Climbing Elevated Work Sites ^B	3.0	UTT 207 Environmental Concerns of the Utility Industry ^B	1.0
UTT 103 Overhead Construction ^B	4.0	UTT 208 Climbing & Working in Elevated Work Sites ^B	4.0
UTT 203 Underground Construction ^B	3.0		
	20.0		18.0

SECOND YEAR

First Semester	CrHrs	Second Semester	CrHrs
APP 107E Specialty Wiring ^B	3.0	APP 104E AC/DC Fundamentals ^B	3.0
CIS 120 Introduction to Microcomputers.....	3.0	ENG 112 English or ENG 122 English or ENG 123 Technical Communication	3.0
ENG 111 English or ENG 120 Applied Communications or ENG 121 English.....	3.0	American Government Requirement ^A	3.0
SPE 123 Public Communication.....	3.0	Technical/Business Elective	3.0
	12.0		12.0

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:

- | | |
|--|--|
| <ul style="list-style-type: none"> Hard hat Lineman belt, safety strap and climbers Rain wear Safety glasses | <ul style="list-style-type: none"> Various hand tools required by the trade Work shoes Approximate cost: \$900 |
|--|--|

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

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

Certificate (C) in
WELDING FABRICATION
 Program Number: 15.0699

This one-year certificate program prepares the successful graduate for entry-level employment as a general purpose welder, structural steel welder or welding fabricator. Skills taught in the program include cutting techniques, plate and structural steel fabrication, pipe welding, non-ferrous welding, aluminum and stainless steel, fixture design, CNC plasma cutting and arc welding procedures. Students are required to complete a welding fabrication project job in which they design, estimate costs, fabricate and weld project assemblies. Students enrolled in this certificate program will be prepared to take the American Welding Society (AWS) Level I and Level II welding certification tests.

First Semester	Cr Hrs	Second Semester	Cr Hrs
MET 123 Welding Processes ^A	4.0	CAD 102 Intro to AUTOCAD ^A	2.0
MET 200 Metallurgy/Heat Treatment Fundamentals ^A	3.0	MET 124 Welding Processes ^A	4.0
MFG 101 Metal Cutting I ^A	4.0	MET 240 Gas Tungsten Arc/Pipe Welding ^A	4.0
MFG 120 Applied Manufacturing Print Reading I ^A	3.0	MET 242 Welding Fabrication ^A	3.0
MTH 110 Technical Math I.....	3.0		13.0
	17.0		

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

Students with current American Welding Society (AWS) Entry Level Welder (Level I) and/or AWS Advanced Welder (Level II) certifications or students with a current AWS D1.1-96 Structural Welding certification will receive credit for the applicable welding course(s). See program advisor for details.

Cooperative Program with
BAY DE NOC COMMUNITY COLLEGE

Associate in Applied Science Degree (AAS) in
WATER RESOURCE MANAGEMENT

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 Resource Management 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 Douglas Huizenga at (989) 358-7362 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 112 General & Biochemistry or CEM 122 Inorganic Chemistry & Qualitative Analysis.....	4
ENG 111 English or ENG 121 English	3	ENG 123 Technical Communications.....	3
MTH 121 College Algebra or higher	4	PEH Physical Education & Health Fitness Elective ...	2
PLS 221 or PLS 222 Political Science.....	3	SPE 121 Speech Communication or SPE 123 Public Communication	3
	14-15		12

Cooperative Programs with
DELTA COLLEGE

Associate in Applied Science Degree (AAS) in
DENTAL HYGIENE

TO BE TAKEN AT ACC

Course	Cr Hrs
BIO 201 Human Anatomy	4
BIO 203 Human Physiology.....	4
BIO 227 Microbiology.....	4
ENG 111 English.....	3
ENG 112 English.....	3
PLS 221 Political Science	3
PSY 101 General Psychology.....	3
SOC 123 Sociology.....	3
SPE 121 Speech	3

COURSES TAKEN AT DELTA

Course	Cr Hrs
DH 100 Dental Hygiene Professional	1
DH 101 Dental Anatomy	2
Total General Education Credits.....	33

For more information visit Delta's website
at www.delta.edu

Dental Hygiene Professional Course Sequence at Delta College

(All Dental Hygiene classes must be taken in sequence.)

FIRST YEAR

Fall Semester Only (18 credits)

DH 110 Dental Infection Control	2
DA 111 Oral Examinations.....	1
DH 112 Medical Assessment/Emergencies.....	2
DH 114 Oral Health	2
DH 115 Clinical Techniques.....	5
DH 116 Preventive Nutrition	3
DH 118 Head and Neck Anatomy.....	3

Winter Semester Only (16 credits)

DH 120 Periodontics I.....	3
DH 121 Dental Hygiene Seminar I.....	2
DH 122 Oral Histology and Embryology	3
DH 123 Dental Radiography	2
DH 124 Pharmacology for Dental Hygiene	2
DH 123L Dental Radiography Lab.....	1
DH 125 Clinical Dental Hygiene I	4
LW 206A Occupational Wellness I.....	1

Spring Semester Only (6.5 credits)

DH 130 Management of Dental Pain	3
DH 131 Dental Hygiene Seminar II	1
DH 135 Clinical Dental Hygiene II.....	3
LW 206B Occupational Wellness II.....	.5

SECOND YEAR

Fall Semester Only (17.5 credits)

DH 210 Periodontics II	2
DH 213 Oral Pathology.....	3
DH 214 Dental Materials	4
DH 215 Clinical Dental Hygiene II.....	6
DH 216 Community Dentistry I.....	2
LW 206C Occupational Wellness III.....	.5

Winter Semester Only (11 credits)

DH 222 Case Study Documentation	1
DH 225 Clinical Dental Hygiene IV	6
DH 227 Community Dentistry II.....	1
DH 228 Dental Hygiene Seminar III.....	1
DH 229 Seminar on Practical Exam II.....	2

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.

To enter the Police Academy, you must meet the Standards established by the Michigan Commission on Law Enforcement Standards (MCOLES). MCOLES is the state agency that sets employment standards for persons entering law enforcement in Michigan. Pursuant to its authority and responsibilities, the Commission has adopted a Pre-Enrollment Reading and Writing Test and Physical Fitness Test. All persons entering law enforcement in Michigan must demonstrate proficiency in reading, writing and physical fitness as tested through the MCOLES Pre-Enrollment Testing Program. Qualified police officers from other states desiring to enter law enforcement in Michigan should read the information regarding the Recognition of Prior Training and Experience Program.

Once enrolled in a basic training academy, all trainees must successfully complete the MCOLES Physical Fitness Program in order to graduate. Successfully completing this program is determined by a passing score on the MCOLES Exit Test.

The educational prerequisites are as follows:

- A minimum of an associate degree from an accredited college or university must have been completed; or
- Completing degree requisites through Delta College's Criminal Justice Law Enforcement Program with Basic Police Training Option; or
- Criminal justice students from Saginaw Valley State University, Mid-Michigan Community College, and Alpena Community College may also attend Delta College's police academy as part of their law enforcement degree; or
- MCOLES may issue an educational waiver upon completion of a military police academy and one year service as a military police officer.

All applicants must pass the MCOLES Pre-employment Test.

For more information on the Delta College Basic Police Training Academy, please contact Mike Roy, ACC Criminal Justice Instructor, at (989) 358-7208 or roym@alpenacc.edu.



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.)
- 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
- Health Care Systems Administration
- Medical Record Administration
- Medical Record Technology
- Medical Technology
- Manufacturing Engineering Technology
- Nursing

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
- Computer Engineering
- Computer/Math Science
- Criminal Justice — Generalist
- Criminal Justice — Law Enforcement Certification
- Electrical Engineering
- Environmental Chemistry
- Environmental Science
- Finance and Economics
- Fisheries and Wildlife
- Legal Assistant Studies
- Mechanical Engineering (Robotics, Mechanical Design and Chemistry options)

3+1 Programs

(Three years at ACC, one year at LSSU main campus)

- Accounting
- Business Administration/International Business
- Business Administration/Management
- Business Administration/Marketing

Cooperative Program with MID MICHIGAN COMMUNITY COLLEGE

Associate in Applied Science Degree (AAS) in RADIOGRAPHY

Alpena Community College and Mid Michigan Community College in 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 the 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) 358-7277 before registering for any classes.

To be taken at Alpena Community College:

Program Prerequisite Courses	Cr Hrs	Additional Courses	Cr Hrs
ENG 111 or ENG 121 English.....	3.0	PSY 101 General Psychology.....	3.0
BIO 150 General Biology or advanced high school biology.....	4.0	SPE 121 Speech Communication or SPE 123 Public Communication	3.0
BIO 201 Human Anatomy	4.0	PEH 262 American Red Cross First Aid or Adult/Infant CPR Certification card.....	3.0
BIO 203 Human Physiology.....	4.0		
MTH 102 Elementary Algebra or higher	5.0		
CEM 100 Intro to Chemistry or higher	5.0		
BIS 160 Medical Terminology	4.0		
CIS 120 Intro to Microcomputers or MTH 119 Intro to Computers-Prog.	3.0		

Nine 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. These courses are not required for acceptance into the MMCC radiography program but it is recommended that students consult with the ACC radiography academic advisor to determine social science course options.

Nine credits at ACC in humanities (with at least three credits at the 200 level) or six credits at ACC in humanities AND three credits in fine arts (one of which is a 200-level course) or ACC course HUM 241 Humanities or take Mid Michigan Community College course HUM 200 Modernity and Culture. These courses are not required for acceptance into the MMCC radiography program but it is recommended that students consult with the ACC radiography academic advisor to determine humanities/fine arts course options.

Science courses must have been completed within five years of the date the student formally begins the program. All courses must have a grade of "C" or better to transfer except BIO 201 and 203 (Anatomy and Physiology), which must have a grade of B- or better to transfer. Cumulative GPA for prerequisite courses must be 2.5 or above, and these courses may only be repeated one time except under special circumstances.

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 Regional Medical Center.

Cooperative Programs with **NORTHWOOD UNIVERSITY**

All Alpena Community College associate degrees are eligible to earn a Bachelor of Business Administration through Northwood University. Students can take third-year classes at ACC or Northwood. A minimum of 90 semester hours must be completed prior to transferring to Northwood to take full advantage of this agreement. The student's fourth year is completed through Northwood, on ACC's campus.

Northwood University Bachelor Degrees

- **Bachelor of Business Administration Degree — Management**

This program treats the associate degree as one specialty area. In addition, it yields a major in management and a minor in social sciences. Students may incorporate additional minors, contingent upon the individualized portions of their programs.

A BBA in Management is a perfect fit for any industry or department. This versatile degree is for all business careers: administrative role, office or personnel manager, product manager, shift supervisor, finance manager, store or business manager, owner of an enterprise, etc.

- **Bachelor of Business Administration Degree — Accounting**

Students with an ACC associate in applied science degree in accounting are eligible to earn Northwood University's BBA with a major in Accounting.

This degree prepares a student to sit for the CPA examination and is a perfect fit for any industry or a career in: public accounting, corporate accounting, finance management, store management, business management, etc.

- **Bachelor of Business Administration Degrees — Health Care Management/Management**

The HCM program combines the excellent business and management courses Northwood University is known for, with a solid core of courses providing knowledge and understanding of the health care industry. Graduates of the HCM program are prepared for challenging management positions in a variety of health care organizations.

A BBA in Health Care Management provides a solid foundation for those interested in a management position in healthcare, whether in a hospital, long-term care facility, insurance company, managed-care organization, pharmaceutical company, or one of the many other healthcare-related industries.

Additional Northwood University bachelor degree programs include:

- **Bachelor of Business Administration Degrees — Computer Information Management Management**
- **Bachelor of Business Administration Degrees — Automotive Marketing/Management (On-line portions)**
- **Bachelor of Business Administration Degrees — Automotive Supply Management/Management (On-line portions)**

For more information on these cooperative programs please contact:

Lesslee Dort

Northwood University Alpena Program Center Manager
Madeline Briggs University Center
(989) 358-7302

Or contact the Northwood University Main Campus Admissions Office:

(989) 837-4273
Toll free: 1-800-445-5873

Cooperative Program with
SPRING ARBOR UNIVERSITY

Spring Arbor University School of Education:

• **Bachelor of Arts with Elementary Certification**

Majors and minors in Social Studies and Language Arts. These minors can be met primarily through Alpena Community College courses. For major areas of study, a minimum of nine hours must be taken through Spring Arbor University.

• **Bachelor of Arts with Secondary Certification**

Majors are offered in English, Social Studies and Biology; a minor is offered in English.

Spring Arbor offers the entire Education curriculum and core course requirements at ACC. Degree-seeking students are advised to complete MACRAO and have 58 credit hours for admission to the Teacher Education Program. Candidates for teacher certification need to be aware that changing requirements from the Michigan Department of Education or NCATE may dictate changes in the requirements for Teacher Certification at Spring Arbor University, which in turn may affect the individual student's program. It is required that the student who intends to enroll with SAU visit the SAU office on the ACC campus and complete the Verification of Intent form so that program requirements at the time of signing may apply. Students not actively enrolled in courses at the partner institution or Spring Arbor University for a period of one year will be held to the course requirements in effect at the time of re-enrollment. If the student does not enroll with Spring Arbor University within three years of the date the intent form is signed, the student will be subject to any changes in requirements.

• **Early Childhood Endorsement (ZA)**

• **Post BA Elementary and Secondary Teacher Certification**

• **Master of Arts in Education, Curriculum and Instruction**

Due to the continuous changes in education, Spring Arbor University regularly assesses subject areas in order to offer up-to-date qualifications to its prospective and current students. Please stop by the Spring Arbor office for more information.

Contact Kim Walters at (989) 358-7423 at the Spring Arbor office in the Madeline Briggs University Center for complete information.

Spring Arbor University School of Adult Studies:

- **Bachelor of Arts in Family Life Education (68 weeks)**
- **Bachelor of Arts in Management and Organizational Development (61 weeks)**
- **Bachelor of Science in Nursing (73 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 should have 58 credit hours for admission into the bachelor's completion programs.

- **Endorsements/Minors**

The enrolled student may choose to minor in criminal justice, family life education or management and organizational development. The enrolled student may also choose to work toward an endorsement in criminal justice or management of health care systems.

- **Masters of Arts in Organizational Management (22 months)**

Contact Kim Walters at (989) 358-7423 at the Spring Arbor office in the Madeline Briggs University Center for complete information on any of these accelerated completion programs.

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.

- Civil and Environmental Engineering
- Electrical and Computer Engineering
- Mechanical Engineering

Unique concentrations are available in the following areas:

- Automotive
- Computers
- Environmental
- Manufacturing Processes and Systems
- Engineering Mechanics
- Geotechnical
- Structural
- Signals and Systems

For more information on this cooperative program please contact your academic advisor.



Cooperative Program with
WESTERN MICHIGAN UNIVERSITY

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 Arts 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 Northwood University. 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 the Office of Academic Affairs at (989) 358-7212 or (989) 358-7219.

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 139-141. For more information, please contact the following university representatives who have regular office hours:

Kim Walters

Spring Arbor University
ACC Madeline Briggs University Center, Room 145
(989) 358-7423
kwalters@arbor.edu

Lesslee Dort

Northwood University Alpena Program Center Manager
ACC Madeline Briggs University Center, Room 142
(989) 358-7302
dortl@northwood.edu

ACC University Center Degree Programs

as of February 2007

Spring Arbor University School of Education:

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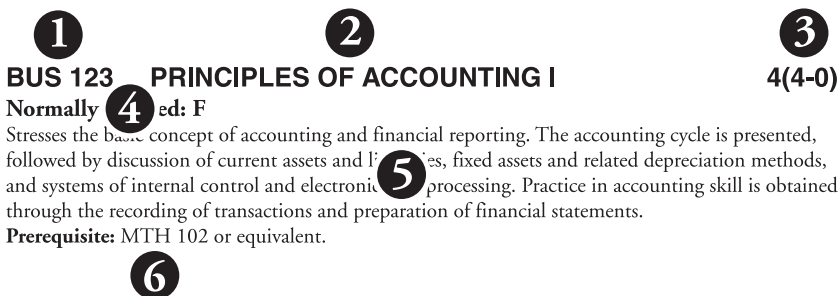
(989) 837-4273
Toll free: 1-800-455-5873

COURSE DESCRIPTIONS



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.



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.

- 1. Subject abbreviation & course number** — This is a Business Administration 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 25).
- 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 229 ANTHROPOLOGY OF THE NORTH AMERICAN INDIAN.... 3(3-0)

Normally Offered: On Demand

This survey course covers culture areas and culture types, one representative Native American group from each culture area at the time of contact, the current status of each representative group, Pan-Indian Cultural Tracks, and current Native American issues.

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 (applies to apprentice millwright students only)

APPRENTICE — ELECTRICAL

APP 100E ELECTRICAL STUDIES FOR TRADES 3(2-2)

Normally Offered: On Demand

An introductory course covering the fundamentals of electricity. Lecture topics include magnetism, Ohm's Law, capacitance, inductance, three-phase power, transformers, and motors. Students work in a lab environment to measure voltage, current, resistance, and power using both DC and AC circuits.

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 110 Technical Math I.

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 104E AC AND DC FUNDAMENTALS 3(2-2)

Normally Offered: F

Course content includes commercial and industrial applications of alternating current, DC motors, generators and direct current as applied to resistive networks in series, parallel and combination circuits.

Prerequisite: APP 100E Electrical Studies for Trades and MTH 110 Technical Math I.

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 110 Technical Math I.

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 110 Technical Math I, or permission of instructor.

APP 107E SPECIALTY WIRING 3(2-2)

Normally Offered: F

Course content includes low-voltage wiring methods, structured cabling for computer network and telephone systems, fiber optic wiring, CCTV security systems, fire alarm system operation and troubleshooting, medium-voltage and high-voltage wiring methods and terminations.

Prerequisite: APP 100E Electrical Studies for Trades and MTH 110 Technical Math I.

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 110 Technical Math I 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 110 Technical Math I, 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 converters. 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; Zener 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.

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.

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.

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 221 COMPUTER GENERATED IMAGES 3(0-4)**Normally Offered: SP**

This course is intended to introduce the student to the image editing capabilities of a computer program called Adobe Photoshop. Using this program and either a Macintosh computer or Windows PC (in-class work will be done on Macintosh computers), student will be able to manipulate, repair and enlarge existing photographs or create images completely within the computer itself. Students will also create original images from "composite photos" and use the program's ability to generate images that may not necessarily "exist in reality."

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(2-2)**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(2-2)**Normally Offered: F, SP**

Each student will be exposed to a number of traditional and nontraditional processes to create three-dimensional forms that build on techniques, skills, and methods learned in Sculpture I. Through visual exploration of other artists' work, students will gain insight into the ideas and 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 learn to present an art lesson that meets 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 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.

AUT 221 ENGINE REPAIR AND 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.

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

Biology Placement Guidelines and Course Equivalences

One year of high school biology with a “C” or higher grade within the last five years is equal to BIO 114 Introduction to Biology. Two years of high school biology with a “C” or higher grade within the last five years is equal to BIO 150 General Biology. Advanced Placement (AP): test score of 3 = BIO 114 Introduction to Biology; test score of 4 or 5 = BIO 150 General Biology.

BIO 110 ESSENTIALS OF ANATOMY AND PHYSIOLOGY 4(3-2)**Normally Offered: SP**

This course addresses the principles of human anatomy and physiology as related to medical assisting. It incorporates three unifying themes: the relationship between physiology and anatomy, the interrelations among the organ systems, and the relationship of each organ system to homeostasis.

Prerequisite: High school biology or equivalent.

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.

Prerequisite: Enrollment in ENG 102 Basic English or eligibility placement in ENG 111 English or higher.

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 150 GENERAL BIOLOGY..... 4(3-2)**Normally Offered: F, SP**

An introductory course for science majors: Topics covered include cytology, classical and molecular genetics, diversity, physiology and anatomy, evolution, and ecology.

Prerequisite: CEM 100 Introductory Chemistry and BIO 114 Intro to Biology or equivalent and eligibility placement in ENG 111 English

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: BIO 150 General Biology 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: BIO 201 Human Anatomy and CEM 111 General 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 150 General Biology 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 150 General Biology or equivalent.

BIO 215 FIELD BOTANY 3(2-2)**Normally Offered: SUM**

This course will introduce 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 150 General Biology or equivalent.

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 150 General Biology or equivalent.

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: BIO 150 General Biology with "C" grade or higher and CEM 111 General Chemistry with a "C" grade 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. A computerized accounting software package is utilized to reinforce 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 Applied Accounting I. Consolidates and reinforces the principles of the accounting cycle with application to payroll accounting sales and cash receipts, purchases and cash payments, vouchers, year-end accounting, accounts receivable, notes and interest, merchandise inventory, and long-term assets. Also introduces accounting for partnerships and corporations. It provides realistic work through the use of numerous forms, documents and a computerized accounting software package is utilized.

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: Minimum of 12 credit hours of computer courses successfully completed and previous coursework/experience with work processing, spreadsheet and database software 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 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 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.

Prerequisite: Ability to keyboard or permission of instructor plus successful completion of ENG 101 or placement in ENG 111 or 121.

BUS 249 PRINCIPLES OF NEGOTIATION..... 3(3-0)

Normally Offered:

This course introduces methodology to assist people in arriving at mutually beneficial, value-oriented solutions to opportunities and problems. Settlements and solutions are built every day through discussions and conferencing in both formal and informal environments. While many people are instinctively or emotionally driven during these interactions, better results can be attained by using principle-centered, well thought out processes and procedures introduced and practiced in this course.

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 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(4-0-0)

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.

Corequisite: CIS 120 Introduction to Microcomputers.

Prerequisite: BIS 160 Medical Terminology and BIS 101 Keyboard Skillbuilding 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

Medical Office Coding covers ICD-9-CM and CPT coding guidelines for the physician's office. This course includes discussion and hands-on practice working with format, symbols, abbreviations, V codes and E codes. Course content will incorporate the basic step in coding a diagnosis or procedure; explain sequencing rules for reporting diagnostic or procedure codes and address specific guidelines when coding Evaluation and Management, surgical, pathology, and radiology procedures.

Prerequisite: BIS 160 Medical Terminology or can be taken as a co-requisite.

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 Medical Office Coding and placement above MTH 090.

BIS 165 MEDICAL OFFICE PROCEDURES 4(4-0)**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 167 MEDICAL ETHICS AND LAW FOR HEALTH PROFESSIONALS 1(1-0)**Normally Offered: F**

This course introduces allied health professionals to common, everyday ethical issues in the health professions. The student will learn to distinguish between morality and ethical issues and the reasoning of their importance. In addition, the student will be introduced to health care laws, which govern confidentiality issues. The course utilizes an online classroom environment, e-mail, and course book exercises to make study interesting and logical.

BIS 178 MACHINE TRANSCRIPTION 3(2-2)**Normally Offered: F, SP**

In this course, students transcribe various types of documents that contain the current style and vocabulary associated with different career fields while learning to produce correspondence that meet office standards. Students learn the technical skill of transcribing business documents while strengthening their English language skills by practicing punctuation, spelling, grammar, vocabulary, editing, and proofreading skills. This course develops a high degree of proficiency in keyboarding continuously and accurately from dictation/transcription equipment while introducing the important skills of listening and decision making.

Corequisite: BIS 101 Keyboarding Skillbuilding or touch typing ability, CIS 151, CIS 152, and CIS 153 or equivalent.

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: BIO 110 Essentials of Anatomy and Physiology, BIS 160 Medical Terminology, BIS 163 Medical Office Coding, BIS 165 Medical Office Procedures, BIS 162 Medical Office Computer Applications, BIS 164 Medical Office Insurance Billing, and BIS 167 Medical Ethics and Law for Health Professionals with a grade of 2.0 or better.

BIS 230 BUSINESS OFFICE PROCEDURES 3(2-2)**Normally Offered: F**

This course is designed to present new office technology and show students how electronic office skills and general business office concepts relate to future office jobs. By the use of an office system, students will apply

information processing procedures, such as working with Internet tools, filing and records management systems, telecommunications, 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.

Prerequisite: CIS 153 Word Processing III: Special Features or instructor permission.

Corequisite: CIS 173 Spreadsheets III: Data Base Applications or instructor permission.

CHEMISTRY

Chemistry Placement Guidelines and Course Equivalencies

One year of high school chemistry with a "C" or higher grade within the last five years is equal to CEM 100 Introductory Chemistry. Two years of high school chemistry with a "C" or higher grade within the last five years is equal to CEM 111 General Chemistry. Advanced Placement (AP): test score of 3 = CEM 121 General and Inorganic Chemistry; test score of 4 = CEM 121 General and Inorganic Chemistry and CEM 122 Inorganic Chemistry & Qualitative Analysis.

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: MTH 102 with a grade of 2.0 or higher 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.

Prerequisite: Eligibility placement in ENG 111 English or higher.

CDA 109 CARING FOR CHILDREN WITH SPECIAL NEEDS..... 3(3-0-0)**Normally Offered: F, SP**

This course focuses on young children (0-5) with special needs, their families, and community resources available. The content addresses identification of children with disabilities or "at-risk" categories and their inclusion in family day care, group day care, childcare centers, and preschools. Students will make focused observations in these settings and will become aware of current laws and policies pertaining to these children.

Prerequisite: Eligibility placement in ENG 111 English or higher.

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.

Prerequisite: Eligibility placement in ENG 111 English or higher.

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.

Prerequisite: Eligibility placement in ENG 111 English or higher.

CDA 227 CHILD MANAGEMENT IN EARLY CHILDHOOD..... 3(3-0)**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.

Prerequisite: Placement in ENG 111 English or higher.

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.

Prerequisite: Eligibility placement in ENG 111 English or higher.

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.

Prerequisite: Eligibility placement in ENG 111 English or higher.

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.

Prerequisite: 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 AND DESIGN ENGINEERING TECHNOLOGY

CAD 101 INTRODUCTION TO CAD CAREERS..... 5(5-0)

Normally Offered: F

Explores a variety of career options for professionals within the computer-aided design and drafting 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 104 INTRODUCTION TO SOLIDWORKS 2(1-2)

Normally Offered: F

This is an elective course introducing SolidWorks 3D modeling, mechanical design software. Students will create and modify feature-based parametric solid models while applying constraints to capture design intent. Design drawings with full associativity to 3D models and presentation techniques will also be studied.

Prerequisite: Basic computer proficiency recommended or permission of instructor.

CAD 110 GEOMETRIC CONSTRUCTIONS & 2D DRAFTING 1.5(1-1)

Normally Offered: F, SP

Introduces the use of traditional manual drawing instruments for construction of engineering geometry in two-dimensional drafting and design applications. Includes the use of various scales of measurement, preferred methods of lettering, and basic dimensioning of single view drawings.

CAD 111 MULTIVIEW DRAWING AND VISUALIZATION 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.

CAD 114 INTRODUCTION TO CADKEY..... 2(1-2)

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 technical drawings.

Corequisite: CAD 110 Geometric Constructions and 2D Drafting.

CAD 130 ADVANCED MULTIVIEW DRAWING..... 1.5(1-1)

Normally Offered: F, 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.

Prerequisite: CAD 111 Multiview Drawing and Visualization and CAD 114 Intro to CADKEY.

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.

Prerequisite: CAD 111 Multiview Drawing and Visualization and CAD 114 Intro to CADKEY.

CAD 132 AUTOCAD FUNDAMENTALS..... 1.5(1-1)

Normally Offered: SP

Introduces principles of CAD in an AutoCAD software environment, providing the student with fundamental knowledge of CAD system components and how to utilize AutoCAD software in the creation of technical drawings.

Prerequisite: CAD 110, CAD 114 or instructor permission.

Corequisite: CAD 111 Multiview Drawing and Visualization or instructor permission.

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, CAD 132 or consent of instructor.

CAD 135 INTERMEDIATE AUTOCAD..... 1.5(1-1)

Normally Offered:

Continues utilization of CAD technology in an AutoCAD software environment for both mechanical and architectural applications. Previously learned principles are reviewed and their use expanded. More advanced concepts and methods are introduced.

Prerequisite: CAD 132 AutoCAD Fundamentals or CAD 102 Introduction to AutoCAD.

CAD 140 3D MODELING..... 1.5(1-1)

Normally Offered: SP

This is a course for students with previous CAD experience. It deals with creating and modifying three-dimensional, object-oriented, solid geometric models. Shading, rendering, and other presentation techniques will also be covered.

Prerequisite: CAD 102 Introduction to AutoCAD or CAD 132 AutoCAD Fundamentals or instructor permission.

CAD 141 INTEGRATED CAD APPLICATIONS..... 1.5(1-1)

Normally Offered: SP

This course 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 140.

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.

Prerequisite: CAD 130 and MTH 110 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.

Prerequisite: CAD 220, MTH 112 and 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.

Prerequisite: 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.

Prerequisite: CAD 111, CAD 132 and IND 227 or instructor permission.

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.

Prerequisite: CAD 114 and 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 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 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 Windows operating systems environment. In addition to basic system commands, students will learn how to customize the operating system environment.

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 Computer Keyboarding or keyboarding skill, CIS 110 Computer Essentials and CIS 111 Computer Operating Systems or instructor permission.

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 Specialist (MOS) 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 hardware and software. The course 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 and Microsoft 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 Specialist (MOS) 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

An introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. Disassembly and upgrading of a personal computer and the use of diagnostic hardware and software will be covered in a laboratory environment.

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 Specialist (MOS) exam to become certified at the core level using PowerPoint.

CIS 241* INTRODUCTION TO WEB DESIGN AND MANAGEMENT 3(2-2)

Normally Offered: F

Teaches students the basics of how to plan, implement, and maintain a comprehensive web site for a company or organization. Cover web site planning, web site and web page design principles, html, web site editor to manage and create web pages/sites, multimedia in a web site, create and enhance images for web sites, integration techniques for web-based databases, and security for a private Intranet for a target audience.

Prerequisite: CIS 151, 152 and 153 Word Processing or permission of instructor.

* Course prepares students for the Microsoft Office Specialist (MOS) exam to become certified at the core level using FrontPage.

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 Specialist (MOS) exam to become certified at the core level using ACCESS.

CIS 270 NETWORK ADMINISTRATION..... 3(2-2)

Normally Offered: F

This course 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.

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. Software used: Novell Netware and Windows 2003 Server.

Prerequisite: CIS 270 or permission of instructor.

CIS 281* ADVANCED WORD PROCESSING I: DESIGNING WITH GRAPHICS & LAYOUTS..... 1(.75-.5)

Normally Offered: F

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: F

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: F

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 Specialist (MOS) 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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 retraining 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.

Prerequisite: 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(1-2-0)

Normally Offered: SP

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.

Prerequisite: Criminal Justice student or instructor permission. 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.

CJ 119 INTRODUCTION TO HOMELAND SECURITY 3(3-0)

Normally Offered:

This course is a survey of threats (both natural disasters and terrorist type) and the response of the United States of America to these threats. Students will examine the statutory authority and organization of the Department of Homeland Security, the hazards that the United States will possibly face in the future, and how the Department plans to meet these challenges from a first responder's and emergency planning perspective.

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: F

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.

Prerequisite: 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

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

This is a basic introductory course into the discipline of teacher education. The primary objective of the course is designed to facilitate an understanding of "what it means to become a teacher in today's society." Moreover, the course requires participation within the school environment so that students learn, investigate, and develop an understanding of educational concepts through classroom instruction and personal experience.

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 125 ENGINEERING GRAPHICS COMMUNICATION 4(2-4)

Normally Offered: SP

This course covers principles of projection, orthographic practices in making working drawings, correct drafting practices, two- and three-dimensional sketching and drawing, 3D solid modeling, and various descriptive geometry topics. Both CAD and traditional tools are used in this course.

Prerequisite: Basic drafting skills and trigonometry are recommended or permission of instructor.

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.

Prerequisite: PHY 221, MTH 231 (may be taken concurrently).

EGR 222 MECHANICS OF MATERIALS 4(4-0)

Normally Offered: F

This course is an introduction to the mechanical behavior of materials. The concepts of stress/strain at a point, stress-strain relationships, principle stresses and strains, stresses and deformations due to axial loading, flexural loading of straight members, and torsional loading of circular cross sections will be examined.

Prerequisite: EGR 221 Statics with a grade of 2.0 or better.

EGR 231 DYNAMICS 4(4-0)

Normally Offered: SP

Covers the fundamental principles of mechanics where the relationship between the force on an object and its motion is studied. The course emphasizes the study of plane motion, but there will be an introduction to the dynamics of three-dimensional rigid bodies and vibration. The context of this study will be structures and machines that are of concern to engineers. The approach will be to study kinematics and kinetics of particles, systems of particles, and rigid bodies.

Prerequisite: EGR 221 Statics with 2.0 or higher.

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 and placement tests.

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, while using 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 news writing types and styles and 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 while using the college newspaper as a means of applying these skills.

Prerequisite: ENG 125 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 205 INTRODUCTION TO POETRY 3(3-0)**Normally Offered: On Demand**

A study of poetry as a form of literature and art. This course examines the elements of poetry, the historical development of poetry as a genre, major themes treated by poetry and the place of poetry in contemporary culture. The focus of this course is on reading and critical analysis, not writing poetry.

Prerequisite: ENG 112 English or ENG 122 English 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 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 cover 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.

FRENCH

FRN 121 FRENCH I..... 5(5-0)

Normally Offered: F

This is a basic French course designed to introduce the French language to students, giving them a rudimentary knowledge of written and spoken French. Six skills will be addressed: reading, writing, listening, speaking, pronunciation, and translation. These skills will be developed throughout the course through instruction, drill, choral response, readings, music, and class interaction. Systemic grammar instruction as well as whole-language techniques will be incorporated to enhance learning. Students will also be introduced to French culture, literature, geography, famous persons, and history through a variety of media. Students who already have a strong background in French, e.g., having had more than two years in high school or other institutions, should refrain from taking this elementary class since it is intended for beginners. FRN 122 French II, which is offered in the spring semester, will be a better course for stronger students.

FRN 122 FRENCH II..... 4(4-0)

Normally Offered: SP

This second semester of college French corresponds roughly to one to two semesters of high school French. This basic French course will focus on the continued development of linguistic skills, i.e., reading, listening, speaking, and pronunciation, with emphasis on the written language.

Prerequisite: FRN 121 French I or two semesters of high school French.

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.

Prerequisite: 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 both 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 home 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.

* These courses will be offered every other year.

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.

* These courses will be offered every other year.

Prerequisite: BIO 110 Essentials of Anatomy and Physiology, BIS 160 Medical Terminology, BIS 161 Medical Transcription, BIS 162 Medical Office Computer Applications, BIS 163 Medical Office Coding, BIS 164 Medical Office Insurance Billing, BIS 165 Medical Office Procedures, BIS 167 Medical Ethics and Law for Health Professionals, and BIS 220 Medical Assistant Administrative Practicum.

Corequisite: HEA 224 Medical Assistant Clinical Lab.

HEA 224 MEDICAL ASSISTANT CLINICAL LAB 7(6-3)

Normally Offered: F*

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, urinalysis, electrocardiography and hematology.

Prerequisite: BIO 110 Essentials of Anatomy and Physiology, BIS 160 Medical Terminology, BIS 161 Medical Transcription, BIS 162 Medical Office Computer Applications, BIS 163 Medical Office Coding, BIS 164 Medical Office Insurance Billing, BIS 165 Medical Office Procedures, BIS 167 Medical Ethics and Law for Health Professionals, and BIS 220 Medical Assistant Administrative Practicum.

* These courses will be offered every other year.

Corequisite: HEA 223 Medication Administration for Medical Assistants.

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 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 its political and cultural backgrounds, literary styles, components and subject matter, formation of the New Testament canon, and interpretation of contents and appreciation of its cultural contribution.

HUM 241 HUMANITIES 4(4-0)

Normally Offered: F, SP

Introduces the 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 an 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 HUMAN SERVICE — 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 INTERNSHIP1-4

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	Data Processing	Mathematics
Art/Art Education	Economics	Medical Assistant
Automotive	Education	Music
Biological Science	Electronics/	Network Admin.
Botany	Engineering	Physical Education
Broadcasting — TV, Radio	English	Physics
Business	Geography	Political Science
Business Info. Systems	Graphic Arts	Psychology
Botany	Health Occupations	Sociology
Business	History	Pre-Dental
Chemistry	Home Economics	Pre-Pharmacy
Computer-Aided	Humanities/Fine Arts	Pre-Veterinary
Drafting & Design	Industrial Technology	Social Sciences
Computer Info. Systems	Journalism	Theatre
Concrete Technology	Law Enforcement	Utility Technician
Construction Technology	Legal Research	
Criminal Justice	Library Science	

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

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: On Demand

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(3-7)

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: MTH 110 Technical Math I, MFG 101 Metal Cutting I, or instructor permission.

MFG 202 ADV. COMPUTER NUMERICAL CONTROL 6(3-7)

Normally Offered: SP

This is a follow-up course for MFG 201 Introduction to CNC and MFG 204 Computer Aided Manufacturing courses. Students will learn how to set up and run various types of computer numerical control machines and associated tooling, as well as CMM inspection of the finished parts. The student will also use machine conversational controls and CAD/CAM to create CNC programs, master records and inspection sheets.

Prerequisite: MTH 110 Applied Machinist's Math I, MFG 201 Introduction to Computer Numerical Control or permission of instructor.

MFG 204 COMPUTER-AIDED MANUFACTURING 3(2-2)

Normally Offered: F

Provides the student with the basic knowledge of the Computer Aided Manufacturing (CAM) systems and how to manipulate various types of Computer Aided Drafting (CAD) data in the creation of Computer Numerical Control part programs. The student will create CNC programs, tooling set-up sheets, process sheets and fixture sheets to create a CNC master record. Calculations for proper Speeds and Feeds will also be required.

Prerequisite: MFG 101 Metal Cutting I, basic computer skills or permission of instructor.

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 TECHNICAL MATH I..... 3(2-2)

Normally Offered: F

This course is designed for those who will apply mathematics to various technical fields. Topics covered include a review of basic arithmetic, units of measure, algebra fundamentals, simple equations and formulas, geometric principles, and calculator usage will be introduced. In all areas there is strong emphasis placed on solving industrial applications.

Prerequisite: MTH 090 Arithmetic 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 TECHNICAL MATH II..... 3(2-2)**Normally Offered: SP**

This course is a continuation of MTH 110 Technical Math I, which places emphasis on applying mathematics to various technical industrial fields. Topics covered include advanced algebra, trigonometry, geometry, quadratics, statistical process control, and calculator usage. In all areas there will be a strong emphasis placed on solving practical industrial applications.

Prerequisite: MTH 110 Technical Math I or permission of instructor.

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.

Prerequisite: 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.

Prerequisite: 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 130 CALCULUS FOR BUSINESS/SOCIAL SCIENCES 4(4-0)**Normally Offered: SP**

This course continues the study of mathematical applications in Business and social sciences beyond the finite linear forms of MTH 121 College Algebra into a variety of non-linear forms. Functional analysis, differentiation, applications of derivatives, antidifferentiation, applications in integration, and functions of two variables are studied.

Prerequisite: MTH 121 College Algebra or MTH 123 College Algebra and Analytic Trigonometry or instructor permission.

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.

MET 240 GAS TUNGSTEN ARC AND PIPE WELDING 4(2-4)

Normally Offered: F

The students will develop, lay out and cut different pipe/tube joints. Students will weld the joints in different welding positions using Gas Tungsten Arc Welding (GTAW) methods. American Welding Society (AWS) welder certification practices will be covered.

Prerequisite: MET 123 Welding Processes.

MET 242 WELDING FABRICATION..... 3(1-4)

Normally Offered: SP

This course covers sheet metal, structural steel, joint design, pattern development, CNC plasma cutting and layout, design of a weldment, cost estimating of the design, material processing, welding procedure development and fabrication of the design. Students will be required to complete a capstone fabrication project.

Prerequisite: MET 123 Welding Processes.

MUSIC

MUS 110 MUSIC APPRECIATION 3(3-0)

Normally Offered: On Demand

This course does not require the ability to read music. Emphasis will be on developing listening skills. Different musical forms will be studied which will demonstrate some of the methods that composers use to organize their music. Masterpieces from the Baroque, Classical, Romantic and modern eras will be introduced.

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 123 VOICE I..... 2(0-2)

Normally Offered: F

Student begins his/her study of voice with simple folk songs and easily-learned art songs. Subject matter includes: an attitude of enthusiasm, pleasure and confidence in singing, proper posture and diaphragmatic breathing, clear enunciation of pure vowel sounds and precise articulation of consonant sounds. A variety of styles are studied including: art songs and arieas, texts in foreign languages and proper pronunciation of these texts.

MUS 124 VOICE II..... 2(0-2)

Normally Offered: SP

This course continues one-on-one instruction and builds upon concepts learned in MUS 123 Voice I. Students will add some foreign language songs in this course.

Prerequisite: MUS 123 Voice I for instructor permission.

MUS 125 MUSIC THEORY..... 4(4-0)

Normally Offered: F

Studies the elements of musical notation, ear training and part-writing techniques. This is a fundamental course. Theory is recommended 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 recommended 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 160 APPLIED FLUTE I

Normally Offered: F

Applied Flute I will provide the student with private instruction in flute pedagogy and flute literature. Student must provide own flute, purchase method book and music.

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 229 MUSIC COMPOSITION..... 2(2-0)

Normally Offered: F and/or SP

Studies the works of a variety of composers to understand how melodies are written and musical material is organized to form a unified piece. Students will complete their own composition using the Finale 2004 program.

Prerequisite: MUS 125 Music Theory.

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 Level I Nursing Program.

NUR 103 NUTRITION 3(3-0)

Normally Offered: SUM

This five-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: Admission to Level I Nursing Program.

Corequisite: NUR 107.

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 107 NURSING CLINICAL PRACTICE III 1.5(0-6)

Normally Offered: SUM

Offered to the practical nurse student for development proficiency in nursing treatments, medication administration, and planning, organizing, and delivering patient care.

Prerequisite: Successful completion of all fall and spring Nursing Level I Program (LPN) courses.

Corequisite: NUR 103 Nutrition.

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 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 133 DOSAGE CALCULATIONS 5(5-0)

Normally Offered: F

Prepares the student for accurate dose calculation, critical to enrollment in NUR 124 Pharmacology. This is a 10-week course that may be repeated as an independent study course during Spring 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.

Prerequisite: Completion of Level I or LPN admitted to Level II.

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 210 ADVANCED MEDICAL/SURGICAL NURSING THEORY I.... 3(3-0)

Normally Offered: F

Begins the study of advanced medical/surgical concepts and attitudes needed to care for the acutely and chronically ill and his/her significant others. The student will develop leadership and management skills that are necessary in applying the nursing process to patient care.

Prerequisite: Successful completion of Level I Nursing Program.

Corequisite: NUR 211 Advanced Medical/Surgical Nursing Clinical Practice I.

**NUR 211 ADVANCED MEDICAL/SURGICAL NURSING
CLINICAL PRACTICE I..... 1.5(0-6)**

Normally Offered: SP

Enables the student to develop beginning skills of the registered nurse. These skills are needed to give care to acutely and chronically ill adults and children and his/her significant others. The student uses the nursing process in meeting self-care requisites based on the individual self-care deficits and demands.

Prerequisite: Successful completion of the Level I Nursing Program.

Corequisite: NUR 210 Advanced Medical/Surgical Nursing Theory I.

**NUR 212 ADVANCED MEDICAL/SURGICAL NURSING
THEORY II..... 2(2-0)**

Normally Offered: SP

Completes the study of advanced medical/surgical concepts and attitudes needed to care for the acutely and chronically ill and his/her significant others. The student will develop leadership and management skills that are necessary in applying the nursing process to patient care.

Prerequisite: Successful completion of NUR 210 Advanced Medical/Surgical Nursing Theory I and NUR 211 Advanced Medical/Surgical Nursing Clinical Practice I.

Corequisite: NUR 213 Advanced Medical/Surgical Nursing Clinical Practice II.

**NUR 213 ADVANCED MEDICAL/SURGICAL NURSING
CLINICAL PRACTICE II..... 2.5(0-12)**

Normally Offered: SP

Enables students to master the skills of a novice registered nurse. These skills are needed to give care to acutely and chronically ill adults and children and his/her significant others. The student uses the nursing process in meeting self-care requisites based on the individual self-care deficits and demands.

Prerequisite: Successful completion of NUR 210 Advanced Medical/Surgical Nursing Theory I and NUR 211 Advanced Medical/Surgical Nursing Clinical Practice I.

Corequisite: NUR 212 Advanced Medical/Surgical Nursing Theory II.

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.

NUR 232 HOLISTIC NURSING..... 3(3-0)

Normally Offered: SP

This three-credit course prepares nurses and nursing students to assist clients with self-care deficits in a holistic manner. The premise is that nurses need to address self-care requisites of the mind, body, and spirit. Integrative nursing promotes healing relationships with clients by assimilating biomedical skills with fundamental caring modalities of nursing. An emphasis is placed on the art of demonstrating a caring practice that encompasses various independent nursing interventions such as therapeutic touch, massage therapy, and reflexology. This course is designed for the novice nurse as well as experienced nurses who are re-evaluating their practice.

Prerequisite: Successful completion of Level I Nursing Program.

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 181 YOGA FOR FITNESS I..... 2(0-4)**Normally Offered: F**

This course incorporates powerful poses with relaxation poses. The sequential order allows for flowing movements designed to increase flexibility, strength and balance.

PEH 182 YOGA FOR FITNESS II..... 2(0-4)**Normally Offered: SP**

This course incorporates powerful poses with relaxation poses. The sequential order allows for flowing movements designed to increase flexibility, strength and balance. The poses will build on skills acquired in PEH 181 Yoga for Fitness I and, therefore, will be more advanced.

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.

Prerequisite: Physical examination by a medical doctor within previous six months of class and permission of instructor.

PEH 247 ADVANCED KARATE TANG SOO DO II 2(0-4)

Normally Offered: F, SP

Continuation of the study and practice of Tang Soo Do Karate. Students may train and test for the next belt level in Tang Soo Do.

Prerequisite: PEH 162 Karate Tang Soo Do or instructor permission.

**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 DANCE I 3(3-0)

Normally Offered: F

Introduces the student to beginning dance principles in creative and contemporary movement, ballet basics, and jazz techniques.

PFA 102 DANCE II 3(3-0)

Normally Offered: SP

Continues the curriculum in dance principles in creative and contemporary movement, ballet basics and jazz techniques from Dance I.

Prerequisite: PFA 101 Dance I or instructor permission.

PFA 108 ACTING I 3(3-0)

Normally Offered: F

Acting I will focus on improvisation, creative dramatics and basic acting skills.

PFA 110 ACTING II 3(3-0)

Normally Offered: S

Acting II continues to develop improvisational and creative dramatic skills for more complex performance situations. In addition, Acting II will introduce students to scene study utilizing Stanislavski techniques for performance of scripted material.

Prerequisite: PFA 108 Acting I

PFA 203 DANCE III 3(3-0)

Normally Offered: F

This course is designed for the student of dance who has had extensive experience in the field before attending college. Jazz, ballet and modern technique will be covered along with an introduction to the art of choreography.

Prerequisite: PFA 102 Dance II or instructor permission.

PFA 204 DANCE IV 3(3-3-3)

Normally Offered: SP

This course is designed for the student of dance who has had extensive experience in the field before attending college. Jazz, ballet and modern technique will be covered along with an introduction to the art of choreography. This is meant to be a continuation of Dance III.

Prerequisite: PFA 203 or instructor permission.

PFA 205 DANCE FOR THEATRE 3(3-0)

Normally Offered: F or SP

This course is designed for the student who has an interest in theatre and who would like to learn different styles of dance that may help them as they continue to participate in that venue.

Prerequisite: PFA 101 or permission of instructor.

PFA 210 ACTING II 3(3-0)

Normally Offered: F, SP

Continues to develop improvisational skills in a performance situation while helping the student develop a strong scene study technique for performance of scripted materials.

Prerequisite: PFA 231.

PFA 211 ACTING III 3(3-0)

Normally Offered: F

Acting III will focus on developing audition techniques, script analysis and advanced character analysis utilizing the Stanislavski technique.

Prerequisite: PFA 110 Acting II.

PFA 212 ACTING IV 3(3-0)

Normally Offered: S

Acting IV will focus on advanced performance activity and character analysis and development utilizing the Stanislavski point of view. Acting IV will concentrate on preparing students for continued studies in theatre at the university level.

Prerequisite: PFA 211 Acting III

PFA 223 INTRO TO THEATRE (PLAY PRODUCTION) 3(3-1)

Normally Offered: On Demand

Exists for the beginning student interested in theater. There will be an exploration of the basic principles of drama, both in the performance and technical areas. Lecture and laboratory experiences culminate in a theater production.

PFA 224 INTRO TO SET DESIGN 3(3-1)

Normally Offered: SP

Introduces students to the theory and practice of scenic design, including computer-aided design and construction of stage scenery. Student work is showcased in ACC student productions.

PFA 229 THEATRE PRACTICUM 1-4(1-4)

Normally Offered: On Demand

Meets the equivalent of one hour per week. Students involved in a production register for one hour of credit per semester for a total of not more than four hours. Students in the class are not required, however, to participate in a theatrical production.

PHILOSOPHY

PHL 125 LANGUAGE AND REASON 3(3-0)

Normally Offered: F, SP

Develops the student's problem solving and thinking skills and enhances the student's understanding of the relationship between language and thinking. Topics covered include, but are not limited to, critical thinking, verbal reasoning, analogical thinking, pattern recognition, mathematical thinking, etc. Emphasis is on the development of specific skills that are necessary for the student to effectively read and process information in a critical way.

PHL 225 PHILOSOPHY 3(3-0)

Normally Offered: SP

Surveys some of the main problems of philosophy and the ideas of great thinkers from ancient times to the present.

Prerequisite: Sophomore standing or consent of instructor.

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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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 101 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

This course covers the physiological development of humans from conception through old age. The course includes social, emotional and cognitive development, relations with parents, peers and others, and problems related to school, work and society.

Prerequisite: PSY 101 General Psychology.

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 101.

**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 101 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 101 or consent of instructor.

READING

RDG 095 READING STRATEGIES/STUDY SKILLS 3(2-2)

Normally Offered: F, SP

This course focuses on group work in improving reading (comprehension and vocabulary), writing, and study skills (test-taking, time management, memory, concentration, etc.) with emphasis on finding the main idea, evaluating, and reading. The lab component focuses on the needs of each student based on an individual, test-indicated basis.

Prerequisite: Consent of TLC staff.

RDG 098 COMPREHENSION STRATEGIES/STUDY SKILLS 3(2-2)

Normally Offered: F, SP

This course is designed to promote an understanding of how knowledge is acquired, how to strengthen those reading skills already possessed, to develop new techniques for efficient study, and to provide opportunities to practice those strategies in a variety of content areas. Comprehension Strategies and Study Skills focuses on group-work and improving comprehension, vocabulary, rate, writing and study skills, note-taking, listening, memory, concentration, etc., with emphasis on applying learned strategies to the content areas. The lab component focuses on the needs and strengths of each individual student through test-indicated basis.

Prerequisite: Consent of TLC staff.

SOCIOLOGY

SOC 123 INTRODUCTION TO SOCIOLOGY 3(3-0)

Normally Offered: F, SP, SUM

An introductory analysis of the nature of society, the interrelationships, its component groups and the process whereby society persists and changes.

SOC 225 SOCIOLOGY OF GENDER AND SEX ROLES 3(3-0)

Normally Offered: SP

The implications of gender for social behavior in cross-cultural and historical perspective as well as in contemporary West. This course addresses gender roles and biological sex in terms of social norms and social expectations; including the differences of men and women, how each perceives the world, how society dictates specific role scripts, gendered communication, and how society implicates social obligations in terms of gender roles and biological sex.

Prerequisite: SOC 101 Introduction to Sociology or PSY 101 General Psychology.

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 provides multiple opportunities for students to enhance their self-awareness in relation to the world of work. Various careers are explored through the use of videotapes, inventories and campus resources. Life-long decision-making skills are emphasized and applied to personal goals and values.

SDE 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.

SDE 201 JOB SEARCH STRATEGIES..... 1(1-0)

Normally Offered: F, SP

Students learn how to create a professional resume, cover letter and job search strategies as well as interviewing techniques; also, they learn how to use Internet sites to find jobs in their field of study and post resumes electronically. Students complete a job search portfolio containing documents required for an effective job search and interview. A variety of course activities promote students' understanding of the competitive job market and how to effectively present their "best self" to prospective employers.

UTILITY TECHNICIAN

UTT 101 INTRODUCTION TO THE UTILITY INDUSTRY5(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: F

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

OLIN H. JOYNTON

- B.A., Wheaton College
- M.A., Ph.D., Rice University

ADMINISTRATORS

PENNY BOLDREY

Development Director and Executive Director of the Alpena Community College Foundation

- B.A., Spring Arbor University

CARL BOURDELAIS

Director, Small Business Technology 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

KATHLEEN RICHARDS BRUSKI

Volunteer Center Director

- A.S., Lansing Community College
- B.S., Aquinas College

NOEL CURTIS

Director of Health Fitness, Events Ctr. & Athletics

- B.A., Central Michigan University
- M.A., Central Michigan University

GAIL DOSS

MIS Programmer

ROBERT ELLER

Co-Director, World Center for Concrete Technology

- A.S. Alpena Community College
- B.S./C.E., Michigan State University
- Advanced Studies, Central Michigan University

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Registrar

- A.A.S., Alpena Community College

GEORGE FALKENHAGEN

Hurons Shores Campus Coordinator

- A.B., Central Michigan University
- M.S., University of Michigan

MARK GRUNDER

Co-director of Management Information Systems/Director of Information Technologies

- A.S., Delta College

JOSEPH KLEMENS

Director of Upward Bound

- B.S. Northern Michigan University
- M.A. Central Michigan University

MICHAEL KOLLIEN

Director of Admissions

- A.A., Alpena Community College
- B.A., Concordia College

ERIC KREBS

Co-Director, World Center for Concrete Technology

- B.A., Olivet College

VICKY KROPP

Director of Information Systems

- A.A., Alpena Community College

DANA LABAR

Director of Student Support Services

- B.S., Central Michigan University
- M.A., Northern Michigan University

MAX LINDSAY

Dean of Student Affairs

- B.A., Olivet College

CAROLYN A. LOSINSKI

Director of Human Resources

- A.A., Alpena Community College
- A.A.S., Alpena Community College
- B.S., Lake Superior State University

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

JAMES MAKOWSKIE

Director of Specialized Training

- A.S., Thomas Nelson Community College
- B.S., Michigan State University
- M.B.A., Florida Institute of Technology

WILLIAM MATZKE

Bookstore Manager

- B.B.A., Michigan State University

ROBERT NEWTON

Director of Educational Talent Search

- B.S., Ferris State University
- M.A., Central Michigan University
- Advanced Studies, University of Minnesota

ROY SMITH

Dean of Instruction

- Certificate, Utility Technician, Alpena Community College
- A.S., Mitchell College
- B.S., Lake Superior State University
- M.B.A., Lake Superior State 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 & Marketing

- B.A., Michigan State University

SUZANNE M. WEATHERS

Director of Nursing

- B.S.N., Wayne State University
- M.S.N., Oakland University

FACULTY**RICHARD ARBIC**

Utility Technician/Electrical Apprentice

- A.S., Lake Superior State University

TODD ARTLEY

State Licensed Master Electrician

NICHOLAS BANCROFT

English

- B.S., Northern Michigan University
- M.A., Northern Michigan 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

MONICA BUSHEY

Student Support Services Counselor

- B.S., Western Michigan University
- M.A., Central Michigan University

MEGHAN CAMERON

Mathematics

- B.S., Michigan Technological University
- M.S., Michigan Technological 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

RICHARD ENGSTROM

Automotive

- B.S., Northern Michigan University
- M.S., Northern Michigan University

KIRSTINE FURTAW

Humanities

- B.A., Western Michigan University
- B.A., Western Michigan University
- M.A., Central Michigan University

THOMAS GOUGEON

Physics

- B.S., Central Michigan University
- M.S., Central Michigan 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
- D.Min., Graduate Theological Foundation

AUDREY G. JULIAN

Counselor

- A.A., Alpena Community College
- B.A., Olivet College
- M.A., Central Michigan University
- M.A., Central Michigan University

BRENDA KELLEY

Biology

- A.S., Alpena Community College
- B.S., Northern Michigan University
- M.S., Michigan State 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

JEWEL LANCASTER

Counselor

- A.A., Pasco-Hernando Community College
- B.S., University of South Florida
- M.A., Central Michigan University

STEVEN LEWIS

Mathematics, Engineering, Computer Science

- A.S., Alpena Community College
- B.S., University of Michigan
- M.S., University of Michigan

AMBER MCLARNEY-VESOTSKI

Psychology

- A.A., Jamestown Community College
- B.A., St. Bonaventure University
- M.A., University of Toledo
- Ph.D., University of Toledo

MARK MILOSTAN

Biology

- B.S., Central Michigan University
- M.S., Central Michigan University
- Advanced Studies, University of Tennessee

RACHAEL NYE

Nursing

- A.A.S., Alpena Community College
- B.S., Northern Michigan University
- M.S., University of Wyoming

TIMOTHY ONSTWEDDER

Concrete Technology

- A.A.S., Alpena Community College
- B.S., Lake Superior State University

HEATHER PINES

English

- A.A., Alpena Community College
- B.A., Northern Michigan University
- M.A., Central Michigan 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
- M.S., Ferris State University

TIMOTHY RATZ

Manufacturing Technology

- A.A.S., Alpena Community College
- B.S.E., Ferris State University
- M.S., Ferris 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

Career Planning and Placement Coordinator

- 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

JANE SPEER

English

- B.A., Central Michigan University
- M.A., Marygrove College

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
- B.S., Lake Superior State University

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

MELISSA VANWAGONER

Nursing

- A.A.S., Alpena Community College
- B.S., Lake Superior State University
- M.S.N., Wayne State University

Laurie Wade

Art

- B.F.A., Michigan State University
- M.F.A., Michigan State University

KAROL WALCHAK

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
- M.S.N., University of Michigan

THOMAS WINTER

Auto Body

- B.S., Ferris State University
- M.S., Ferris State University

STAFF

BOBBY ALLEN

Intramural Coordinator and Head Women's Basketball Coach

MARK BEINS

Financial Aid Technician

RON BELLENIR

Custodian

CYNTHIA BESAW

Assistant to Human Resources Director

ROBERT BESAW

Maintenance

JEFF BLUMENTHAL

Instructional Developer/Webmaster

RICHARD BUCHLER

Maintenance

SARAH BURT

Developmental Studies Technician

JAMES CHAPMAN

Parking Lot Attendant

VICKI CRIPPS

Secretary, World Center for Concrete Technology

JILL DORCEY

Learning Center Technician/Coordinator (Huron Shores Campus)

KATHERINE EVANS

Secretary, Volunteer Center

ROGER FINCH

Auto Body Tool Room Attendant

GARTH GAPSKE

Automotive Tool Crib Attendant

SUZANNE GEIERSBACH

Secretary to the Assistant Dean of The Learning Center & Health Occupations

RICHARD GROCHOWSKI

Maintenance

GLENN HELWIG

Computer Technician/Auto Service Tool Room Attendant

MARJORIE HOPPE

Custodian

THERESA HOWES

Biology Lab Assistant

KELLY JACKSON

LRC Library Technician

CONNIE KACZOROWSKI

Word Processing Operator

DEBRA KLEMENS

Secretary, Upward Bound

LYN KOWALEWSKY

Secretary, Accounts Payable

JAY LIBKA

Groundskeeper

FRANCES LUDINGTON

Art Technician — Photography

MARY McLAREN

Secretary to the Dean of Instruction

KATHERINE MEHARG

Secretary, SBTDC

MICHAEL MEYER

Lab Technician, World Center for Concrete Technology

KERRIE MILLER

Communications Technician

JOAN MISIAK

Secretary/Buyer, ACC Bookstore

KATHRYN MOMRIK

Cashier

CHARLES NOWAK

Custodian

JEAN NOWAK

Custodian

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

KIM SALZIGER

Developmental Studies Technician

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

Secretary, Educational Talent Search

SALLY SHUBERT

Secretary, Facilities Management

RHONDA SNYDER

Art Technician — Ceramics

LINDA SOUVA

Instructional and Student Services Evening
College Technician

BEVERLY SUSZEK

Library Technician, Learning Resource Center

GENEVIEVE TESSMER

Custodian

PHYLLIS TIPPMAN

Assistant to the Director of Admissions

JENNIFER TURSKE

Custodian

MARLENE VANDERWYST

Word Processing Operator

KATHLEEN VOUGHT-SKUSE

Clerical Assistant

JEAN WAEISS

Secretary, ACC Foundation

YVONNE WHITE

Tutor Coordinator

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

(Please note this list only includes living emeriti
faculty.)

JUDITH S. BEYER, R.N.

Nursing

DR. LAWRENCE BOYER

English

BRENDA BUCHNER

Office Technology

JAMES F. CHANDLER

Drafting & Design, Metals, Construction

RICHARD D. CLUTE

Sociology, Anthropology

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

ROBERT ELLER

Concrete Technology

JOSEPH G. FABER

Psychology

DOROTHY FANCHER

The Learning Center

HERBERT GAMAGE

Engineering, Mathematics

RUSSELL A. GARLITZ

Biology

KATHRYN GOUIN

Nursing

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

FRANK MCCOURT

Counselor, Coordinator of Employment
Services and Athletics

IVAN McLAREN

Machine Tool & CNC Apprentice

JOHN MCGILL

Biology

JAMES H. MIESEN

English

RICHARD E. MILES

Health Fitness

JEFFREY MONROE

Manufacturing Technology

BARBARA J. MORAN

Secretarial Science

DR. RICHARD MOREAU

Chemistry

ROGER M. PHILLIPS

English

TERRY QUINN

English

CHARLEY ROSEBUSH

Mathematics

CHARLES SCHEUFLER

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

(Please note this list only includes living emeriti
administrators.)

LYLE BECK

Director of Management Information Services

DR. CURTIS DAVIS

Vice President for Instruction/Student/
Community Services

EUGENE EDWARDS

Director, Huron Shores Campus

JOHN E. HEIMNICK

Dean of Liberal Arts & Sciences

MICHAEL F. HOOD

Dean of Administrative Services

SANDRA LIBKA

Director, Human Resources

GAYLE MARSHALL

Executive Assistant to the President & Secretary to the Board of Trustees

JOHN W. MCCORMACK

Dean of External Affairs

KATHLEEN MCGILLIS

Dean of Health Occupations

VERNIE NETHERCUT

Director of the Volunteer Center

DR. DONALD L. NEWPORT

President

CARLENE PRZYKUCKI

Director of Public Information

CATHERINE ROGG

Development Director and Executive Directory of the Alpena Community College Foundation

CHARLES N. WIESEN

Dean of Technology & Economic Development

DONALD WITT

Director of Facilities Management



Above: ACC Board of Trustees Chairperson John Briggs (far left) and Trustee Florence Stibitz (far right) present Lori Dzieszinski (middle left) and Max Lindsay (middle right) with plaques recognizing 30 years of service to the College.

Student Handbook



Services Directory

BTC	Besser Technical Center	TLC	The Learning Center
CTR	The Donald L. Newport Center	VLH	Van Lare Hall
EAC	East Campus	WCCT	World Center for Concrete Technology
HUSH	Huron Shores Campus		
NRC	Charles R. Donnelly Natural Resources Center		

For	See	Office, Hours	Ext.
Academic Concerns.....	Roy Smith, Dean of Instruction	VLH 109	7443
		8 a.m. - 4:30 p.m.	
	Mary McLaren, Secretary	8 a.m. - 4:30 p.m.	7212
	Joyce Worniak, Secretary	8 a.m. - 4:30 p.m.	7219
	Linda Souva, Evening Tech.....	1 - 6 p.m. (M-TH).....	7209
Admissions.....	Mike Kollien,	VLH 111	7339
	Director of Admissions	8 a.m. to 4:30 p.m.	
	Phyllis Tipmann,	VLH 111	7234
	Assistant to the Admissions Dir.	8 a.m. to 4:30 p.m.	
Athletic Director	Max P. Lindsay	VLH 107B	7200
	Dean of Students.....	8 a.m. - 4:30 p.m.	
Bookstore.....	William Matzke, Director	BTC 104.....	7299
	Joan Misiak, Secretary/Buyer.....	9 a.m. to 4 p.m.	
		Extended hours for startup	
Cashier.....	Kathy Momrik	VLH 108	7257
		8 a.m. to 4:30 p.m.	
Counseling.....	Audrey Julian	VLH 107A.....	7277
		8 a.m. to 4 p.m.	
	Richard Sanderson	VLH 109B.....	7265
		8 a.m. to 4 p.m.	
Financial Aid.....	Max P. Lindsay,	VLH 107B.....	7200
	Dean of Students	8 a.m. to 4:30 p.m.	
	Mark Beins,	VLH 107C.....	7205
	Financial Aid Technician	8 a.m. to 4:30 p.m.	
Graduation.....	Lori Dzieszinski, Registrar	VLH 108	7353
		8 a.m. to 4:30 p.m.	
Huron Shores Campus....	Direct phone: (989) 739-1445	5800 Skeel, Oscoda	
	George Falkenhagen, Coordinator...Call for appointment.....		88+442
	Lori Pulda, Secretary	Mon.-Thurs. 9 a.m. to noon & 1 to 7 p.m.; Friday 9 a.m. to noon & 1 to 4:30 p.m.....	88+295
Huron Shores Learning... Center	Jill Dorcey,	HUSH	88+444
	TLC Technician	Call for appointment	

For:	See:	Office, Hours:	Ext.
Intramural Activities.....	Bobby Allen	Wellness Center 105A..... Call for hours	7218
Library	Charles Tetzlaff, Director..... Kelly Jackson, Technician Nat Salziger, Technician	CTR 111..... CTR 111 (See posted hours) CTR 111.....	7249 7252 7252
Parking Office	James Chapman,	BTC 101..... Parking Attendant Call for hours	7323
President	Dr. Olin Joynton..... Lee Spragg, Assistant	BTC 125..... 8:30 a.m. to 5 p.m.	7246 7247
Registrar.....	Lori Dzieszinski, Registrar	VLH 108	7353 8 a.m. to 4:30 p.m.
Registration.....	Lori Dzieszinski, Registrar	VLH 108	7353 8 a.m. to 4:30 p.m.
Residency	Max P. Lindsay, Dean	VLH 107B.....	7200 8 a.m. to 4:30 p.m.
Resumes	Student Services Office.....	VLH 107	7286 8 a.m. to 4:30 p.m.
Student Support	Dana LaBar, Director	VLH 101B.....	7255 8 a.m. to 4:30 p.m.
Services	Jewel Lancaster, Counselor	VLH 101A..... Available during TLC hours	7284
Technical Career	Monica Bushey, Counselor.....	VLH 101F	7350 8 a.m. to 4:00 p.m.
Services			
Transcripts.....	Kathy Vought-Skuse.....	VLH 108	7228 8 a.m. to 4:30 p.m.
The Learning Center.....	Jackie Witter, Clerical Asst.	VLH 101E.....	7342 8 a.m. to 4:30 p.m.
Tutoring.....	Yvonne White	VLH 101	7270 8 a.m. to 4:30 p.m.
Volunteer Center.....	Kathleen Bruski,..... Volunteer Center Director	CTR 108..... 9 a.m. to 4:30 p.m.	7335
Wellness Center.....	Noel Curtis, Director	CTR 101.....	7391
	Shannon Woloszyk, Health Fitness Technician	Call for hours	7409
Work Study.....	Student Services Office.....	VLH 107	7286

2007-08 Academic Calendar

Subject to change

FALL SEMESTER 2007

August

- 20.....Freshman orientation
- 21.....Freshman registration
- 22-23Central Registration
- 27.....Fall Semester classes start
- 27.....Late Registration starts

September

- 3.....Labor Day — College closed
- 6.....Late Registration ends
- 6.....Last day to drop classes with full tuition refund

October

- 5.....Deadline for Fall Semester graduation application
- TBA.....ACC Open House

November

- 5.....Early Registration for Spring Semester begins
- 9.....Deadline to apply for Spring graduation early review
- 15.....Fall break — no classes; college offices open
- 22-23Thanksgiving vacation — College closed
- 30.....Tuition due for early registration

December

- 7.....An Evening with the Arts (student exhibition)
- 7.....Last day of Fall Semester regular classes
- 10-13Final Exams

SPRING SEMESTER 2008 (PRELIMINARY)

January

- 8-10Central registration
- 14.....Spring Semester classes begin
- 14-25Late registration
- 25.....Last day to drop classes with full tuition refund

February

- 8.....Deadline for Spring Semester graduation application
- TBA.....Staff Development Day — no classes; offices closed

March

- 17.....Early registration opens for Summer & Fall 2008 semesters
- TBA.....Spring/Easter Break — no classes after 5 p.m. Offices open for normal hours

April

- TBA.....Spring/Easter Break — no classes; offices closed

May

- 2.....Last day of Spring Semester regular classes
- 2.....An Evening with the Arts (student art exhibition)
- 5-8Final exams
- 8.....Commencement, 7 p.m., Park Arena

Please Note:

A calendar with the most current campus events and 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 Registrar's 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. 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 44 and 55-58 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 227-229.)

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 and in HUSH 107 on the Huron Shores campus. Trained peer and professional tutors have the necessary qualifications to assist you. Tutorial assistance can be a big step toward long range success for every student.



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. Additional information is below.

Student Services

Counseling Services — Personal, academic, and career counseling services are available to all students attending ACC. Licensed, professional counselors provide information and assistance, and are available for individual appointments by calling (989) 358-7286. Available counseling services include:

- Admission/Orientation Counseling
- Academic, Personal, and Career Counseling
- Four-year College Transfer Assistance
- Academic Advising
- Veterans Counseling
- Community Service Referrals
- Life Management Skills Resource Library

Contact the Huron Shores Campus at (989) 739-1445 for information about counseling appointments.

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 form (FAFSA) available at the Student Services Office (VLH 107), Campus Services (VLH 108), Huron Shores Campus office or on line at www.fafsa.ed.gov. Students must prepare a new Free Application for Federal Student Aid (FAFSA) each year. In addition, for continuing financial aid, students must meet the standards of Minimum Academic Progress as explained in the Financial Aid section of this catalog.

Questions concerning completion of financial aid forms can be directed to the Student Services Office (VLH 107), (989) 358-7205.

Full details on federal, state, and private financial aid programs, and scholarships can be found in the Financial Aid section of this publication. Students with financial aid eligibility for on-campus, part-time College Work Study (CWS) employment can work between three and seven hours per week in placements that may also provide worthwhile career experiences. For more information on CWS, contact the Student Services Office (VLH 107), (989) 358-7286.

Career 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 a career path and develop skills for obtaining employment. In addition, students uncertain about career goals are invited to explore options in the Student Services Office (VLH 107).

The following career services are provided at no cost to ACC students:

- DISCOVER — A computerized career guidance system
- MOIS — A computerized career information system
- Information and books on careers
- Resume, cover letter, and interviewing information
- Information, catalogs, and admissions applications for Michigan colleges
- College work-study applications and assistance.

Employment Services — The Employment Services Office is located in Van Lare Hall 109B on 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.

The following employment services are offered 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 an appointment, contact Richard Sanderson, Employment Services Office (VLH 109B), 358-7265.

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 math assessments are administered in TLC. Students may be referred for placement assessment by instructors, advisors, counselors, or administrators. Upon completion, scores and recommendations are available for appropriate course placement at Alpena Community College.
2. **TLC Course Work:** TLC offers reading courses which include both classroom and lab instruction at both campuses.
3. **Study Skills Development:** TLC offers courses, information sessions, electronic resources and supplemental materials to help students learn. Topics may include, but are not limited to, studying textbooks, college reading skills, listening and note-taking, memory and concentration, test-taking, time management, learning styles, improving study habits, and stress management.
4. **Tutoring:** Individual or group tutoring is available for all ACC courses at no charge. Tutoring is provided by qualified peer and professional tutors.
5. **Other Services:** Additional services available at TLC include advising, academic, career, and personal counseling, information sessions, supplemental course materials provided by instructors, a student accessible computer lab, professional writing assistance, disability

accommodations services for students with disabilities, and assistance in finding and using campus and community services.

6. TLC Grant Programs:

- A. Student Support Services Grant — This federal grant program is designed to help qualified Alpena Community College students increase their chances of college success. Special services offered to selected students include assistance with enrollment and registration; academic, career, personal and financial aid counseling; tutoring; workshops; peer mentoring; accommodations for students with disabilities; college and community agency referral; 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 personnel are located in The Learning Center.
- B. Technical Career Services — This program provides assistance to students enrolled in, or intending to enroll in, approved technical programs of study at Alpena Community College. Services to students include assistance with admission and financial aid, counseling (academic, career, and personal), Attendance Cost funding for qualified students, accommodations services for students with disabilities, access to free tutoring, and help in finding and using resources on campus and in the community.

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, and school supplies
- Jansport backpacks
- Snacks, beverages, and 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
- Catholic Human Services (989) 356-6385
- Northeast Michigan Community Mental Health Services (989) 356-2161
- Sunrise Centre (989) 356-6649 or (877) 205-5217

Library (Learning Resources Center)

Located in CTR 111, the ACC Stephen H. Fletcher Library provides a full range of library services, including check-out privileges, inter-library loans, book renewals via the Internet and by telephone (358-7252), microform copies, coin-operated copier and computers for word processing.

Books, e-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 approximately 13,000 unique periodical titles, Michigan newspapers, and an assortment of national and local newspapers. Computer access to the Internet is also available in the ACC Library.

The Library operating schedule generally includes evening hours Monday through Thursday 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 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.

The Wellness Center

Membership in the ACC Frederick T. Johnston Wellness Center is included as 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 one administrator 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
- Donald L. Newport 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 1-888-468-6222 or (989) 356-9021 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.

Class Cancellations Due to Inclement Weather

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 a.m. whenever possible.

Announcements and Definitions

In the instances when the College deviates from its regular schedule, one of the following options is selected.

<u>Announcement</u>	<u>Definition</u>
Classes are cancelled	Classes for the whole day are cancelled. College offices remain open.
Delayed opening	Classes starting before the announced time are cancelled; classes start at or after the announced time meet as scheduled. Offices open at the announced time.
College is closed	All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 a.m. and 3:00 p.m. each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations:

<u>Announcement</u>	<u>Definition</u>
Classes are cancelled	All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m.
College closing early.....	All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

Factors Considered When Evaluating Cancellation/Closure

Designated staff members including the President, the Vice President of Finance and Administration and the Director of Facilities Maintenance consider the following factors when formulating a decision to cancel classes or close the College:

- Road conditions on U.S. 23 North, U.S. 23 South, M-32, and Werth Road.
- Weather forecasts.
- Travel advisories from law enforcement officials.

Cancellation/Closure Communication Methods

If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (1-888-468-6222). The following is a list of news outlets which are contacted in the event of a cancellation or closure:

RADIO	WHSB 107.7 FM (The Bay)
WATZ AM 1450 and FM 99.3	WIOS 1480 AM
WCBY 1240 AM	WKJC 104.7 FM
WCML 91.7 FM	WKJZ 94.9 FM
WCMB 95.7 FM (Oscoda)	WQLB 103.3 FM (B-Rock)
WGFM 105.1 FM	WQON 101.1 FM
WGRY 100.3 FM and 1230 AM	WPHN 90.5 FM Gaylord, 106.1 FM Tawas
WHAK 99.9 FM (The Wave)	WWTH 94.1 FM

TELEVISION

WBKB-TV (Channel 11, Alpena)

WCML-TV (Channel 6, Alpena)

WTOM-TV (Channels 7 & 4, Traverse City)

When possible, the message is included on the College's home page. A phone list is also utilized to directly notify certain employees. Staff and students are encouraged to call the College phone system (1-888-468-6222) to verify the College's status.

Determining the Advisability of Travel When the College is Open

A. Guidelines for Staff

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

B. Guidelines for Students

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time — preferably within 24 hours.

Excused absence because of inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook section of the ACC Catalog.

Huron Shores Campus

The Director of the Huron Shores Campus makes the decision to cancel HUSH classes or close offices. When a decision is made to alter normal operations, the HUSH director contacts the deans and the Director of Public Information & Marketing.

Nursing Students

Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

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 the Student Services Office in VLH 107.

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);
- Natural Resources Center near the first floor elevator; and
- World Center for Concrete Technology near the vending machines.

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.

Student Lounges

There are students 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 student information sheet published on Tuesday and Thursday for announcements of things to do.

Athletics

Intercollegiate — Alpena Community College belongs to the Eastern Division of the Michigan Community College Athletic Association. Currently, the college fields basketball and golf teams for men and basketball, softball and volleyball for women. For information, contact the Dean of Student Affairs in VLH 107.

Intramurals — 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 a student-priced ticket for the entire series or for individual performances. Call ext. 7373 for the scheduled dates and performers.

An Evening with the Arts — Held on the last Friday of fall and spring semesters, this exhibition showcases the work of ACC Fine Arts students. Exhibitions usually include over 600 works including computer-generated images, design, sculptures, drawings, ceramics, paintings and photography. The event is very popular and attracts hundreds of viewers from around Northeast Lower Michigan. The student reception features local musicians and hors d'oeuvres. Admission is free. Watch for posters and newspaper announcements for details.

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.

Besser Museum for Northeast Michigan and Planetarium — Adjacent to the campus, this community treasure offers changing arts and science programs and exhibits of general interest.

Student Newspaper: *The Crosscut*

Students who have some background and interest in journalism, feature writing, photography, sports reporting, desktop publishing, or graphic design and layout are welcome to participate in the ACC student newspaper *The Crosscut*. Several editions are published throughout the academic year and student participants not only come away with practical experience but also samples for their portfolios. For more information e-mail studentnews@alpenacc.edu.

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 for rehearsals and play productions. Watch for notices or contact Karol Walchak in NRC 212A, ext. 7349.



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.

Kappa Beta Delta (KBD) — An honor society which encourages and recognizes scholarship and accomplishment among students of business pursuing associate degrees, and encourages and promotes personal and professional improvement and a life distinguished by honorable service to humankind. Chapter activities include volunteering for college-related projects and community service organizations, listening to business speakers, and taking educational tours of area businesses. For more information on KBD contact Mary Jane Thomson in VLH 115 at ext. 7313, or Linda Suneson in VLH 124B at ext. 7210.

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 Meghan Cameron in Van Lare Hall 121B, ext. 7307.

Sigma Zeta (SZ) — This is a math/science honor society which encourages and fosters the attainment of knowledge in the natural sciences, computer science, and mathematics while recognizing the attainment of high scholarship among those inducted into this society. Membership is open to students with a major in mathematics, science, or computer science. Elementary and secondary education students are eligible if their subject area expertise will be in a math/science field. Chapter activities include speakers and field trips to industries of interest. Volunteer opportunities such as working with Science Olympiad are available along with social/academic events of interest. For more information on Sigma Zeta, contact Dan Rothe in VLH 121D (Mathland), ext. 7305.

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. Members gain leadership and group work experience while addressing issues of concern to students and planning a variety of social and academic events throughout the academic year. Its office is inside the student activity lounge in CTR 118, ext. 7287.

Volunteer Center

The Alpena Volunteer Center is located in room 108 of the Donald L. Newport Center and offers students and area residents opportunities for volunteer work in the community either with special projects or on a regular basis. A service of the ACC Center for Professional, Community and Volunteer Services, The Volunteer Center networks with local agencies, organizations, and schools in the Alpena area to fulfill requirements for volunteer assistance.

Individuals and groups can be placed in volunteer jobs matched to time and interest either to gain work experience, explore careers, or for the enrichment offered with community service. For more information visit the Volunteer Center or call (989) 358-7335.

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 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 the Facilities Management Office 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 Standards of Progress for VA Education Benefits

All students receiving education benefits from the USDVA must satisfy the Academic Standards of Progress of Alpena Community College. If a VA student is dismissed, the VA will be notified.

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, either hard copy or electronic device(s).
2. Work copied practically verbatim with only a few words altered from the original, hard copy or electronic, 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

In the event of a communicable disease outbreak or health threat, Alpena Community College will seek direction from or follow guidelines issued by the District Health Department #4 of the Michigan Department of Community Health.

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 Registrar, 108 Van Lare Hall.

Social Security Number Privacy Policy

Alpena Community College protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the College.

The social security number is required for financial aid and specific reporting functions as required by the state and federal government. Social security numbers are required for the mailing of transcripts and reporting to the National Student Clearinghouse, which is used for enrollment verifications, degree reporting and loan tracking.

Procedures

Except as permitted by law, the College will not:

1. Publicly display all or more than 4 sequential digits of a person's social security number.
2. Visibly print all or more than 4 sequential digits of a social security number on any identification badge or card, membership card, permit or license.

The College expects each student, employee, and any other person who may use the facilities or resources of the College to protect the privacy of its students and employees, and to bring to the attention of an appropriate responsible person any privacy violation they may observe. In addition:

1. Each person who uses or has access to any ACC record which contains any person's social security number, or who has access to the social security number of any student or employee, will keep this information confidential.

2. Disclosure of such information will be only to those with a specific need to know for a legitimate College purpose, or in response to a legitimate and lawful request.
3. The College will permit access to such information only to those with a need to know. Access and permission for access will be reviewed not less than once a year.
4. All documents or other records which contain such information shall be kept in a secure environment accessible only to those who have been specifically authorized to have access, and will be disposed of only by shredding or other appropriate means which renders a social security number illegible and as difficult as possible to reconstruct.
5. Violations of this policy and procedure will be cause for discipline up to and including dismissal or termination, and may give rise to further legal proceedings.

Faculty and staff will be notified annually of privacy procedures and FERPA requirements for any form of communications, printed or verbally.

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. The 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 the Director of Human Resources or the Dean of Student Affairs.

Procedure for Reporting Sexual Assault — Any incident of sexual assault should be reported immediately to either the Director of Human Resources or the 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.

A student shall take no action which threatens his or her own safety, health or life, nor shall a student make any verbal threat of such action. This includes such behaviors as suicide attempts, cutting, and refusing treatment for life-threatening illnesses or conditions (e.g. eating disorders).

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 Dean of Instruction, and a copy will be provided to the involved faculty member. The dean 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 13 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; 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 five 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.
- The Public Relations Officer.

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. The Senate majority must approve all proposals, additions, changes, or deletions to the Bylaws. 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/her temporary absence, the Vice President will perform the duties of the 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: The Public Relations Officer.

It shall be the responsibility of the Public Relations Officer to be the liaison between the Senate and all outside parties. It is also his/her duty to advertise the activities of the 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 and also the Student Senate when participating.

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 present assembled Senate will initiate the general election procedure of Student Senate Freshman Representatives 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.

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. Candidates cannot supervise polls. 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 ACC 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. If two consecutive meetings are missed, the member in question is to be notified in writing of their pending violation of minimum attendance standards and 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 and the representative will be dismissed from the Student Senate. The club or organization in which the representative was from has the opportunity to replace the vacant seat. Behavior and attendance problems will be handled equivalent to an office-holding Student Senate member.

If monetary compensation is given by the Student Services Department, it will not be distributed until the end of each semester of service.

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 Members.

A motion from the floor initiates the procedure for the dismissal of Student Senate members. 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 procedures meeting is scheduled. The Advisor/President facilitates the dismissal procedure meeting, but does not vote. Also, the member(s) facing dismissal 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 his or her defense. After the close of the debate, the Advisor/President, conducts a vote by secret ballot 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.

If a senate member's duties are called into question, that member's compensation may be denied. The compensation can only be denied by a two-thirds vote of the members not including the member under question. (A preliminary review board may be established to investigate the matter further. A trial should then be held with the chairperson of the review board and the member under question.)

If a Senate member is recalled during his or her term, they shall receive no monetary compensation and their portion of compensation shall be given to the replacement of their position.

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 Students 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. Another member must first nominate any Senate member who wishes to run for the open position. The Advisor/President then takes a vote by secret ballot 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 powers 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 to 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. The Senate reviews applications; the vacant position is filled by a majority vote. Students may apply for a vacant Representative's 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 37, 221
 Academic Advisor 221
 Academic Calendar 220
 Academic Dismissal 238
 Academic Evaluation 236
 Academic Information 37
 Academic Probation 237
 Academic Renewal 37
 Academic Rights of Students 236
 Academic Transcript Requests 46
 Academic Standards of Progress 237
 Academic Standards of Progress for
 VA Students 237
 ACC Players 232
 Access (ADA) 15, 238
 Accidents 235
 Accreditations and Affiliations 3
 Additional Associate Degrees 46
 Administrators 208
 Admissions 15
 Admissions Policy 15
 Advanced Credit 38
 Advanced Placement 38
 Affirmative Action 239
 Alcoholic Beverages Policy 240
 Alpena Campus 9, 10
 American Government Requirement 45
 Americans with Disabilities Act 15, 238
 Apartments 11, 17, 230
 Application Process 16
 Assessment and Placement Grid 19
 Associate in Applied Science (AAS) Degree ... 56
 Associate in Applied Science (AAS)
 Distribution Requirements 56
 Associate in Arts (AA) Degree 55
 Associate in Arts (AA) Distribution
 Requirements 55
 Associate in General Studies (AGS) Degree ... 57
 Associate in General Studies (AGS)
 Distribution Requirements 57
 Associate in Science (AS) Degree 56
 Associate in Science (AS) Distribution
 Requirements 56
 Associate Degrees (Additional) 46
 Athletics 231
 Attendance 221

Audio-Visual Services 51
 Auditing Courses 39

– B –

Bachelor's Degree Cooperative Programs 126
 University Center 138
 Bay de Noc Community College 126
 Besser Technical Center 9, 10
 Board of Trustees i
 Bookstore 51, 225
 Budget Review Board 227
 Buildings 10-13

– C –

Calendar, Academic 220
 Campus Buildings 10-13
 Campus Committees 227
 Campus Crimes Statistics 22-23
 Campus Life 227
 Campus Maps 8-10
 Cancelled Classes 227
 Career Services 223, 225
 Center for Professional, Community and
 Volunteer Services (CPCVS) 53
 Certificate Programs (Occupational) 57
 Cheating and Plagiarism 241
 Classes, Canceled 227
 Classification of Students 39
 Code of Conduct 250
 Cohort Completion Rate 23-24
 College Goals 4
 College History 6-7
 College Mission 4
 College Park Apartments 11, 17, 230
 College Philosophy 5
 Communicable Diseases Policy 244
 Community Services 51
 Complaint Procedures 252
 Concurrent Enrollment 16
 Contrary Opinion 242
 Cooperative Programs 126
 Core Competencies 39
 Costs 25
 Counseling Services 223
 Course Descriptions, Understanding 143
 Credit, Unit of 49
Crosscut, The (student newspaper) 232

Cultural Opportunities.....	231
Curriculum Committee.....	227
Customized Training Center.....	54

- D -

Dean's List	42
Degrees and Certificates	55
Delta College	127
Disability Accommodations Procedures	15
Disruptive Conduct	252
Donnelly Natural Resources Center	12
Drop/Add Fees	27
Drop/Add Procedure.....	37
Drug Abuse Prevention	225
Drug-Free Campus Policy	242
Dual Enrollment	16

- E -

East Campus	12
Education (Spring Arbor University B.A. program)	134
Educational Talent Search	52
Emeriti.....	214
Employment Services	224
Evening with the Arts.....	231

- F -

Faculty	209
Family Educational Rights Protection Act (FERPA)	46, 244
Federal Financial Aid Programs	30
Fees	25
Ferris State University.....	129
Financial Aid.....	30, 243
Financial Credit Policy	243
Fines.....	243
Former Students.....	17

- G -

General Education Courses	58
Global Awareness Series.....	231
Goals of the College.....	4
Grade Point Average.....	43
Grading Criteria.....	236
Grading System.....	43, 236
Graduation Honors.....	45
Graduation Requirements	44
Guest Students	17

- H -

History of ACC.....	6-7
House Phones	230
Housing	11, 17, 230
Huron Shores Campus	8, 13

- I -

Inclement Weather	227
Industrial Technology Association	232
Institutional Profile	2
Instructor Absence.....	227
Internships	184
Intramural Athletics	231

- K -

Kappa Beta Delta	233
------------------------	-----

- L -

Lake Superior State University.....	130
Learning Center, The	52, 224
Learning Resource Center (LRC, Library).....	52, 226
Library (LRC)	52, 226
Lounges, Student	230
Lumberjack Shack.....	51, 226

- M -

MACRAO Agreement	49
Madeline Briggs University Center.....	138
Map, Alpena Campus	9, 10
Map, Huron Shores Campus.....	8
Maximum Time Frame	30
Meeting Facilities	52
Microsoft Office Specialist Program (MOS) ..	52
Mid Michigan Community College	131
Minimum Academic Progress.....	29
Mission of the College	4

- N -

Newspaper, Student.....	232
Non-payment.....	28
Nondiscrimination Notice.....	18
Northwood University	132, 138, 140

- O -

Off-campus Courses	18
Organizations, Student.....	232
Orientation	18

- P -

Parking Regulations.....	234
Parking Violations.....	234
Personnel.....	208
Phi Theta Kappa.....	233
Philosophy of the College.....	5
Placement Testing.....	18
Plagiarism and Cheating.....	241
Planning for Success.....	221
Privacy Act (FERPA).....	46, 244
Program Revisions Policy.....	243
Programs of Study Index.....	60-61
Publications Board.....	228

- Q -

Quality Assurance Guarantee.....	48
----------------------------------	----

- R -

Raffle Policy.....	245
Refunds.....	28
Registration.....	37, 221
Repetitive Course Enrollment.....	48
Reportable Communicable Diseases Policy.....	244
Residency Policy.....	21, 245

- S -

Satisfactory Completion of Prerequisite	
Courses.....	48
Scholarships.....	32
Security, Campus.....	21
Senior Citizen Tuition Waiver.....	28
Services Directory.....	218
Severe Weather.....	227
Sexual Harassment Policy.....	248
Small Business and Technology	
Development Center (SBTDC).....	53
Smokeless Tobacco.....	249
Smoking Policy.....	249
Special Awards (Scholarships).....	33
Speed Limit on Campus.....	234
Spotlight Series.....	231
Spring Arbor University.....	134
Staff (ACC Personnel).....	208
State Financial Aid Programs.....	31
Student Activities.....	231
Student Activities Board.....	227
Student Code of Conduct.....	250
Student Complaint Procedure.....	252
Student Grants.....	30
Student Handbook.....	21, 217

Student Judiciary.....	255
Student Judiciary Board.....	227
Student Judiciary Bylaws.....	255
Student Lounges.....	230
Student Newspaper.....	232
Student Organizations.....	232
Student Right-to-Know.....	21
Student Senate.....	233, 263
Student Services Directory.....	218
Student Services.....	223
Student Travel Policy.....	254
Studying.....	222

- T -

Teacher Education (Spring Arbor	
University B.A. program).....	134
The Learning Center (TLC).....	52, 224
The Small Business and Technology	
Development Center (SBTDC).....	53
Transcript Requests.....	46
Transfer Grants.....	32
Transfer Information.....	49
Transfer Students.....	17
Travel Policy, Student.....	254
Tuition.....	25
Tutoring.....	220, 222

- U -

Understanding Course Descriptions.....	143
Unit of Credit.....	49
University Center.....	138
University of Detroit Mercy.....	136
Upward Bound.....	52

- V -

Van Lare Hall.....	9, 10, 12
Veterans Certification Guidelines.....	34
Veterans Educational Benefits.....	33
Visitor Policy.....	254
Volunteer Center.....	54, 233

- W -

Weather, Severe.....	227
Wellness Center.....	53, 226
Western Michigan University.....	137
Withdrawal.....	50
Work Study.....	30, 32, 223
World Center for Concrete	
Technology.....	9, 10, 13

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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.
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